Blue Star Learning
concept-based technical training

BLUE STAR LEARNING

COURSE PATHS THAT LEAD TO PROFESSIONAL SUCCESS

SCHOOL CATALOG

SEPTEMBER 1, 2018
THROUGH
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Volume 1

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The information contained in this catalog is true and correct in content and policy.

Nimesh Shah

09/01/2018

_____   _____
Nimesh Shah, President/Director   Date

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PRESIDENT'S MESSAGE

It is a pleasure and a privilege to welcome you to Blue Star Learning. Our goal is to ensure that your time at Blue Star Learning is an exciting journey of educational exploration that prepares you for successful careers in information technology. As such, I would like to take this opportunity to provide you with my advice and encouragement which I hope you will find helpful.

Each of us brings a diversity of skills, culture, and life experience. These experiences can be applied to your educational pursuits at Blue Star Learning.

Being accepted into Blue Star Learning means that you have met our admission requirements. It also means that we believe you will achieve the goals you have set for yourself. Blue Star Learning provides a curriculum that will prepare you for rewarding careers in information technology. We are here to help you achieve your career goals.

Please read this catalog thoroughly and keep it as a reference. It provides useful information including the policies and procedures we follow to ensure that students receive the educational resources and services they need to make the most of their Blue Star Learning experience.

We are delighted to welcome you to Blue Star Learning and look forward to working with you.

Sincerely,

Nimesh Shah
President/School Director

MISSION/INSTITUTIONAL PHILOSOPHY

Mission/Purpose

Blue Star Learning prepares students for professional and individual success through innovative high-quality vocational training that prepares graduates for rewarding careers in information technology and allied health. The institution keeps alert regarding industry needs and, accordingly, periodically revises its curriculum.

Objective

The overall objective of Blue Star Learning is to provide the highest quality of professional training for information technology and allied health careers.

To accomplish this, School resources are directed toward achieving the following specific objectives.

- Assisting students in developing high level professional and business communication skills

- Offering specific programs focusing on the demands of the continuously changing information technology and allied health environments

- Motivating students toward ongoing professional development, thereby increasing employment potential, competence, and mobility

Theoretical and practical training is provided.

The programs will challenge and motivate students in a manner that facilitates professional development and increases employment possibilities, thus furthering the institution's mission and overall objective which is to provide the highest quality of professional training for information technology and allied health careers.

History

Blue Star Learning was founded in 1989, as a contract training institution, by Ted and Susan Blue. The School began to enroll students at this time. The School also offered computer software training to corporations and government organizations. Training was provided from a menu of Microsoft products. Of the initial offerings, the following programs continue to be offered by the School.

- A+ Computer Service Technician
- Web Designer Professional

In April 2010, Blue Star Learning was acquired by the current owner, Nimesh Shah. In September 2011, the School was approved by the General Services Administration (GSA).

In August 2013, the institution was initially approved to train veterans under Title 38, U.S. Code 3671(a) and 3672(a).

Since 2010, the School has expanded its offerings to include additional Information Technology and Allied Health programs.

PROGRAM APPROVALS AND AUTHORIZATIONS

Blue Star Learning is a private institution, that it is approved to operate by the California Bureau for Private Postsecondary Education and that approval to operate means compliance with the state standards as set forth in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. The effective date of California Bureau for Private Postsecondary Education approval is January 14, 2010.

Blue Star Learning is approved for the training of Workforce Innovation and Opportunity Act (WIOA) through San Diego Workforce Partnership (SDWP). * The effective date of WIOA approval is April 10, 2010.

Blue Star Learning is approved for the training of veterans and eligible persons under Title 38 U.S. Code, by the California State Approving Agency for Veterans Education (CSAAVE), a division of the California Department of Veterans Affairs.* The effective date of CSAAVE approval is September 11, 2017.

Blue Star Learning is approved Government Services Administration (GSA) Multiple Award Schedule (MAS) 70 contract, GS-35F-671GA. *The effective date of GSA approval is September 12, 2017.

(*Note: All programs may not be approved by the California Department of Veterans Affairs, California Employment Development Department and/or GSA Multiple Award Schedule.)

Blue Star Learning is an authorized training partner for the following ten (10) organization.

1. Adobe
2. Autodesk
3. Axelos
4. Cisco
5. CompTIA
6. EC-Council
7. (ISC)²

8. Microsoft
9. Oracle
10. Project Management Institute (PMI)

Authorization means that the School is approved to offer the programs developed by each respective organization.

The institution is not accredited by an accrediting agency recognized by the United States Department of Education.

Approval documents, government approvals, and certifications are available for review in the administration office.

Legal Control

Blue Star Learning operates as an S corporation. It is operated by the Nimesh Shah, President and Nidhi Shah, Vice-President.

Campus Tours

Tours of the school facilities are available to all prospective students and visitors.

Questions Regarding This Catalog

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:

Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
              P.O. Box 980818, West Sacramento, CA 95798-0818

Web site Address: www.bppe.ca.gov

Telephone and Fax # (888) 370-7589 or by fax (916) 263-1897,
                     (916) 431-6959 or by fax (916) 263-1897.

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.

All prospective students and any interested person, prior to enrollment, receive a school catalog in an electronic format and an acknowledgment form is signed and retained in the school files for permanent records.

Catalog Updates

The school's catalog is updated annually.

Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs educational services, procedures, or policies required to be included in the catalog by statue or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

Rules Of Operation And Conduct

All students are expected to conduct themselves as responsible adults, regular attend classes, and maintain satisfactory academic progress.

The School reserves the right to dismiss any student whom
- exhibits conduct, determined by the administration, to be detrimental to fellow. students, other individuals, and the community or school.
- fails to maintain satisfactory academic progress.
- fails to meet attendance standards.
- fails to meet financial obligations to the school as agreed.

SCHOOL OVERVIEW

Facilities and Location

The school is located at 6910A Miramar Road, Suite 206 in San Diego, California, consisting of two (2) buildings occupying 13,315 square feet that is used for instruction and administration. Building 6910 consists of 6,858 square feet and building 6920 consists of 6,744 square feet. There are seven classrooms of various sizes and capacities as well as five administrative offices. Appendix A contains a list of the room numbers for each classroom, the capacity of each room, and the accompanying equipment.

Each desktop systems contains the designated hardware and software required for each educational program. Each student is provided with a desktop system that is hardware and software available for each of the educational programs. There are 3 men's restrooms and 3 women's restrooms. The buildings, classrooms, restrooms and complete facilities are fully accessible to the physically challenged.

There is ample free parking for all students in the adjacent parking structure, and numerous spaces reserved for the disabled. All instruction takes place at the school located at 6910/6920 Miramar Road, San Diego, California 92121.

Student Teacher Ratio

The typical student teacher ratio is 1:40 for lecture and 1:20 for laboratory including lab assistants. The maximum student teacher ratio is 1:80 lecture and 1:80 laboratory.

Learning Resource System (Library)

Blue Star Learning maintains a physical library with reference material for each of the educational programs offered. Materials include reference books and professional publications.

Library Location: 6920 Miramar Road, Room 203 San Diego, CA 92121. **Hours of Operation**: These materials can be used and accessed between the hours of 10:00AM – 8:00PM, Monday – Saturday. **Students Access**: The Learning Resource System manager is available on-site during the school hours of 10:00AM – 08:00PM, Monday – Saturday. In addition, library information can be obtained from any instructor, the Learning Resource System Manager, or the Director of Education.

The School also maintains a virtual library through the Library and Information Resources Network (https://www.lirn.net/) that consists of textbooks, periodical, and reference materials. Students may access these digital holdings from any computer, table, or mobile phone with internet capability. Students should check with any instructor, the Director of Education, or the Learning Resource System Manager for access instructions.

Procedures for Student Access

Library and Information Resources Network (LIRN)

A subscription to the Library and Information Resources Network (LIRN) is included in Blue Star Learning's Learning Resource System. The subscription includes access to over 1,000,000 digital holdings focusing on information technology. The following databases are included.

- ProQuest
- Gale Cengage
- eBook
- Books24x7
- Statista
- Internet Resources

Students have access to the network from any computer with internet access, mobile device, or tablet using the school access number. The Learning Resource System Manager trains students on accessing the network during new student orientation. As all programs are fully integrated

with the Learning Resource System that includes the LIRN, access information is included on the syllabus of each course.

<u>On-Site Library</u>

Blue Star Learning maintains a Learning Resource Center (library). The Center, located in room 203 occupies approximately 250 square feet and currently contains approximately 330 holdings. The Center also has four computer work stations. These work stations can be used to access the Library and Information Resources Network (LIRN).

The Center is open from 10:00 AM until 8:00 PM, Monday through Saturday. Students may use the center before and after class. Should the Center door be locked, students should contact the Learning Resource System Manager, Director of Education, or School Director for access.

Non-Discrimination Policy

Blue Star Learning does not discriminate on any basis including sex, age, race, national origin, creed, religion, or disability. The School complies with the provisions of Title I of the Civil Rights Acts of 1964 and 1974, the Rehabilitation Act of 1973, the American Disabilities Act, and the amendments therein.

Students with disabilities who may need special accommodations in any class must notify the admissions representative prior to the program start date. All reasonable efforts will be made to provide the requested accommodations.

Diploma Awarded Upon Graduation

When all requirements for graduation are successfully completed and all financial obligations have been met, Blue Star Learning graduates will be awarded a diploma in their program of study.

Change of Program and Catalog Revisions

Blue Star Learning reserves the right to make changes, additions, and/or adjustments to internal policies and program curriculum as deemed necessary to keep coursework current with applicable industry standards and technologies. An ensuing change in tuition rates will be affect students already enrolled in a program who have been continuously enrolled since signing an Enrollment Agreement.

The School maintains the right to revise the catalog at any time (courses offered, number of hours, holiday calendar, internal policy, personnel, equipment, etc.) without changing the program objectives.

Controlled Substance Abuse and Awareness Policy

Blue Star Learning supports the Drug-Free School and Communities Act of the U.S. Congress. In cooperation with other community agencies, the School provides information designed to educate the student on the facts of substance abuse. Materials that define the legal status of certain drugs and information on counseling, treatment, and/or rehabilitation programs are available. Use of or being under the influence of intoxicating substances or illegal drugs on campus may be cause for probation or termination from school.

Copyright and Software Policy

In compliance with U.S. Copyright Laws, Blue Star Learning does not reproduce any copyrighted materials for instructional use, including the reproduction of book material and/or software material. Additionally, Blue Star Learning does not permit the photocopying of book materials under any circumstances. The staff, faculty, and other personnel at Blue Star Learning honor copyright laws. We strictly adhere to and enforce this policy on our campus. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that it is illegal to make or distribute copies of copyrighted material without authorization (section 106). The only exception is the user's right to make a backup copy for archival purposes (section 117).

The law protects the exclusive rights of the copyright holder and does not give users the right to copy software unless a backup copy is not provided by the manufacturer. Unauthorized duplication of software is a Federal crime. Penalties include fines of as much as $100,000, and jail terms of up to five years.

Health, Security, and Safety

Blue Star Learning makes every effort to provide a secure and safe learning environment free from distraction. The school facilities comply with all requirements of federal, state and local safety codes, Board of Health specifications and Fire Marshall or OSHA regulations.

Students must be responsible for their own security and safety. Consideration of the security and safety of others is also expected. The School is not responsible for personal belongings that are lost, stolen or damaged on campus or during an off-campus activity. Children and pets cannot be brought into the classroom.

