



## VETS Group Training Academy

1200 18<sup>th</sup> Street NW, Washington, D.C. 20036

Phone: (202) 822-0011

Web: [www.VETSGroup.org](http://www.VETSGroup.org)

### Hours of Operation

Mondays – Fridays 9:00am – 10:00pm

Saturdays, Sundays & Holidays: Closed

**Office Hours:** Monday – Thursday 11:00am – 7:00pm

Friday 11:00am – 4:00pm

## 2018 Catalog Programs - Courses - Fees

January 1, 2018 – December 31, 2018

Volume II

## TABLE OF CONTENTS

---

<b>INTRODUCTION.....</b>	<b>4</b>
Catalog Certification Statement.....	4
Mission Statement .....	5
Program Overview .....	5
Training & Certifications .....	5
Veteran Services.....	5
Student Services .....	5
Job Placement Assistance.....	5
Facility.....	6
Administration.....	6
Faculty.....	7
<b>SCHOOL POLICIES.....</b>	<b>7</b>
Admission Requirements .....	7
Enrollment Policy.....	7
Course Cancellations .....	8
Inclement Weather and Emergency Policy .....	8
Attendance Policy.....	8
Withdrawal Policy .....	9
Leave Policy .....	9
Class-cut Policy.....	9
Standards of Conduct .....	9
Conditions of Dismissal for Unsatisfactory Conduct .....	10
Grievance Procedure .....	10
Make up Work.....	10
Policy for Granting a Certificate upon Satisfactory Completion.....	11
Grading System .....	11
Conditions for Interruption for Unsatisfactory Grades or Progress.....	11
Granting Credit from Previous Education and Training.....	11
Unsatisfactory Progress or Conduct Consequences .....	12
Conditions for Re-entrance after Unsatisfactory Progress or Conduct.....	12
<b>PAYMENT TERMS AND CONDITIONS.....</b>	<b>12</b>
Enrollment Costs .....	12
Payment Policy .....	13
Records Policy .....	13
Directory Information.....	14

## TABLE OF CONTENTS

---

Non-Public (Private) Information.....	14
Participants' Rights.....	14
Refund Policy.....	14
Refund Chart.....	14
Academic Calendar - Scheduled School Closings for 2018.....	15
<b>PROFESSIONAL IT CERTIFICATE PROGRAMS.....</b>	<b>16</b>
PC Specialist Program (PCSP).....	16
Network Specialist Program (NSP).....	16
Security Specialist Program (SSP).....	17
Computer Specialist Program (CSP).....	17
Network Administrator Program (NAP).....	18
Security Administrator Program (SAP).....	18
Cyber Security Professional Program (CSPP).....	19
Microsoft Office Specialist Program (MSOSP).....	19
Web Development Certificate Program (WDCP).....	20
Cable Installation Program (CIP).....	20
Project Management Professional Program (PMPP).....	21
Certified Wireless Tower Climber Program (CWTCP).....	22
<b>PROFESSIONAL IT CERTIFICATE COURSES.....</b>	<b>22</b>
PC Essentials (CompTia A+) - 144 Clock Hours (CTIA 130) .....	22
Networking Fundamentals (CompTIA Net+) - 72 Clock Hours (CTIA 131) .....	24
Security Fundamentals (CompTIA Sec+) - 72 Clock Hours (CTIA 132) .....	25
Introduction to Cyber Security - 18 Clock Hours (CSCO 150) .....	26
Introduction to Networks (CCNA-1) - 72 Clock Hours (CSCO 151) .....	27
Routing & Switching Essentials (CCNA-2) - 72 Clock Hours (CSCO 152) .....	28
Scaling Networks (CCNA-3) - 72 Clock Hours (CSCO 153) .....	30
Connecting Networks (CCNA-4) - 72 Clock Hours (CSCO 154) .....	31
CCNA Security - 72 Clock Hours (CSCO 155) .....	33
Certified Ethical Hacker (CEH) - 72 Clock Hours (ECEH 180) .....	34
Certified Information System Security Professional (CISSP) - 72 Clock Hours (CISP 801).....	35
Systems Security Certified Practitioner (SSCP) - 72 Clock Hours (SSCP 190) .....	36
Microsoft Office Specialist - 90 Clock Hours.....	37
Introduction to Project Management - 36 Clock Hours (PMPP 301) .....	41

## TABLE OF CONTENTS

---

Advanced Project Management - 36 Clock Hours (PMPP 302) .....	41
Introduction to Web Development - 54 Clock Hours (WDCP 701) .....	42
Fundamentals of Website Development - 54 Clock Hours (WDCP 702).....	43
Tower Climber Safety & Rescue - 90 Clock Hours (WTCP 601).....	44
Wireless Construction Standard - 90 Clock Hours (WTCP-602).....	45
Cable Installer (1) - 54 Clock Hours (BICSI 401).....	46
Cable Installer (2) Copper - 54 Clock Hours (BICSI 402).....	47
Cable Installer (3) Optical Fiber - 54 Clock Hours (BICSI 403).....	48
Cable Installer (4) Technician - 54 Clock Hours (BICSI 404).....	49
<b>2018 PROGRAMS - TUITION &amp; FEES.....</b>	<b>50</b>
<b>2018 COURSES - TUITION &amp; FEES.....</b>	<b>51</b>
<b>2018 CLASS SCHEDULES – V2 (1<sup>st</sup> Quarter and 2<sup>nd</sup> Quarter).....</b>	<b>54</b>