Students must notify a school employee of an injury or illness either experienced or seen, of a breach in security matters, or of a crime witnessed on campus. In the case of an emergency, a school employee must be notified immediately. Employees have been instructed in how to obtain the services of the appropriate professional help in the most expedient manner.

STUDENT SERVICES

Placement Assistance

Blue Star Learning provides placement assistance for all program graduates that include resume and interview preparation. Placement assistance continues until the graduate obtains employment in the field of instruction.

Further, graduates, after initial placement, may return for assistance throughout their career.

Procedure

Students should schedule an appointment with the Director of Career Services, at or around the mid-point of the program prior to graduation. During the initial appointment, resumes are developed and interview strategies are discussed. In addition, information is gathered about the type of organization within which the prospective graduate is interested in working.

After this meeting, company research is conducted and the job development process is initiated. This process continues until the graduate is successfully placed in a program related position.

Follow-up

The Director of Career Services conducts follow-up, by telephone, after thirty (30) days of employment. Information is obtained regarding performance and job satisfaction.

Certification Testing

Students may elect to take the certification examination associated with the program of enrollment at the institution. Fees are paid at the time of the certification test.

Blue Star Learning maintains all appropriate licensures and affiliations to deliver the respective certification examinations**.**

Procedure

Blue Star Learning is an authorized *PearsonVue* testing location. All required certifications examination can be administered at the school. Students following the testing procedure listed below.

1. The Network Administrator, Bassam Awad, is contacted to sign-up for test administration and to pay the associated fee(s).

2. The Network Administrator goes to the exam center and registers the students for the exam.

3. The student is required to sign and take a photograph.

4. The student is escorted to the testing location.

5. The certification test is administered and is scored immediately.

6. If not passed, the certification examination can be retaken according to the guidelines of the certifying organization.

Tutoring

Blue Star Learning provides tutoring for students who have trouble with their studies or need additional help.

Procedure

Tutoring services are available to all students. If additional help is needed, students should contact the instructor of the course. The instructor then schedules the student for tutoring sessions. Typically, tutoring is conducted before and after class.

Advising

Blue Star Learning routinely advises students during matriculation. Students are issued Progress reports at the midpoint of each program. Progress is reviewed with each student.

Procedure

All students are encouraged to seek guidance or assistance from the Vice-President/Director of Education or any appropriate staff member concerning vocational decisions or any other issues that impact academic progress. To this end, students are routinely advised to assess and document academic progress.

Orientation

Blue Star Learning provides a mandatory student orientation for all new students for all program. This orientation meeting serves to acquaint the student with the School's policies and procedures, the faculty, program objectives, curriculum, and other services offered by the school.

Procedure

All new students must attend an orientation on the first day of class. During orientation, students receive introductions from all administrators and faculty. They also receive and review school services and policies.

Tuition Payment

Students are expected to arrange for tuition payment at the time of enrollment. All financial information is clearly disclosed in the Enrollment Agreement.

The institution is not accredited by an accrediting agency recognized by the United States Department of Education.

The institution does not participate in federal and state financial aid programs.

Procedure

Students are expected to arrange for tuition payment at the time of enrollment. All financial information is clearly disclosed in the Enrollment Agreement.

Blue Star Learning is not accredited by an accrediting agency recognized by the United States Department of Education.

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. If the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

The institution does not offer any form of financial aid.

DISTANCE EDUCATION

Blue Star Learning does not offer distance education.

HOUSING

Blue Star Learning does not have dormitory facilities under its control. There is available housing located reasonably near the institution's facilities (within 5 miles). The estimated cost is listed below.

- 1 bedroom apartment $1,500.00 per month
- 2 bedroom apartment $2,015,00 per month
- 3 bedroom apartment $2,580.00 per month

The aforementioned prices are approximate and do not include security deposits and cleaning fees. Blue Star Learning has no responsibility to find or assist a student in finding housing.

SCHOOL POLICIES

Admission Requirements

Admission to the school is open to anyone 18 years of age or over who has a high school diploma or GED. The School does not accept ability to benefit students. Blue Star Learning does not maintain articulation agreements or transfer agreements with any other institution.

The School does not offer any English Second Language (ESL) classes. The School admits qualified students without discrimination toward race, color, national or ethnic origin, marital status, sex, sexual orientation, and age, religion or physical ability.

Prior to being considered for admission, all students must

- complete the in-house, LMS-based Blue Star Learning Application for Admission.

- present a copy of a High School Diploma or equivalent.

    The High School Diploma equivalency may be satisfied by either General Educational Development (GED) tests or a United States Military Form DD-214 indicating that the applicant has completed the High School.

- achieve a minimum score of 70% on Blue Star Learning's Admission Test.

- receive a school tour.

- participate in an interview with the Director of Admissions to see if the candidate possesses the interdisciplinary skills to understand and comprehend the core subject areas required to pursue higher learning within the Information Technology Diploma program.

Admissions Procedure

During the admissions process, prospective students must

- complete the in-house LMS based Blue Star Learning Application for Admission.

- participate in an interview with the Director of Admissions.

    - The interview will consist of the following:

- candidate possessing the interdisciplinary skills to understand and comprehend the core subject areas required to pursue higher learning within the Information Technology Diploma program.

- program selection.

- understanding the program hours, class times, start date and end date of the selected program.

- total cost of the program including tuition, registration fee, Student Tuition Recovery Fund (STRF), and books/supplies fees for the selected program.

- read and review the entire School Catalog. Print, sign and submit the catalog receipt confirmation form found at the end of the School Catalog with your application.

- read and review the School Performance Fact Sheet (SPFS). Print, initial/sign where necessary and submit each page of the SPFS with your application.

- submit a copy of your High School Diploma or equivalent documentation with your application.

- submit unofficial copy of transcripts from all post-secondary level education. Submit a list of all post-secondary level education attended on the *Request for Transfer of Credits* form. If you are accepted, official transcripts from all post-secondary level education will be required within 30 days of the admission at this institution.

- complete a Blue Star Learning's Admission Test consisting 30 questions on three major disciplinary areas: Mathematics, Reading, and Writing with a minimum score of 70% or higher to pass the Admission Test.

- submit government-issued proof of identity with a signature, photo and date of birth. (copy of government-issued ID, driver's license, or passport with picture).

- read, review, initial and sign where necessary the enrollment agreement.

- pay the $100.00 registration fee.

The enrollment agreement is written in language that is easily understood. If English is not the student's primary language and the student is unable to understand the terms and conditions of the enrollment agreement, the School will not enroll the student. All recruitment is conducted in English.

Blue Star Learning has not entered into an articulation or transfer agreement with any other college or university.

Collection Of Tuition

Some programs at Blue Star Learning are short-term, designed to be completed in less than four months. These short-term programs may require payment of all tuition and fees on the first day of instruction.

For those programs that are longer than four months, Blue Star Learning may require four months of advance payment of tuition at a time. When 50 percent of the program has been offered, Blue Star Learning requires full payment.

If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund.

Foreign Students

Currently, Blue Star Learning does not admit students from other countries. That is, students requiring visa services for matriculation.

Language Proficiency

Students must be fluent in English. That is, they must be able to effectively read and write English at the high school level. No ESL services are provided nor are any instruction provided in any language other than English.

Blue Star Learning does not offer any English as a Second Language (ESL) classes. All enrollment documents are written in language that is easily understood. If English is not the student's primary language, the TOEFL examination must be taken. The student must achieve a minimum score of 75. If this score is not achieved, the student is not enrolled. The student must pay the fee for the TOEFL examination.

All enrollment agreements, disclosures, and statements are provided in English. Blue Star Learning recruits solely in English, no provisions are made for students not fluent in English. Students who are not capable of understanding all rules, regulations, and disclosure in English are not enrolled.

Attendance

Blue Star Learning emphasizes the need for all students to attend classes on a regular basis. Any absences, except those necessitated by death of a family member, illness, verified court appearance, military duty, or other legal requirements are discouraged and unexcused. To maintain satisfactory attendance, students may not miss more than 5% of the total hours in any given class.

Upon missing 5% of the total program hours, a student will receive written notification of attendance probation beginning on the date that the student has missed 5 % of the program hours. The student will remain on attendance probation until the clock hours and all associated assignments, tests, and laboratories have been completed. Additional unexcused absences during a probation period will in termination from the school.

Make-Up Work

Blue Star Learning is a clock hour school. As such, any absences that occur will require make-up work, including class hours. That is, the work covered during the absence must be completed via outside the classroom work including assignments, tests, and/or projects. The instructor for the program of enrollment will be responsible to providing the make-up work and assuring its completion. Hours of make-up work cannot be accepted as hours of class attendance.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Blue Star Learning is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in any course or program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, diploma, or certificate 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 Blue Star Learning to determine if your credits, diploma, or certificate will transfer.

Transfer Of Credit From Another Institution

Blue Star Learning will inquire about each applicant's previous education and training and request transcripts from all prior institutions including military training, traditional college coursework, and vocational training. Previous transcripts will be evaluated and credit will be granted as appropriate. Be advised that all training must be evaluated. Blue Star Learning does not guarantee that all previous training will be accepted. Transfer of credit from another institution is at the sole discretion of Blue Star Learning. Furthermore, Blue Star Learning does not maintain articulation agreements with any other institution.

In order to be considered for transfer of credit from another institution, an official transcript indicating the coursework must be submitted accompanied by a course outline or published course description from the institution of consideration. Blue Star Learning then compares the course(s) to the courses offered at the institution. Due to Blue Star Learning's status as an authorized training organization, the courses must match exactly.

That is, it must be from a State approved Postsecondary training school with the same course, not varying in content, scope, and depth as the course(s) offered at Blue Star Learning. Blue Star Learning will only accept up to 20% of any program as transfer credit. Grades lower than C shall not be considered for transfer of credit.

Credit For Prior Experiential Learning

Blue Star Learning does not grant credit for prior experiential learning.

Credit By Examination

Blue Star Learning does not grant credit by examination.

Ability To Benefit Students

Blue Star Learning does not admit ability to benefit students.

Student Complaint/Grievance

The School accepts the responsibility for its course content, the manner in which it is presented, and the representatives who administer and instruct at the School. The information that follows represents procedures by which a student may air any grievance or complaint that he or she may be inclined to register regarding the School, its course content or personnel.

A.   A student who believes that an injustice has been done to him/her should first attempt to resolve the complaint by informal discussion with the employee(s) involved.

B.   If the problem is not resolved with direct discussion between the student and the school employee(s), the student should request an informal discussion with the person at the lowest level of authority directly above the person at which the complaint was directed.

C.   If the complaint is still not resolved, the student has the option to submit a written statement with regards to the nature of the grievance to that level of authority spoken to in Section B, which will be forwarded to the School Director (student complaint designee), for review. This written statement should specify the time, place and nature of the complaint and a remedy or corrective action requested by the student. This statement should be submitted within three days of the incident's occurrence, after the concerned parties are made aware of all aspects of the complaint or grievance.

The School Director handles complaints and grievances, and is regularly accessible during school hours of operation and by appointment before and after school, Monday through Friday.

D.   The School and its administration believe that most grievances can be resolved through this policy. However, the student may submit a grievance to:

The Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
Or
P.O. Box 980818
West Sacramento, CA 95798-0818

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

Student Grade Grievance

This policy describes the procedure by which a student may present a grievance on grades or grading practices.

A.   The student who believes that an injustice has been done to him/her regarding a grade or the grading policy should first attempt to resolve the matter through informal discussion with the class instructor.

B.   If the problem is not resolved with the instructor, the student should pursue a conversation with the Director of Education. Any matter dealing with a grade or grading policy is the sole responsibility and final decision of this administrator. The School and its staff believe that the scope of any grade grievance can be resolved at this level. There is no further chain of action.

C.   If the student has received an unsatisfactory grade on a particular segment of the class, that student can attend a future class, as specified and approved by the administration, to review that segment and retake the exam at no additional cost. No diploma will be awarded until the student demonstrates satisfactory knowledge and skill level by passing all testing phases of the course.

Student Conduct

All students are expected to conduct themselves as responsible adults, regular attend classes, and maintain satisfactory academic progress.

The School reserves the right to dismiss any student whom

- exhibits conduct, determined by the administration, to be detrimental to fellow students, other individuals, and the community or school.
- fails to maintain satisfactory academic progress.
- fails to meet attendance standards.
- fails to meet financial obligations to the school as agreed.

The School reserves the right to cancel a class start date due to insufficient enrollment. If this occurs, the student may request a full refund of all monies paid or apply all monies paid to the next scheduled class start date.

The School reserves the right to change or modify the program contents, equipment, staff or materials as it deems necessary. Such changes may be necessary to keep pace with technological advances and to improve teaching methods or procedures. In no event will any such changes diminish the competency or content of any program or result in additional charges to the student.

STANDARDS FOR STUDENT ACHIEVEMENT

Grading/Student Assessment

Listed below is the grading policy.

GRADE A	100 – 97%	4.0 GPA	96 – 94%	3.9 GPA	93 – 90%	3.7 GPA
GRADE B	89 – 87%	3.3 GPA	86 – 84%	3.0 GPA	83 – 80%	2.7 GPA
GRADE C	79 – 77%	2.5 GPA	76 – 74%	2.3 GPA	73 – 70%	2.0 GPA
GRADE D	69 – 67%	1.7 GPA	66 – 64%	1.4 GPA	63 – 60%	1.0 GPA
GRADE F	59 – 0%	0.0 GPA				

Students are required to master all course segments and pass all tests, take notes, complete homework assignments and participate fully in all classes and hands-on application sessions prior to earning a diploma. To graduate and receive a diploma, students must complete the course with a minimum combined average of 70% (2.0 Grade Point Average) or better and meet the minimum attendance requirements.

Tracking Progress, Probation/Termination

If a student misses part of a class, that work must be made up after class or as homework. If a student misses class without reasonable cause or is persistently tardy, a warning is issued as a precursor to termination from the program.

The Director of Education will study each absence or tardy on a case-by-case basis, and will use discretion in deciding if the student is to be dismissed, retained or placed on probation. If terminated, the student will receive a pro-rata refund (clock-hour formula).

A student will be placed on probation for three unexcused tardies or for missing a class, or part of a class, without reasonable cause. The student will be required to make up the work, and will remain on probation until all course work is current and progress is satisfactory again.

If a student repeats any course segment or has to make up a segment, the total time to complete the program must not exceed 1.5 times the maximum planned program completion time.

A student is considered tardy for arriving more than 20 minutes late to class, or leaving more than 20 minutes early. Three tardies without reasonable cause mean the student has missed a day of class, and that will result in probation or termination. Three consecutive absences will result in termination from the program.

If a student is unable to satisfactorily assimilate the knowledge or skills contained in a course, then it is in the best interests of both the student and the School for the student to withdraw or be dropped from the program. Students who successfully complete the program will receive a diploma on the last day of class.

Satisfactory Academic Progress

Students are evaluated at every 25% of the programs length for all programs for all students. If at the end of each 25% of the program, the student's grade falls below 70%, the student will be placed on academic probation for 14 calendar days. If at the end of probation period, the student's grade is not raised to 70%, the student will be terminated.

To graduate from any program, a minimum GPA of 2.0 (70%) must be maintained.

Student Appeal Process

If a student is terminated from a program for unsatisfactory attendance, lack of progress, unacceptable conduct or failure to abide by financial and/or other agreed upon contracts, the student could initiate the appeal process by submitting a written request for re-admittance to the School Director. An Appeals Committee will take into consideration the student's overall attendance record, academic progress, conduct, instructors' recommendations and any other relevant circumstances. The student will be notified in writing of the Appeal Committee's decision within three working days from the date the appeal was submitted. Students will not be entitled to appeal if they are terminated for exceeding the maximum planned program completion time.

Reinstatement

Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated at the beginning of the next available class. To be reinstated, students must follow the appeals process. Readmitted students must achieve a minimum average of 70% (C).

Leave Of Absence

A Leave of Absence (LOA) may be granted under special circumstances. The procedure for a Leave of Absence is as follows:

- A request for an LOA must be submitted via Email to the Director of Education prior to the start of LOA. Email: nidhi.shah@bluestarlearning.com

- LOA form will be completed and reverted back to the student with an approval or denial for the LOA.

- If approved, the form will state the return date as per the original request from the student. Both the Director of Education and the Student will sign the form and the completed form will be given to Registrar's for student records.

- For all medical LOAs, whether in advance or based on emergency situations, must be documented by a doctor's statement.

- Student requesting for a leave of absence may not exceed 180 days within any 12-month period. Blue Star Learning may grant more than one Leave of Absence in the event that unforeseen circumstances arise such as medical reasons affecting the student or a member of the student's immediate family, military service requirements, or jury duty provided that the combined leaves of absences do not exceed 180 days within the 12-month period.

- Failure to return to school as per the return date on the completed and signed LOA form will result in immediate termination.

- Any refund due will be made within 45 calendar days from the end of an approved LOA. Refer to the **Refund Policy** within this catalog.

- There are five categories under special circumstances for an LOA:

    1. Family Hardship
    2. Financial Hardship
    3. Medical Leave (Medical provider's documentation is required.)
    4. Military Service (documentation of service orders is required.)
    5. Other (Must be specified)

Only the Director of Education is authorized to grant a Leave of Absence. All medical LOAs, whether requested in advance or based on emergency situations, must be documented by a doctor's statement.

The Director of Education completes the request for the LOA and works with the Registrar's for updating the Learning Management System (LMS) and ensures the appropriate refund is processed by the Director of Operations.

A Leave of Absence, or the taking or retaking of part of the course will not affect previous grades. The maximum time allowed to complete any program is 1.5 times the scheduled number of business class days. The extra class days can be taken on some future date depending on classroom availability and scheduling issues.

DISCLOSURES

Blue Star Learning has no pending petitions in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy file against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S. Sec 1101et.seq.).

STUDENT RECORDS

All student academic and financial records are accurately maintained on site in Fire proof cabinets and filed in a secure and organized manner. These records are retained for five years to comply with BPPE regulations. After five years the records are moved to a licensed and bonded off-site storage facility that also maintains fireproof protection for these records indefinitely. Students are permitted to view their records, but the records must not leave the school. The School Director is responsible for the safekeeping and accuracy of student records.

Blue Star Learning maintains records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program at this institution. The institution maintains a file for each student who enrolls in the institution whether or not the student completes the educational service.

The file contains the following documents:

1. Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits including the following:

A. Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work

B. Records documenting units of credit earned at other institutions that have been accepted and applied by the institution as transfer credits toward the student's completion of an educational program

C. Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes

2. Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student;

3. Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid

4. Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation

In addition, the file contains a transcript showing all of the following:

1. The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal

2. Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit

3. Credit for courses earned at other institutions

4. Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes

5. The name, address, website address, and telephone number of the institution.

6. A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received

7. A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent

8. Copies of any official advisory notices or warnings regarding the student's progress

9. Complaints received from the student.

STUDENT PROVISIONS

Student's Right To Cancel And Refund Rights

1. **The student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.**

2. Cancellation shall occur when you give written notice of cancellation to the School. You can do this by mail, fax, hand delivery, or telegram. Address this cancellation notice to Campus Director, Blue Star Learning, 6910A Miramar Road, Suite 206, San Diego, CA 92121.

3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage paid.

4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by the enrollment agreement.

5. If you cancel the Agreement, Blue Star Learning will keep the $100.00 registration fee, you will have no liability to the School except as provided in paragraph seven and eight of this section and Blue Star Learning will refund any money you paid within (45) days after we receive your notice of cancellation. *If a student cancels the Agreement within 3 days after signing the enrollment agreement, 100% of any fees paid, including the registration fee, will be refunded.*

6. You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent* or less of the period of attendance. The amount of that refund is to be "pro-rated" according to the not completed portion of the program (based on scheduled days) less the cost of any equipment returned in good condition (good condition does not include equipment that a seal is broken, log-on occurred, or is marked or damaged in any way) and a registration fee of $100.00. The refund is to be paid within 45 days of withdrawal.

7. For the purpose of determining the amount a student owes for time attended, a student shall be deemed to have withdrawn from a program when any of the following occurs: (a) The student notifies the School of withdrawal or the actual date of the withdrawal (b) The School terminates the student's enrollment, (c) The student has failed to attend classes for 5% of the program length, (d) The student fails to return from a Leave of Absence. For the purpose of subdivision (d) of California Section 94920 and for determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance.

For the purpose of determining when the refund must be paid pursuant to subdivision (d) of California Section 94920, the student shall be deemed to have withdrawn at the end of the designated period. *Although the State of California allows Blue Star Learning to earn 100% of the tuition if the student completes 60% or more of the program, the School policy is to earn tuition on a 100% pro-rata basis. This means, if you complete 60% of the program, we will only keep 60% of your tuition. If you complete 75% of program, we will only keep 75% of your tuition, etc.*

8. If the School provided books or equipment, the student must return the equipment in good condition, allowing for reasonable wear and tear within 30 days following the date of withdrawal. The School will refund the charge for the equipment, which was paid. If the student fails to return the equipment in good condition, allowing for reasonable wear and tear, within 30 days following the date of withdrawal, the School may offset against the refund calculated.

9. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

Here Is How We Figure The Amount A Student Owes

Total charges	Tuition and Fees= Total Charges;
Less:	Tuition Charges X Number of hours remaining when the student withdrew divided by the total number of hours in program.
Less:	Registration fee= Refund Due
Subtotal	The amount the student owes for the time attended =Adjusted Sum;
Less Received	The amount paid by the student or on behalf of the student=Payment
Total:	The amount the student owes the School or refund due=Amount the Student owes the School or Refund due as outlined above.

Here Are Two Examples Of A Refund Calculation

Assume that a student enrolled in a 147 clock hour program that costs $3,462.00 ($2,412 for tuition, $100 registration fee, and $950 for books and materials). The student keeps all books and material and has a cash credit of $1,000. If the student withdraws after completing 47 clock hours, the calculation is:

1. Total charges   = $3,462.00
2. Less tuition charges of $3,362 times remaining hours (100) = $2,287.00
   divided by the total course clock hours (147)
3. Subtotal   = $1,175.00
4. Less any amount paid by you or on your behalf   = $1,500.00
5. Amount refunded to the student   = $ 325.00

Assume that a student enrolled in a 147-clock hour program that costs $3,462.00 ($2,412 for tuition, $100 registration fee, and $950 for books and materials). The student keeps all books and material and has a cash credit of $1,000. If the student withdraws after completing 47 clock hours, the calculation is:

1. Total charges   = $3,462.00
2. Less tuition charges of $3,362 times remaining hours (100) = $2,287.00
   divided by the total course clock hours (147)
3. Subtotal   = $1,175.00
4. Less any amount paid by you or on your behalf   = $1,000.00
5. Amount you still owe   = $ 175.00

For the purpose of determining the amount owed for the time attended, a student shall be deemed to have withdrawn from the course when any of the following occurs: (a) The student notifies the school of his/her withdrawal or the actual date of withdrawal in writing.
(b) The School terminates the student's enrollment. (c) The student fails to attend classes for 5% of the program duration.