## CATALOG CERTIFICATION STATEMENT

---

Volume II, Certified by:

*Joe Wynn*

President

January 7, 2018

## MISSION STATEMENT

---

The mission of the Veterans Enterprise Training and Services Group's Academy (VETS Group) is to provide high quality education and training that will enable participants to achieve Economic Empowerment through Education, Employment and/or Entrepreneurship. The VETS Group is committed to offering programs that will lead to employment in high demand occupations in the IT industry. Our dedicated teachers, educational leaders, and private sector partner's work together to provide these opportunities while also driving and supporting the advancement of America's infrastructure, green energy, and technology industries.

## PROGRAM OVERVIEW

The VETS Group presents significant opportunities for participants within one of the fastest and ever changing in-demand markets today. We provide services to assist our participants in obtaining the training; industry recognized certifications, and resources needed to gain meaningful employment above minimum wages. Our certified staff can draw from a wealth of cumulative knowledge and experience creating a valuable organization ready to serve our participants the professionalism and education they seek. Our instructors can boast of over 20 combined industry recognized certifications.

## TRAINING & CERTIFICATIONS

An IT certificate is a quick and readily recognized benchmark mapped to a specific skill set based on standardized testing. Competition for IT careers can be tough and having a certification is a significant advantage compared to uncertified employees. IT technology is a rapidly growing and expanding career field and the VETS Group program courses prepare participants to obtain these industry standard credentials and receive the skills, knowledge, and recognition needed to succeed in the workforce. Earning a certification, especially a series of certification from the same vendor, will provide immediate professional credibility.

## VETERAN SERVICES

The VETS Group is dedicated to serving those who have served in the U.S. Armed Forces to ensure that the service member or veteran is given accurate information according to the Veterans Administration. (VA) Military Veterans have unique needs, especially when transitioning back into their civilian communities. We work with each service member and Veteran to identify any barriers to education, employment or life in general that they may need assistance navigating through. Through our extended network of Veteran community partners, we serve as a guide to help the service member and veteran find appropriate resources and or veterans benefits.

## PARTICIPANT SERVICES

Additional training is offered to better prepare participants for entry into a new career. These workshops and seminars may include, but are not limited to sessions on: Resume Techniques, Interview Skills, Job Search Strategies, Financial Literacy, Employer Panels, Small Business Development and more.

## JOB PLACEMENT ASSISTANCE

Our job coaches specialize in connecting client companies with qualified employees. We work to match our participants with employment opportunities that correspond with their skills, geographic location, and career preferences. As the market drives the demand for skills and certifications, we provide the

appropriate resources to link employers to qualified candidates. We may offer part- time, temporary or full-time job options.

### **FACILITY**

The VETS Group Training Academy is in downtown Washington, D.C., one block north of the Farragut North Metro line and across the street from a Metro bus stop. The Training Academy, spanning over 4000 square feet utilizing two floors, is spacious enough to accommodate various training formats, class rooms, seminars, networking events, roundtables, and discussion groups. Areas are designated for a resource library, services center with high speed printers, copying machines, and an internet surfing bar for academic research or to access electronic job boards and/or search for procurement opportunities. Our 2 main classrooms are equipped with 30 Laptop Computer workstations utilizing current versions of the Microsoft Windows Operating System with Wi-Fi wireless Internet capability, and color laser printers. The entire facility has Internet access via a direct or wireless broadband connection. Each classroom is also equipped with a PowerPoint projector, video screen, whiteboard, and conference calling system. The facility also utilizes a voice over IP digital phone system, and video conferencing capability with a state-of-the-art smart board.

The VETS Group also maintains a Pearson VUE testing center for IT participants needing to take IT Certification Exams. The testing center is also open to the public. As such, we Partner with Digit All Systems, a non-profit organization located in Baltimore, to provide reliability and cost- effectiveness of the internet to register candidates, download exams and transmit results. The advanced registration and scheduling system allows us to efficiently manage the testing center hours and staff resources while providing candidates with scheduling flexibility. The testing center also offers a highly secure test environment installed with digital cameras, signature pad and other security-related equipment and information.

Additional facility space is allocated for computer repairs, Cisco network routers and switches and a room for independent study. Participants have access to the break room area, which has amenities such as cable TV, music system, refrigerator, water machine, sink, and microwave. Numerous stores and eating establishments are co-located to the facility. The VETS Group Training Academy is also a designated Cisco Networking Academy and a CompTIA Certified Training Partner.

Cisco Networking Academy: On February 28, 2012, the VETS Group received a letter from Marie Zwickert, M.ED., Corporate Affairs, Global Engagement Organization, Cisco Systems, Inc., certifying the VETS Group as having the required systems to be an official Cisco Networking Academy. Cisco Systems is a leader in corporate citizenship throughout the world, supporting programs that provide “access to education, and economic empowerment” to underserved people and communities. The Cisco Networking Academy is recognized worldwide as a leader in education innovation and e-learning. The curricula include instructor-led program content, online learning and skills assessments, hands-on labs, and innovative simulation technology.