In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance. If any portion of the student's tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or the agency that guaranteed the loan, if any.

Any remaining funds will be used to repay any student financial aid program from which the student received benefits, in proportion to the amount of the benefits received. Any sum remaining will be refunded to the student.

TITLE 38 VETERANS POLICY STATEMENT

Reimbursement To Veterans And Eligible Persons

Department of VA refunds will be paid in accordance with the Department of VA regulations. Reimbursement to Veterans and VA Eligible Persons For information or resolution of specific payment problems, the veteran should call the DVA nationwide toll free number at 1-888-442-4551.

Refund Policy

This school has and maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event the veteran or eligible person fails to enter the course or withdraws, or is discontinued therefrom at any time prior to the completion. The amount charged to the veteran or eligible person for tuition, tees, and other charges does not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges, that the length of the completed portion of the course should bear to its total length.

Non-refundable registration fees for veterans or eligible persons attending a non-accredited course are not to exceed $100.00. Any registration fee over $100.00 required that the amount in excess of $100.00 be subject to 100% pro rata fund.

Evaluation Of Previous Education And Training

Blue Star Learning maintains a written record of the previous education and training of the veteran or eligible person and clearly indicates that appropriate credit has been given for previous education and training if applicable (in accordance with the School's policy regarding transfer of credit from another institution as it appears in this catalog), with the training period adjusted accordingly, and the veteran or eligible person and the Department of Veterans Affairs so notified.

Standards Of Progress

Title 38 beneficiaries will be held to the School's Satisfactory Academic Progress (SAP) policy as it appears in the Enrollment agreement. Title 38 beneficiaries who does not meet the minimum grade point average or attendance requirements for a given period will be placed on academic probation for the next period.

Title 38 beneficiaries who do not improve to the required grade point average and/or meet the attendance requirements by the end of the probationary period will be terminated.

STUDENT TUITION RECOVERY FUND

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number."

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

It is important that students keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents money paid to the school. Direct any questions on STRF to the Bureau for Private Postsecondary and Education, 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833 (916) 431-6959.

Web Site Data

Blue Star Learning maintains a website at www.bluestarlearning.com. The site includes the catalog, School Performance Fact Sheets for each program, a link to the Bureau's website, and the most recently submitted Annual Report that was submitted to the Bureau.

Class Schedule

Training is delivered Monday through Saturday. Classes meet according to the Program Schedule. Enrollment is open. Students may enroll at any time.

Morning schedule		Evening schedule	
08:30 AM – 10:00 AM	INSTRUCTION	04:00 PM – 05:30 PM	INSTRUCTION
10:00 AM – 10:10 AM	BREAK	05:30 PM – 05:40 PM	BREAK
10:10 AM – 12:00 AM	INSTRUCTION	05:40 PM – 07:30 PM	INSTRUCTION
12:00 AM – 12:30 PM	LUNCH	07:30 PM – 08:00 PM	DINNER
12:30 PM – 01:50 PM	INSTRUCTION	08:00 PM – 09:20 PM	INSTRUCTION
01:50 PM – 02:00 PM	BREAK	09:20 PM – 09:30 PM	BREAK
02:00 PM – 03:00 PM	INSTRUCTION	09:30 PM – 10:30 PM	INSTRUCTION

HOLIDAY SCHEDULE

Blue Star Learning observes the holidays listed below and class are not held on those days.

November 12, 2018	Veterans Day (Observed)
November 22-23, 2018	Thanksgiving Day and the day after Thanksgiving
December 25-26, 2018	Christmas Day and the day after Christmas
December 31, 2018	New Year's Eve
January 1, 2019	New Year's Day
January 21, 2019	Birthday of Martin Luther King, Jr.
February 18, 2019	Washington's Birthday
May 27, 2019	Memorial Day
July 4, 2019	Independence Day
September 3, 2019	Labor Day
October 8, 2019	Columbus Day

FACULTY AND STAFF

Executive Management

Nimesh Shah, President/School Director
Eight years of experience in the field.

Polytechnic University	Master of Science in Telecommunication Networks
Farmingdale State University	Bachelor of Science in Computer Engineering Technology

Nidhi Shah, Vice-President/Director of Education
Six years of experience in field.

University of California San Diego	Doctor of Education, Education Leadership
Sri Ramachandra Medical College	Bachelor of Science, Dental Surgery

Administration

Nimesh Shah	President/School Director	(VA Certifying Official)
Nidhi Shah	Vice-President/Director of Education	(VA Certifying Official)
Shilva Parikh	Director of Operations	(VA Certifying Official)
Frankie Ganan	Director of Admissions	
Robert Sweigart	Director of Career Services	
Bassam Awad	Network Administrator/Librarian	
Deepika Angara	Registrar	
Juhi Shah	Secretary	

Faculty

All faculty members possess, at a minimum, at least three (3) years of professional experience in the field of instruction accompanied by any required certification (i.e. Microsoft, CompTIA, Oracle, etc.). All faculty members are required to remain current in the field of instruction. This may be achieved through professional conferences and activities, continuing education including certifications, pedagogical courses including classroom management, and advanced diploma or degree achievement.

Information Technology

Robert Coleman	Ten years of experience as a Computer Specialist **University of Pittsburgh** Bachelor of Science in Electrical and Electronic Engineering
Luay Kurkees	More than five years of experience in Network Management **University of Technology, Baghdad, Irag** Bachelor of Science in Electrical and Electronics Engineering

Andre Martinez   Three years of experience as a Systems/Network Administrator
                        Coleman University
                        Bachelor of Science in Computer Networks and Network Security

Normita Pamilagas   More than 10 years of experience in Information Technology
                        Computer Training Academy
                        Bachelor of Science in Computer Science

Guy Ruffin   More than 15 years of experience as Technical Support
                        Operator/Systems Administrator
                        Coleman University
                        Bachelor of Science in Computer Information Science

Hayder Saeed   Four years of experience as a Computer Engineer II.
                        Boston University
                        Bachelor of Science in Electrical and Electronic Engineering

Asha Savaliya   Twelve years of experience as an Embedded Systems Engineer.
                        Rajiv Gandhi Proudyogiki Vishwavidyalaya,
                        Masters of Technology in Computer Science and Engineering

                        Gujarat University, Ahmedabad India
                        Bachelor of Science in Computer Engineering

Nicholas Tagg   Seven years of experience as a Systems Engineer III.
                        University of California San Diego
                        Bachelor of Science in Energy Engineering

PROGRAM DESCRIPTIONS

Blue Star Learning offers diploma programs. To enroll in diploma programs, students must possess a high school diploma or high school equivalency certificate (G.E.D.). Upon completion of these programs, graduates are prepared to pursue rewarding careers in Information Technology and/or Allied Health.

All program descriptions contain a program description, intended participants, prerequisites, program length, objectives, total charges and requirements for program completion.

All instruction is delivered at Blue Star Learning located at 6910/6920 Miramar Road, San Diego, California, 92121.

PROGRAMS AND FEES Effective Date: 09/01/2018

PROGRAM TITLE	TOTAL CLOCK HOURS	TUITION	REGISTRATION	BOOKS AND SUPPLIES	ST RF	TOTAL CHARGES
A+ COMPUTER SERVICE TECHNICIAN	147	$3,234.00	$100.00	$0	$0	$3,334.00
A+, LINUX+, CCNA, CHFI, CISSP, MCA, ADOBE & PROJECT CERT	912	$20,064.00	$100.00	$0	$0	$20,164.00
A+, NET+, SEC+, LINUX+, CCNA, CHFI, CISSP, WINDOWS DESIGN	758	$16,676.00	$100.00	$0	$0	$16,776.00
A+, NET+, SEC+, LINUX+, IT FUNDAMENTALS WIN AD & SQL SERVER	824	$18,128.00	$100.00	$0	$0	$18,228.00
AUTOCAD & PROJECT CERTIFICATION	264	$5,808.00	$100.00	$0	$0	$5,908.00
CCNA, CHFI, CISSP, COMPTIA LINUX+	200	$4,400.00	$100.00	$0	$0	$4,500.00
COMPTIA A+, COMPTIA NETWORK+, COMPTIA SECURITY+	240	$5,280.00	$100.00	$0	$0	$5,380.00
COMPTIA, A+, NETWORK+, SECURITY+, CHFI, CISSP AND CCNA TRAINING	400	$8,800.00	$100.00	$0	$0	$8,900.00
MCDST AND MCITP 2008/2012	930	$20,460.00	$100.00	$0	$0	$20,560.00
MICROSOFT CERTIFIED APPLICATION SPECIALIST	224	$4,928.00	$100.00	$0	$0	$5,028.00
MICROSOFT CERTIFIED APPLICATIONS	140	$3,080.00	$100.00	$0	$0	$3,180.00
MICROSOFT CERTIFIED APPLICATION AND OFFICE SPECIALIST	280	$6,160.00	$100.00	$0	$0	$6,260.00
MICROSOFT CERTIFIED DESKTOP SUPPORT TECHNICIAN	376	$8,272.00	$100.00	$0	$0	$8,372.00
MICROSOFT CERTIFIED IT PROFESSIONAL	376	$8,272.00	$100.00	$0	$0	$8,372.00
MICROSOFT CERTIFIED SYSTEMS ENGINEER	480	$10,560.00	$100.00	$0	$0	$10,660.00
MICROSOFT CERTIFIED IT PROFESSIONAL ENTERPRISE ADMINISTATOR	624	$13,728.00	$100.00	$0	$0	$13,828.00
MICROSOFT JUNIOR SERVER ADMINISTRATOR	384	$8,448.00	$100.00	$0	$0	$8,548.00
MICROSOFT OFFICE SHAREPOINT SERVER	264	$5,808.00	$100.00	$0	$0	$5,908.00
MICROSOFT OFFICE SPECIALIST	140	$3,080.00	$100.00	$0	$0	$3,180.00
WEB DESIGNER PROFESSIONAL	231	$5,082.00	$100.00	$0	$0	$5,182.00

DIPLOMA PROGRAMS

A+ COMPUTER SERVICE TECHNICIAN (SOC 15-1231, 15-1232)

Program Description

This program will build on your existing user-level knowledge and experience with personal computer (PC) software and hardware to present fundamental skills and concepts that you will use on the job. In this program, you will acquire the essential skills and information you will need to install, configure, optimize, troubleshoot, repair, upgrade, and perform preventive maintenance on PCs, digital devices, and operating systems.

Intended Participants

The intended participant is anyone with introductory computer user skills who is interested in obtaining a job as an IT professional. Students who complete this program will be eligible to pursue careers as: (1) PC Technician (2) Lan Support I/II/III (3) Computer Operator.

Prerequisites

A Minimum score of 70% is required on the Blue Star Learning's Admissions test.

Program Length

147 Clock Hours, 9 Weeks

Program Name	Clock Hours/Lecture/Lab
A+	147/95/52
Total	**147/95/52**

Objectives

Upon successful completion of this program, students will be able to

- assemble components based on customer requirements.
- install, configure and maintain devices, PCs and software for end users.
- explain the basics of networking and security/forensics.
- properly and safely diagnose, resolve and document common hardware and software issues.
- apply troubleshooting skills.
- provide appropriate customer support.
- explain the basics of virtualization, desktop imaging, and deployment.
- identify the hardware components of personal computers and mobile digital devices.
- install, configure, and troubleshoot computer hardware.
- manage data storage.

Requirements For Program Completion

To successfully complete this program, students must maintain a minimum average of at least 70% or C.

A+, LINUX+, CCNA, CHFI, CISSP, MCA, ADOBE & PROJECT CERT (SOC 15-1241, 15-1244)

Program Description

This program combines the following eight (8) courses.

1.   A+

This program will build on your existing user-level knowledge and experience with personal computer (PC) software and hardware to present fundamental skills and concepts that you will use on the job. In this program, you will acquire the essential skills and information you will need to install, configure, optimize, troubleshoot, repair, upgrade, and perform preventive maintenance on PCs, digital devices, and operating systems.

2.   Linux+

This program uses an open-source, UNIX-based operating system created by Linus Torvalds that runs a plethora of different devices today. This training will help candidates to enhance their career using the fundamental usage and administrative tasks that are common to nearly all Linux distributions and UNIX flavors.

3.   CCNA

This program is broken into the following sections: ICND1 and ICND2.

(ICND1): Students will learn how to install, operate, configure, and verify a basic IPv4 and IPv6 network, including configuring a LAN switch, configuring an IP router, connecting to a WAN, and identifying basic security threats.

(ICND2): Students will learn to install, configure, operate, and troubleshoot a small enterprise network, focusing on redundant topologies, configuring EIGRP and multi-area OSPF, understanding Wide Area Network technologies, device management and Cisco licensing.

4.   CHFI

This program provides individuals in the specific security discipline of computer forensics from a vendor-neutral perspective. The CHFI program will fortify the application knowledge of law enforcement personnel, system administrators, security officers, defense and military personal, legal professionals, bankers, security professionals, and anyone who is concerned about the integrity of the network infrastructure.

5. CISSP

This program's curriculum covers subject matter in a variety of Information Security topics. The CISSP program is based on what (ISC)² terms the Common Body of Knowledge (or CBK). The CISSP CBK establishes a common framework of information security terms and principles that allow information security professionals worldwide to discuss, debate and resolve matters pertaining to the profession with a common understanding.

6. MCA

The Microsoft Certified Architect (MCA) program validate the deepest level of product expertise, in addition to the ability to design and build the most innovative solutions for complex, on-premises and hybrid enterprise environments using Microsoft technologies. This program validates the proficiency to be an technology architect who designs and delivers Microsoft IT solutions for enterprise customers and showcase their technical and leadership skills that surpass those of their peers.

7. Adobe

This program provides students in creating high-quality PDF documents. Students will learn how to discover geospatial data in a PDF map, color management, proofing and converting colors, color separations, managing inks, trapping, and transparency flattening.

8. Project Certifications

This program introduces project management concepts and sets a baseline for understanding terminology. It provides students with techniques to effectively manage and participate in small, low risk projects. Students will learn to apply elemental basics of project management to their work and create action plans for on-the-job application.

Intended Participants

The intended participant is anyone with introductory computer user skills who is interested in obtaining a job as an IT professional. Students who complete this program will be eligible to pursue careers as: (1) IT Program Manager (2) Information Security Specialist (3) Network/Systems Engineer I/II/III.

Prerequisites

A Minimum score of 70% is required on the Blue Star Learning's Admissions test.

Program Length

912 Clock Hours, 51 Weeks

Program Name	Clock Hours/Lecture/Lab
A+	147/95/52
Linux+	185/120/65
CCNA	80/52/28
CHFI	40/26/14

CISSP	40/26/14
MCA	140/91/49
Adobe	148/96/52
Project Certifications	132/85/47
Total	**912/591/321**

Objectives

Upon successful completion of this program, students will be able to

- identify the hardware components of personal computers and mobile digital devices.
- install, configure and maintain devices, PCs and software for end users.
- explain the basics of networking and security/forensics.
- work at the Linux command line.
- perform easy maintenance tasks including assisting users, adding users to a larger system.
- set up, secure, and maintain a network infrastructure.
- explain routers, switches, and firewalls.
- identify data, images and/or activity which may be the target of an internal investigation.
- explain and apply concepts of confidentiality, integrity, and availability.
- explain legal and regulatory issues that pertain to information security in a global context.

Requirements For Program Completion

To successfully complete this program, students must maintain a minimum average of at least 70% or C.

A+, NET+, SEC+, LINUX+, CCNA, CHFI, CISSP, WINDOWS DESIGN (SOC, 15-1424, 15-1243)

Program Description

This program combines the following eight (8) courses.

1.   A+

This program will build on your existing user-level knowledge and experience with personal computer (PC) software and hardware to present fundamental skills and concepts that you will use on the job. In this program, you will acquire the essential skills and information you will need to install, configure, optimize, troubleshoot, repair, upgrade, and perform preventive maintenance on PCs, digital devices, and operating systems.

2.   Network+

This program provides essential knowledge and skills needed to confidently design, configure, manage and troubleshoot any wired and wireless networks. Students will learn the skills to effectively manage, troubleshoot, and configure basic network infrastructure as well as describe networking technologies and understand basic design principles.

3.   Security+

This program provides the knowledge and skills required to install and configure systems to secure applications, networks, and devices; perform threat analysis and respond with appropriate mitigation techniques; participate in risk mitigation activities; and operate with an awareness of applicable policies, laws, and regulations.

4.   Linux+

This program uses an open-source, UNIX-based operating system created by Linus Torvalds that runs a plethora of different devices today. This training will help candidates to enhance their career using the fundamental usage and administrative tasks that are common to nearly all Linux distributions and UNIX flavors.

5.   CCNA

This program is broken into the following sections: ICND1 and ICND2.

(ICND1): Students will learn how to install, operate, configure, and verify a basic IPv4 and IPv6 network, including configuring a LAN switch, configuring an IP router, connecting to a WAN, and identifying basic security threats.

(ICND2): Students will learn to install, configure, operate, and troubleshoot a small enterprise network, focusing on redundant topologies, configuring EIGRP and multi-area OSPF, understanding Wide Area Network technologies, device management and Cisco licensing.

6.   CHFI

This program provides individuals in the specific security discipline of computer forensics from a vendor-neutral perspective. The CHFI program will fortify the application knowledge of law enforcement personnel, system administrators, security officers, defense and military personal, legal professionals, bankers, security professionals, and anyone who is concerned about the integrity of the network infrastructure.

7.   CISSP

This program's curriculum covers subject matter in a variety of Information Security topics. The CISSP program is based on what (ISC)² terms the Common Body of Knowledge (or CBK). The CISSP CBK establishes a common framework of information security terms and principles that allow information security professionals worldwide to discuss, debate and resolve matters pertaining to the profession with a common understanding.

8.   Windows Design
This program will provide students with an understanding of how to design a Windows server network infrastructure that meets business and technical requirements for network services. Students will learn in creating standard account setup, covering accounts, passwords, users groups, and permissions.

Intended Participants
The intended participant is anyone with introductory computer user skills who is interested in obtaining a job as an IT professional. Students who complete this program will be eligible to pursue careers as: (1) Network Architect (2) Linux Administrator (3) Network Engineer.

Prerequisites
A Minimum score of 70% is required on the Blue Star Learning's Admissions test.

Program Length
758 Clock Hours, 43 Weeks

Program Name	Clock Hours/Lecture/Lab
A+	147/95/52
Network+	40/26/14
Security+	40/26/14
Linux+	185/120/65
CCNA	80/52/28
CHFI	40/26/14
CISSP	40/26/14
Windows Design	186/120/66
Total	**758/491/267**

Objectives
Upon successful completion of this program, students will be able to

- install, configure and maintain devices, PCs and software for end users.
- explain the basics of networking and security/forensics.
- properly and safely diagnose, resolve and document common hardware and software issues.
- provide infrastructure, application, information and operational security.
- apply security controls to maintain confidentiality, integrity and availability.
- set up, secure, and maintain a network infrastructure.
- explain routers, switches, and firewalls.
- identify data, images and/or activity which may be the target of an internal investigation.

- integrate security risk considerations into acquisitions strategy and practice.
- establish and manage security education, training, and awareness.

Requirements For Program Completion

To successfully complete this program, students must maintain a minimum average of at least 70% or C.

A+, NET+, SEC+, LINUX+, IT FUNDAMENTALS WIN AD & SQL SERVER (SOC, 15-1251, 15-1252)

Program Description

This program combines the following seven (7) courses.

1.   A+

This program will build on your existing user-level knowledge and experience with personal computer (PC) software and hardware to present fundamental skills and concepts that you will use on the job. In this program, you will acquire the essential skills and information you will need to install, configure, optimize, troubleshoot, repair, upgrade, and perform preventive maintenance on PCs, digital devices, and operating systems.

2.   Network+

This program provides essential knowledge and skills needed to confidently design, configure, manage and troubleshoot any wired and wireless networks. Students will learn the skills to effectively manage, troubleshoot, and configure basic network infrastructure as well as describe networking technologies and understand basic design principles.

3.   Security+

This program provides the knowledge and skills required to install and configure systems to secure applications, networks, and devices; perform threat analysis and respond with appropriate mitigation techniques; participate in risk mitigation activities; and operate with an awareness of applicable policies, laws, and regulations.

4.   Linux+

This program uses an open-source, UNIX-based operating system created by Linus Torvalds that runs a plethora of different devices today. This training will help candidates to enhance their career using the fundamental usage and administrative tasks that are common to nearly all Linux distributions and UNIX flavors.

5.   IT Fundamentals

This program provides students the essential IT skills and knowledge needed by end-users and entry-level IT professionals in identifying and explaining computer components, setting up a workstation, including conducting software installations, establishing network connectivity, identifying compatibility issues and identifying and preventing security risks, managing the safety and preventative maintenance of computers.

6.   Windows Administering the Active Directory

This program provides knowledge in designing an Active Directory infrastructure in Windows Server and Active Directory forests, domain infrastructure, sites and replication, administrative structures, group policies, and Public Key Infrastructure. Students will further learn how to design for security, high availability, disaster recovery, and migrations.

7.   SQL Server

This program provides knowledge in installing, configuring, administering, and troubleshooting the client-server database management system of Microsoft SQL. Furthermore, students build an understanding of these topics: Core Database Concepts, Creating Database Objects, Manipulating Data, Data Storage, and Administering a Database.

Intended Participants

The intended participant is anyone with introductory computer user skills who is interested in obtaining a job as an IT professional. Students who complete this program will be eligible to pursue careers as: (1) Data Scientist (2) Data Architect (3) Network Architect.

Prerequisites

A Minimum score of 70% is required on the Blue Star Learning's Admissions test.

Program Length

824 Clock Hours, 46 Weeks

Program Name	Clock Hours/Lecture/Lab
A+	147/95/52
Network+	40/26/14
Security+	40/26/14
Linux+	185/120/65
IT Fundamentals	52/33/19
Windows Administering the Active Directory	70/45/25
SQL Server	290/188/102
Total	**824/533/291**

Objectives

Upon successful completion of this program, students will be able to

- install, configure and maintain devices, PCs and software for end users.
- explain the basics of networking and security/forensics.

- identify network technologies.
- install routers and switches.
- explain the Domain Name System.
- identify personal computer security concepts.
- work at the Linux command line.
- plan for a server installation, plan for server roles, plan for a server upgrade, install Server Core.
- configure Server Core, delegate administration, add and remove features in offline images.
- add or remove a domain controller from a domain, upgrade a domain controller, install Active Directory Domain Services (AD DS) on a Server Core installation, install a domain controller from Install from Media (IFM).

Requirements For Program Completion
To successfully complete this program, students must maintain a minimum average of at least 70% or C.

AUTOCAD & PROJECT CERTIFICATION (SOC, 15-1211, 15-1254)

Program Description
This program combines the following two (2) courses.

1.   AutoCAD
This program teaches students in installing and understanding the AutoCAD software by working on diverse projects and creating high-quality construction documents. At the end of each module, students learn how to create 3D renderings for client presentations using some of the new 3D features included in the AutoCAD software.

2.   Project Certifications
This program introduces project management concepts and sets a baseline for understanding terminology. It provides students with techniques to effectively manage and participate in small, low risk projects. Students will learn to apply elemental basics of project management to their work and create action plans for on-the-job application.

Intended Participants
The intended participant is anyone with introductory computer user skills who is interested in obtaining a job as an IT professional. Students who complete this program will be eligible to pursue careers as: (1) IT Project Manager (2) Project Engineering Manager (3) Project Design Engineer.

Prerequisites
A Minimum score of 70% is required on the Blue Star Learning's Admissions test.

Program Length
264 Clock Hours 15 Weeks

Program Name	Clock Hours/Lecture/Lab
AutoCAD	132/85/47
Project Certifications	132/85/47
Total	**264/170/94**

Objectives
Upon successful completion of this program, students will be able to

- create a basic 2D drawing in AutoCAD.
- create a basic 3D drawing in AutoCAD.
- navigate advanced techniques in AutoCAD.
- design complex objects, drawing setups, and utilities with AutoCAD.
- manage the project life cycle in project management.
- ensure appropriate communication, manage resources and stakeholders, and maintain project documentation.
- support the completion of larger projects.
- plan and manage a small- to medium-size project through to successful completion.
- manage resources and stakeholders, and maintain project documentation to support the completion of larger projects.

Requirements For Program Completion
To successfully complete this program, students must maintain a minimum average of at least 70% or C.

CCNA, CHFI, CISSP, COMPTIA LINUX+ (SOC, 15-1241, 15-1244)

Program Description
This program combines four (4) courses.

1. CCNA
This program is broken into the following sections: ICND1 and ICND2.

(ICND1): Students will learn how to install, operate, configure, and verify a basic IPv4 and IPv6 network, including configuring a LAN switch, configuring an IP router, connecting to a WAN, and identifying basic security threats.

(ICND2): Students will learn to install, configure, operate, and troubleshoot a small enterprise network, focusing on redundant topologies, configuring EIGRP and multi-area OSPF, understanding Wide Area Network technologies, device management and Cisco licensing.

**2.	CHFI**

This program provides individuals in the specific security discipline of computer forensics from a vendor-neutral perspective.

The CHFI program will fortify the application knowledge of law enforcement personnel, system administrators, security officers, defense and military personal, legal professionals, bankers, security professionals, and anyone who is concerned about the integrity of the network infrastructure.

**3.	CISSP**

This program's curriculum covers subject matter in a variety of Information Security topics. The CISSP program is based on what (ISC)² terms the Common Body of Knowledge (or CBK). The CISSP CBK establishes a common framework of information security terms and principles that allow information security professionals worldwide to discuss, debate and resolve matters pertaining to the profession with a common understanding.

**4.	CompTIA Linux+**

The CompTIA Linux+, builds on your user-level knowledge and experience with the Linux operating system to present fundamental skills and concepts. CompTIA Linux+ certifies foundational skills and knowledge of Linux system administration. With Linux being the central operating system for much of the world's IT infrastructure, Linux is an essential credential for individuals working in IT.

Intended Participants

The intended participant is anyone with introductory computer user skills who is interested in obtaining a job as an IT professional. Students who complete this program will be eligible to pursue careers as: (1) Cyber Security Analyst/Architect (2) Systems/Application Security Analyst (3) UNIX Administrator.

Prerequisites

A Minimum score of 70% is required on the Blue Star Learning's Admissions test.

Program Length

200 Clock Hours, 12 Weeks

Program Name	Clock Hours/Lecture/Lab
CCNA	80/52/28
CHFI	40/26/14
CISSP	40/26/14
CompTIA Linux+	40/26/14
Total	**200/130/70**

Objectives
Upon successful completion of this program, students will be able to

- explain how different network topologies interact to form a secure IT network.
- configure, verify and troubleshoot routing and router operations on current Cisco devices.
- configure, verify and troubleshoot a switch with VLAN & inter switch communications.
- identify network security threats and describe threat mitigation methods & countermeasures.
- setup and verify WAN links and execute the proper methods for connecting to a wide area network.
- identify data, images and/or activity which may be the target of an internal investigation.
- establish threat intelligence and key learning points to support pro-active profiling and scenario modeling.
- practically apply cyber-security knowledge and tools.
- identify data, images and/or activity which may be the target of an internal investigation.
- integrate security risk considerations into acquisitions strategy and practice.

Requirements For Program Completion
To successfully complete this program, students must maintain a minimum average of at least 70% or C.

COMPTIA A+, COMPTIA NETWORK+, COMPTIA SECURITY+ (SOC, 15-1234, 15-1241)

Program Description
This program combines three (3) courses

1. CompTIA A+
CompTIA A+ is an internationally recognized, vendor-neutral program that many employers consider a prerequisite for entry-level IT employment. In this program, students will acquire the essential skills and information needed to install, upgrade, repair, configure, troubleshoot, optimize, and perform preventative maintenance of basic personal computer hardware and operating systems.

2. CompTIA Network+
This program provides essential knowledge and skills needed to confidently design, configure, manage and troubleshoot any wired and wireless networks. Students will learn the skills to effectively manage, troubleshoot, and configure basic network infrastructure as well as describe networking technologies and understand basic design principles.

3. CompTIA Security+

This program provides the knowledge and skills required to install and configure systems to secure applications, networks, and devices; perform threat analysis and respond with appropriate mitigation techniques; participate in risk mitigation activities; and operate with an awareness of applicable policies, laws, and regulations.

Intended Participants

The intended participant is anyone with introductory computer user skills who is interested in obtaining a job as an IT professional. Students who complete this program will be eligible to pursue careers as: (1) Network Administrator (2) Network Engineer/Architect (3) Information Security Analyst.

Prerequisites

A Minimum score of 70% is required on the Blue Star Learning's Admissions test.

Program Length

240 Clock Hours, 14 Weeks

Program Name	Clock Hours/Lecture/Lab
CompTIA A+	160/104/56
CompTIA Network+	40/26/14
CompTIA Security +	40/26/14
Total	**240/156/84**

Objectives

Upon successful completion of this program, students will be able to

- execute basic troubleshooting and problem solving.
- explain wide variety of issues ranging from networking and operating systems to mobile devices and security.
- connect users to the data needed regardless of the devices being used.
- establish basic network design and connectivity.
- explain and maintain network documentation.
- identify network limitations and weaknesses.
- implement network security, standards and protocols.
- provide infrastructure, application, information and operational security.
- apply security controls to maintain confidentiality, integrity and availability.
- troubleshoot security events and incidents.
- establish and manage security education, training, and awareness.

Requirements For Program Completion

To successfully complete this program, students must maintain a minimum average of at least 70% or C.

COMPTIA, A+, NETWORK+, SECURITY+, CHFI, CISSP AND CCNA TRAINING (SOC, 15-1241, 15-1244)

Program Description
This program combines six (6) courses.

1.   CompTIA A+
CompTIA A+ is an internationally recognized, vendor-neutral program that many employers consider a prerequisite for entry-level IT employment. In this program, students will acquire the essential skills and information needed to install, upgrade, repair, configure, troubleshoot, optimize, and perform preventative maintenance of basic personal computer hardware and operating systems.

2.   CompTIA Network+
This program provides essential knowledge and skills needed to confidently design, configure, manage and troubleshoot any wired and wireless networks. Students will learn the skills to effectively manage, troubleshoot, and configure basic network infrastructure as well as describe networking technologies and understand basic design principles.

3.   CompTIA Security +
This program provides the knowledge and skills required to install and configure systems to secure applications, networks, and devices; perform threat analysis and respond with appropriate mitigation techniques; participate in risk mitigation activities; and operate with an awareness of applicable policies, laws, and regulations.

4.   CHFI
This program provides individuals in the specific security discipline of computer forensics from a vendor-neutral perspective. The CHFI program will fortify the application knowledge of law enforcement personnel, system administrators, security officers, defense and military personal, legal professionals, bankers, security professionals, and anyone who is concerned about the integrity of the network infrastructure.

5.   CISSP
This program's curriculum covers subject matter in a variety of Information Security topics. The CISSP program is based on what (ISC)² terms the Common Body of Knowledge (or CBK). The CISSP CBK establishes a common framework of information security terms and principles that allow information security professionals worldwide to discuss, debate and resolve matters pertaining to the profession with a common understanding.

6.   CCNA
This program is broken into the following sections: ICND1 and ICND2.

(ICND1): Students will learn how to install, operate, configure, and verify a basic IPv4 and IPv6 network, including configuring a LAN switch, configuring an IP router, connecting to a WAN, and identifying basic security threats.

(ICND2): Students will learn to install, configure, operate, and troubleshoot a small enterprise network, focusing on redundant topologies, configuring EIGRP and multi-area OSPF, understanding Wide Area Network technologies, device management and Cisco licensing.

Intended Participants

The intended participant is anyone with introductory computer user skills who is interested in obtaining a job as an IT professional. Students who complete this program will be eligible to pursue careers as: (1) Network/Systems Engineer (2) LAN/WAN Administrator (3) Network/Cloud Architect.

Prerequisites

A Minimum score of 70% is required on the Blue Star Learning's Admissions test.

Program Length

400 Clock Hours, 23 Weeks

Program Name	Clock Hours/Lecture/Lab
CompTIA A+	160/104/56
CompTIA Network+	40/26/14
CompTIA Security +	40/26/14
CHFI	40/26/14
CISSP	40/26/14
CCNA	80/52/28
Total	**400/260/140**

Objectives

Upon successful completion of this program, students will be able to

- install, configure and maintain devices, PCs and software for end users.
- properly and safely diagnose, resolve, and document common hardware and software issues.
- explain the basics of networking and security/forensics.
- explain the basics of virtualization, desktop imaging, and deployment.
- explain how different network topologies interact to form a secure IT network.
- configure, verify and troubleshoot routing and router operations on current Cisco devices.
- configure, verify and troubleshoot a switch with VLAN & inters witch communications.
- identify data, images and/or activity which may be the target of an internal investigation.
- establish threat intelligence and key learning points to support pro-active profiling and scenario modelling.
- establish and manage security education, training, and awareness.

Requirements For Program Completion
To successfully complete this program, students must maintain a minimum average of at least 70% or C.

MCDST AND MCITP 2008/2012 (SOC, 15-1241, 15-1244)

Program Description
This program combines two (2) courses.

1. Microsoft Certified Desktop Support Technician
The goal of this training is to enable students to support the Windows 7 operating system and solve technical troubleshooting problems in a Windows 7 and Windows Server 2008 R2 networking environment.

By the end of this program, students will have been exposed to the process of establishing and using a troubleshooting methodology, and the EDST job role and responsibilities. Additionally, students will be exposed to various troubleshooting tools and techniques that enable them to address the following Windows 7 issues in an enterprise network environment.

2. Microsoft Certified IT Professional
This program is designed to provide students with the knowledge required for careers in computer networking, with an emphasis on Microsoft operating systems including Windows Server 2008 and 2012. Students will be guided through the features of the Microsoft operating systems will learn how implement, manage and maintain both workstations and servers in a Microsoft Windows networking environment. Additional topics include network infrastructure services that are required to support a Windows network including Active Directory, Name Resolution, TCP/IP and IP assignment, Windows Security and Remote Access.

Intended Participants
The intended participant is anyone with introductory computer user skills who is interested in obtaining a job as an IT professional. Students who complete this program will be eligible to pursue careers as: (1) IT Lead/Engineer (2) Information Security Manager (3) Cloud Architect.

Prerequisites
A Minimum score of 70% is required on the Blue Star Learning's Admissions test.

Program Length
930 Clock Hours, 52 Weeks

Program Name	Clock Hours/Lecture/Lab
Installing, Upgrading, and Migrating to Windows 7	60/39/21
Configuring Disks, Device Drivers, File Access and Printers	75/49/26
Configuring Network Connectivity and Troubleshooting Network Issues	75/49/26

Optimizing and Troubleshooting Performance and Maintaining Windows 7	70/46/24
Securing Windows 7 Desktops	96/62/34
Windows Server Administration Fundamentals	50/33/17
Networking Fundamentals	80/52/28
Security Fundamentals	80/52/28
Mobility and Device Fundamentals	70/46/24
Cloud Fundamentals	96/62/34
Advanced Windows Server Security	88/57/31
Advanced Cloud and Mobility Administration	90/59/31
Total	**930/606/324**

Objectives
Upon successful completion of this program, students will be able to

- install and configure Windows 7 devices.
- manage data access and security.
- deploy and manage Windows 7 desktops and devices using Microsoft Intune.
- configure and manage Client Hyper-V.
- configure DNS server settings in Windows Server 2008.
- configure Active Directory Roles and Services in Windows Server 2008.
- install and configure Windows Server 2012 R2.
- administer Windows Server 2012 R2.
- configure Advanced Windows Server 2012 R2 Services.
- install and configure domain controllers.

Requirements For Program Completion
To successfully complete this program, students must maintain a minimum average of at least 70% or C.

MICROSOFT CERTIFIED APPLICATION SPECIALIST (SOC, 15-1211, 15-1232)

Program Description
This program provides key understanding and installation techniques for Microsoft Office 2016 applications of Word, Excel Power Point and Outlook. Microsoft Office 2016 is a set of desktop applications that offer flexible and powerful ways to organize, manage, and present information. Universally used in office settings, knowledge of Microsoft Office 2016 tools are a must for anyone in today's job market.

Intended Participants
The intended participant is anyone with introductory computer user skills who is interested in obtaining a job as an IT professional. Students who complete this program will be eligible to pursue careers as: (1) Microsoft Specialist (2) Microsoft Expert (3) Computer Operator.

Prerequisites
A Minimum score of 70% is required on the Blue Star Learning's Admissions test.

Program Length
224 Clock Hours, 13 Weeks

Program Name	Clock Hours/Lecture/Lab
Microsoft Word 2016	45/29/16
Microsoft Excel 2016	45/29/16
Microsoft Power Point 2016	45/29/16
Microsoft Access 2016	45/29/16
Microsoft Outlook 2016	44/29/15
Total	**224/145/79**

Objectives
Upon successful completion of this program, students will be able to

- create tables and lists in Word 2016.
- apply references in Word 2016.
- insert and format objects in Word 2016.
- create and manage worksheet and workbooks in Excel 2016.
- create cells and ranges in Excel 2016.
- create tables in Excel 2016.
- apply formulas and functions in Excel 2016.
- create charts and objects in Excel 2016.
- apply transitions and animations and manage multiple presentations in Power Point 2016.
- use principle Access features to independently create custom, browser-based database applications in Access 2016.

Requirements For Program Completion
To successfully complete this program, students must maintain a minimum average of at least 70% or C.

MICROSOFT CERTIFIED APPLICATIONS (SOC, 15-1211, 15-1232)

Program Description
This program provides key understanding and installation techniques for Microsoft Office 2013 applications of Word, Excel Power Point and Outlook. Microsoft Office 2013 is a set of desktop applications that offer flexible and powerful ways to organize, manage, and present information. Universally used in office settings, knowledge of Microsoft Office 2013 tools are a must for anyone in today's job market.

Intended Participants
The intended participant is anyone with introductory computer user skills who is interested in obtaining a job as an IT professional. Students who complete this program will be eligible to pursue careers as: (1) Help Desk Support Technician (2) LAN Support Technician (3) PC Maintenance Technician.

Prerequisites
A Minimum score of 70% is required on the Blue Star Learning's Admissions test.

Program Length
140 Clock Hours, 8 Weeks

Program Name	Clock Hours/Lecture/Lab
Microsoft Word 2013	35/23/13
Microsoft Excel 2013	35/23/13
Microsoft Power Point 2013	35/22/12
Microsoft Outlook 2013	35/22/12
Total	**140/90/50**

Objectives
Upon successful completion of this program, students will be able to

- create and manage documents in Word 2013.
- format text, paragraphs and sections in Word 2013.
- create tables and lists in Word 2013.
- apply references, insert objects, and format objects in Word 2013.
- complete a comprehensive project that depicts real-world functionality with project and standards-based outcome testing.
- create and manage worksheets workbooks in Excel 2013.
- create cells and ranges in Excel 2013.
- create table in Excel 2013.
- apply formulas and functions in Excel 2013.
- create charts and objects in Excel 2013.

Requirements For Program Completion
To successfully complete this program, students must maintain a minimum average of at least 70% or C.

MICROSOFT CERTIFIED APPLICATION AND OFFICE SPECIALIST (SOC, 15-1211, 15-1232)

Program Description
This program combines two (2) courses.

1. Microsoft Certified Applications
This program provides key understanding and installation techniques for Microsoft Office 2013 applications of Word, Excel Power Point and Outlook. Microsoft Office 2013 is a set of desktop applications that offer flexible and powerful ways to organize, manage, and present information. Universally used in office settings, knowledge of Microsoft Office 2013 tools are a must for anyone in today's job market.

2. Microsoft Office Specialist
This program targets the needs of IT users who take part in evaluating, planning, deploying, and operating Office 365 services, including its identities, dependencies, requirements, and supporting technologies. This program focuses on skills required to set up an Office 365 tenant, including federation with existing user identities, and skills required to sustain an Office 365 tenant and its users.

Intended Participants
The intended participant is anyone with introductory computer user skills who is interested in obtaining a job as an IT professional. Students who complete this program will be eligible to pursue careers as: (1) Desk Supervisor (2) Data Entry Clerk (3) Microsoft Support Technician.

Prerequisites
A Minimum score of 70% is required on the Blue Star Learning's Admissions test.

Program Length
280 Clock Hours, 16 Weeks

Program Name	Clock Hours/Lecture/Lab
Microsoft Word 2013	35/23/13
Microsoft Excel 2013	35/23/13
Microsoft Power Point 2013	35/22/12
Microsoft Outlook 2013	35/22/12
Enabling Office 365 Services	70/46/24
Managing Office 365 Identities and Requirements	70/46/24
Total	**280/182/98**

Objectives

Upon successful completion of this program, students will be able to

- create and manage documents in Word 2013.
- format text, paragraphs, and sections in Word 2013.
- create tables and lists in Word 2013.
- apply references in Word 2013.
- insert and format objects in Word 2013.
- create and insert graphic elements in Outlook 2013.
- send and respond to emails and meeting requests in Outlook 2013.
- manage and share multiple calendars, schedule meetings and appointments, create contact records and tasks, and set up contact groups to facilitate communication with other Outlook users in Outlook 2013.
- execute Office 365 administration including managing identities and services.
- access documents, email and shared calendars from anywhere, on any device in Office 365.

Requirements For Program Completion

To successfully complete this program, students must maintain a minimum average of at least 70% or C.

MICROSOFT CERTIFIED DESKTOP SUPPORT TECHNICIAN (SOC, 15-1231, 15-1241)

Program Description

The goal of this training is to enable students to support the Windows 7 operating system and solve technical troubleshooting problems in a Windows 7 and Windows Server 2008 R2 networking environment.

By the end of this program, students will have been exposed to the process of establishing and using a troubleshooting methodology, and the EDST job role and responsibilities. Additionally, students will be exposed to various troubleshooting tools and techniques that enable them to address the following Windows 7 issues in an enterprise network environment.

Intended Participants

The intended participant is anyone with introductory computer user skills who is interested in obtaining a job as an IT professional. Students who complete this program will be eligible to pursue careers as: (1) Technical Support Specialist (2) Microsoft Support Technician (3) Network/Systems Administrator.

Prerequisites

A Minimum score of 70% is required on the Blue Star Learning's Admissions test.

Program Length
376 Clock Hours, 21 Weeks

Program Name	Clock Hours/Lecture/Lab
Installing, Upgrading, and Migrating to Windows 7	60/39/21
Configuring Disks, Device Drivers, File Access and Printers	75/49/26
Configuring Network Connectivity and Troubleshooting Network Issues	75/49/26
Optimizing and Troubleshooting Performance and Maintaining Windows 7	70/46/24
Securing Windows 7 Desktops	96/62/34
Total	**376/245/131**

Objectives
Upon successful completion of this program, students will be able to

- install and configure Windows 7 devices.
- deploy and manage Windows 7 desktops and devices using Microsoft Intune.
- manage data access and security in Windows 7.
- configure and manage Client Hyper-V.
- install and configure Windows Server 2008 .
- configure DNS server settings in Windows Server 2008.
- configure Active Directory Roles and Services in Windows Server 2008.
- administer Windows Server 2008.
- configure Advanced Windows Server 2008 Services.
- install and configure domain controllers.

Requirements For Program Completion
To successfully complete this program, students must maintain a minimum average of at least 70% or C.

MICROSOFT CERTIFIED IT PROFESSIONAL (SOC, 15-1241, 15-1244)

Program Description
This program is designed to provide students with the knowledge required for careers in computer networking, with an emphasis on Microsoft operating systems including Windows Server 2008 and 2012. Students will be guided through the features of the Microsoft operating systems will learn how implement, manage and maintain both workstations and servers in a Microsoft Windows networking environment. Additional topics include network infrastructure services that are required to support a Windows network including Active Directory, Name Resolution, TCP/IP and IP assignment, Windows Security and Remote Access.

Intended Participants
The intended participant is anyone with introductory computer user skills who is interested in obtaining a job as an IT professional. Students who complete this program will be eligible to pursue careers as: (1) IT Engineer (2) Sever Administrator/Engineer (3) Windows Administrator/Engineer.

Prerequisites
A Minimum score of 70% is required on the Blue Star Learning's Admissions test.

Program Length
376 Clock Hours, 21 Weeks

Program Name	Clock Hours/Lecture/Lab
Windows Server Administration Fundamentals	50/33/18
Networking Fundamentals	80/52/28
Security Fundamentals	80/52/28
Mobility and Device Fundamentals	70/46/25
Cloud Fundamentals	96/62/33
Total	**376/245/131**

Objectives
Upon successful completion of this program, students will be able to

- install & configure of Windows Server.
- manage Windows Server 2008 and 2012 operating system.
- managing and understanding Active Directory Domain Services.
- implementing networking services, file and print services.
- implementing local storage and Administering Group Policy.
- implement Dynamic Host Configuration Protocol (DHCP).
- implementing Server virtualization with Hyper-V.
- implement IPv4, and IPv6.
- implement client-server structure, network infrastructure, virtualization, domain management, security implementation.
- configure and troubleshoot DNS, Remote Access and file system security, and more.

Requirements For Program Completion
To successfully complete this program, students must maintain a minimum average of at least 70% or C.

MICROSOFT CERTIFIED SYSTEMS ENGINEER (SOC, 15-1241, 15-1244)

Program Description

The Program covers implementing, managing, maintaining and provisioning services in a Windows Server 2012 environment. Students focuses on the initial implementation and configuration of core services, such as Networking, Storage, Active Directory Domain Services (AD DS), Group Policy, File and Print Services, and Hyper-V.

Furthermore, students focuses on the administration tasks necessary to maintain a Windows Server 2012 infrastructure such as configuring and troubleshooting name resolution, user and group management with Active Directory Domain Services (AD DS) and Group Policy, implementing Remote Access solutions such as DirectAccess, VPNs and Web Application Proxy, implementing Network Policies and Network Access Protection, Data Security, deployment and maintenance of server images, as well as update management and monitoring of Windows Server 2012 environments.

Intended Participants

The intended participant is anyone with introductory computer user skills who is interested in obtaining a job as an IT professional. Students who complete this program will be eligible to pursue careers as: (1) Enterprise Infrastructure Architect (2) Systems Engineer (3) IT Systems Lead Engineer.

Prerequisites

A Minimum score of 70% is required on the Blue Star Learning's Admissions test.

Program Length

480 Clock Hours, 27 Weeks

Program Name	Clock Hours/Lecture/Lab
Installing and Configuring Windows Server 2012	80/52/28
Administering Windows Server 2012	100/65/35
Configuring Advanced Windows Server 2012	90/59/32
Designing and Implementing a Server Infrastructure 2012	90/59/32
Implementing an Advanced Server Infrastructure 2012	120/77/41
Total	**480/312/168**

Objectives

Upon successful completion of this program, students will be able to

- install and configure Windows Server 2012.
- implement networking services, file and print services.
- manage user and service accounts.
- manage and explain Active Directory Domain Services.
- implement local storage and administer Group Policy.

- implement Dynamic Host Configuration Protocol (DHCP).
- implement Server virtualization with Hyper-V.
- install, configure and troubleshoot Network Policy Server.
- implement IPv4, and IPv6.
- implement Group Policy.

Requirements For Program Completion

To successfully complete this program, students must maintain a minimum average of at least 70% or C.

MICROSOFT CERTIFIED IT PROFESSIONAL ENTERPRISE ADMINISTATOR (SOC, 15-1241, 15-1244)

Program Description

This Program provides knowledge in understanding and using Windows Server Administration Fundamentals, Networking Fundamentals, Security Fundamentals, Mobility and Device Fundamentals, Cloud Fundamentals, Database Fundamentals and Software Development Fundamentals.

Intended Participants

The intended participant is anyone with introductory computer user skills who is interested in obtaining a job as an IT professional. Students who complete this program will be eligible to pursue careers as: (1) Network/Systems Administrator (2) Enterprise/Cloud Architect (3) Windows Administrator/Engineer.

Prerequisites

A Minimum score of 70% is required on the Blue Star Learning's Admissions test.

Program Length

624 Clock Hours, 35 Weeks

Program Name	Clock Hours/Lecture/Lab
Windows Server Administration Fundamentals	50/33/18
Networking Fundamentals	80/52/28
Security Fundamentals	80/52/28
Mobility and Device Fundamentals	70/46/25
Cloud Fundamentals	96/62/34
Database Fundamentals	140/91/49
Software Development Fundamentals	108/70/38
Total	**624/406/218**

Objectives

Upon successful completion of this program, students will be able to

- configure and troubleshoot Domain Name System.
- maintain Active Directory Domain Services.
- manage user and service accounts.
- implement Group Policy infrastructure.
- manage user desktops using Group Policy.
- install, configure, and troubleshoot Network Policy Server.
- implement Network Access Protection.
- implement Remote Access.
- optimize file services.
- configure encryption and advanced auditing.

Requirements For Program Completion

To successfully complete this program, students must maintain a minimum average of at least 70% or C.

MICROSOFT JUNIOR SERVER ADMINISTRATOR (SOC, 15-1241, 15-1244)

Program Description

This program is intended for IT Professionals who are interested in the knowledge and skills necessary to plan and implement a Windows Server 2008 and Windows Server 2008 R2 environment. It incorporates both the planning of the server infrastructure and key aspects of the implementation, management and maintenance of Active Directory and Network Infrastructure. This program covers the most important job tasks for Server Administrators who are responsible for the planning, operations, and day-to-day maintenance of Windows Server 2008 and Windows Server 2008 R2 servers in the enterprise.

Intended Participants

The intended participant is anyone with introductory computer user skills who is interested in obtaining a job as an IT professional. Students who complete this program will be eligible to pursue careers as: (1) Systems Architect (2) Information Security Risk Manager (3) IT Service Engineer.

Prerequisites

A Minimum score of 70% is required on the Blue Star Learning's Admissions test.

Program Length

384 Clock Hours, 22 Weeks

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Program Name	Clock Hours/Lecture/Lab
Windows Server 2008 Active Directory Configuration	128/83/45
Windows Server 2008 Network Infrastructure Configuration	128/84/45
Windows Server 2008 Administrator	128/83/44
Total	**384/250/134**

Objectives
Upon successful completion of this program, students will be able to

- plan Windows Server 2008 and Windows Server 2008 R2 Sp1 deployments and upgrades.
- plan server management and delegated administration strategies.
- install, configure, and troubleshoot Network Policy Server.
- plan and provision Active Directory Domain Services.
- plan and implement Group Policy strategy.
- plan and implement Active Directory Certificate Services.
- plan and provision application servers including Web services, presentation virtualization and application virtualization.
- plan and implement file and print server roles.
- plan and implement secure network access policies such as VPNs, Network Access. Protection (NAP) and Direct Access.
- plan and provision data and storage.

Requirements For Program Completion
To successfully complete this program, students must maintain a minimum average of at least 70% or C.

MICROSOFT OFFICE SHAREPOINT SERVER (SOC, 15-1231, 15-1232)

Program Description

This program will teach students on how to plan, configure, and manage the features in a SharePoint Office 365 environment. The special areas of focus for this program include implementing high availability, disaster recovery, service application architecture, and Microsoft Business Connectivity Services.

This program also focuses on social computing features, productivity, and collaboration platforms and features. Students also will learn about business intelligence solutions, Enterprise Content Management, web content management infrastructure, solutions, and apps.
This program also covers how to develop and implement a governance plan, and how to perform an upgrade or a migration to SharePoint.

Intended Participants
The intended participant is anyone with introductory computer user skills who is interested in obtaining a job as an IT professional. Students who complete this program will be eligible to pursue careers as: (1) SQL Server Database Administrator (2) Share Point Specialist (3) IT Project Leader.

Prerequisites
A Minimum score of 70% is required on the Blue Star Learning's Admissions test.

Program Length
264 Clock Hours, 15 Weeks

Program Name	Clock Hours/Lecture/Lab
SharePoint 2013 Deployment	132/86/47
SharePoint 2013 Business Connectivity Services	132/85/46
Total	**264/171/93**

Objectives
Upon successful completion of this program, students will be able to

- describe the core features of SharePoint 365.
- plan and design a SharePoint 365 environment to meet requirements for high availability and disaster recovery.
- plan and implement a service application architecture for a SharePoint 365 deployment.
- configure and manage Business Connectivity Services features in a SharePoint 365 deployment.
- plan and configure social computing features.
- plan and configure productivity and collaboration platforms and features.
- plan and configure Business Intelligence solutions.
- optimize the search experience for an enterprise environment.
- plan and configure enterprise content management in a SharePoint 365 deployment.
- manage solutions in a SharePoint 365 deployment.

Requirements For Program Completion
To successfully complete this program, students must maintain a minimum average of at least 70% or C.

MICROSOFT OFFICE SPECIALIST (SOC, 15-1211, 15-1232)

Program Description
This program targets the needs of IT users who take part in evaluating, planning, deploying, and operating Office 365 services, including its identities, dependencies, requirements, and supporting technologies. This program focuses on skills required to set up an Office 365 tenant, including federation with existing user identities, and skills required to sustain an Office 365 tenant and its users.

Intended Participants
The intended participant is anyone with introductory computer user skills who is interested in obtaining a job as an IT professional. Students who complete this program will be eligible to pursue careers as: (1) Help Desk Support (2) Data Entry Clerk (3) Computer Operator.

Prerequisites
A Minimum score of 70% is required on the Blue Star Learning's Admissions test.

Program Length
140 Clock Hours, 8 Weeks

Program Name	Clock Hours/Lecture-Lab
Enabling Office 365 Services	70/46/25
Managing Office 365 Identities and Requirements	70/45/24
Total	**140/92/48**

Objectives
Upon successful completion of this program, students will be able to

- plan an Office 365 deployment, configure the Office 365 tenant, and plan a pilot deployment.
- manage Office 365 users, groups, and licenses, and configure delegated administration.
- plan and configure client connectivity to Office 365.
- plan and configure directory synchronization between Azure AD and on-premises AD DS.
- plan and implement the deployment of Office 365 ProPlus.
- plan and manage Exchange Online recipients and permissions.
- plan and configure Exchange Online services.
- plan and implement the Skype for Business Online deployment.
- plan and configure SharePoint Online.
- plan and configure an Office 365 collaboration solution that includes Yammer Enterprise, OneDrive for Business, and Office 365 groups.

Requirements For Program Completion
To successfully complete this program, students must maintain a minimum average of at least 70% or C.

WEB DESIGNER PROFESSIONAL (SOC, 15-1254, 15-1255)

Program Description
This program will teach students to develop the visual graphic and information design skills required to create compelling Web sites. Students will learn professional applications for Adobe Photoshop and Adobe Dreamweaver, and they learn the essentials of scripting with HTML, CSS, and JavaScript.

Intended Participants
The intended participant is anyone with introductory computer user skills who is interested in obtaining a job as an IT professional. Students who complete this program will be eligible to pursue careers as: (1) Web Designer (2) UX Designer (3) Front End Developer.

Prerequisites
A Minimum score of 70% is required on the Blue Star Learning's Admissions test.

Program Length
231 Clock Hours, 13 Weeks

Program Name	Clock Hours/Lecture/Lab
Adobe Photoshop	77/50/27
Adobe Dreamweaver	77/50/27
Adobe Flash Professional	77/50/27
Total	**231/150/81**

Objectives
Upon successful completion of this program, students will be able to

- use HTML.
- use the W3c Validator.
- execute graphics.
- navigate CSS (Cascading Style Sheets).
- executive Content Management Systems including WordPress.
- choose a web host.
- use sFTP (Secure File Transfer Protocol) to upload pages to the server.
- use various coding techniques used on the web (for example, PHP and JavaScript).
- prepare audio and video in web pages.
- create to CSS animation.

Requirements For Program Completion

To successfully complete this program, students must maintain a minimum average of at least 70% or C.

I have received a copy of the school catalog which contain the rules, regulations, course completion requirements, and costs for the specific course in which I have enrolled.

Student Name _____

Signature   _____

Date   _____