### **ADMINISTRATION**

President/Executive Director: Joe Wynn - USAF Veteran  
Senior Director Business Development and Outreach: Lisa Mae Crawford – US Army  
Program Administrator/HR Manager: Vanita Williams – US Army Veteran Spouse  
Veterans Outreach/Job Developer: Eddie Jones - US Coast Guard Veteran  
IT Advisors: David Wynegar, Aumed Muhamed  
Finance Manager: Roni Rinehart  
Recruiter/Job Coaches: Robert Murphy, Brian Goetzendanner - USAF Veteran

### FACULTY

All our programs are taught by knowledgeable, certified professionals with experience, not only in leading classroom instruction, but also with practical experience in their field of expertise. These experts provide training from a hands-on perspective, advancing standard classroom theory into applied knowledge of on-the-job practice.

1. **Hammie Session** – BS, Business Administration Management, A+, Network+, Security+ certified. 26 years IT experience. 4 years IT instructor Ft. Meade. US Army Veteran.
2. **Joseph Jones** – Masters of Science, Information Technology Top Secret/SCI. Cisco Certified Academy Instructor (CCAI).
3. **John Oyeleke (new)** – Cyber Security Training Expert with over 13 years' experience within Government and Private Sector, holding the following industry certifications: CISSP, C|EH, CASP, ITILv3, MTA, MCP, MOS, SEC+, NET+, A+.
4. **Samuel Jones** – Technology expert with 10 years as Network Engineer for DOD, DIS and the private Sector. Top Secret/SCI with CI poly Cisco Certified Academy Instructor (CCAI).
5. **Curtis Funderburk** – Technology expert with 25 years of design and maintenance experience, Cisco Certified Academy Instructor (CCAI). US Air Force Veteran.
6. **Kevin Ferguson** – IT Technology expert with over 20 years of experience in both PC hardware constructs and software applications in networking and web development.
7. **Aris Dennard** – IT Enterprise professional with over 10 years of experience in administration and support of computer information systems. Cisco Certified Academy Instructor (CCAI). Cisco CCNA Certified. US Air Force Veteran.

## SCHOOL POLICIES

### ADMISSION REQUIREMENTS

A participant must be 18 years of age and have a high school diploma or GED. An in-house multiple-choice computer assessment exam will be given to all IT potential participants prior to enrollment. The assessment is used to evaluate their knowledge of the basic computer skills required for any of the IT courses offered. Participants must receive a minimum score of 70% to be admitted to the school. All admissions are approved by the Program Administrator and/or Director.

### ENROLLMENT POLICY

VETS Group maintains an open enrollment policy and enrollment forms are available from the Enrollment Specialist upon request. Participants may elect to enroll in one or more programs and/or courses during the initial enrollment session. All enrollment forms must be completed and submitted prior to program or course start dates. Participants will be notified of acceptance by phone, email or mailed correspondence. New participant orientation will take place the first day of each new class.

### **COURSE CANCELLATIONS**

VETS Group maintains the right to cancel any course that does not meet the institutes' minimum enrollment requirements. Participants will be notified prior to the first class and 100% refund shall be granted to all paid enrolled participants. (See Refund Policy)

### **INCLEMENT WEATHER AND EMERGENCY POLICY**

The VETS Group follows the Federal and District Governments for closures regarding inclement weather. Participants will be notified by phone and/or email of school closings or delayed openings. In the event of an emergency, participants will be notified by phone and/or email. This policy requires participants to keep their contacts updated. Participants may also call the main school number for guidance (202) 822-0011.

### **ATTENDANCE POLICY**

The VETS Group Certification Based Training (CBT) classes are rigorous instructor-led training sessions that require in-class participation as well as home study. Absenteeism disrupts the educational process and can impact other participants in attendance. A participant who is absent from class without an excused reason is considered to have an unexcused absence. Each participant must read and confirm receipt of the attendance policy before enrollment:

- Class attendance and punctuality is mandatory
- Academic penalties will not be imposed for excused absences
- Each participant will be allowed only 3 excused absences per course or not more than 20% of the total course hours. An excused absence could include, but not limited to the following:
  - o Death of immediate family member or funeral
  - o Job Interview
  - o Jury Duty or Military Duty
  - o Medical and dental appointments

#### **General Policy Notes and Provisions:**

Each participant will be allowed one unexcused absence per course. Participants who are expecting to be absent should contact their instructor or a staff member of the school in advance, if possible. Contact may include phone, email, or text message. It is the participant's responsibility to contact their instructor and obtain assignments that they missed. When they return to class they must have all required assignments completed. Failure to comply with this policy may result in a verbal and/or written warning or more severe penalties up to course/program dismissal.

For Agency participants – if absences exceed 15 percent of the scheduled hours in a program, the school will notify the Agency to terminate the payment of educational benefits.

An instructor's decision not to excuse an absence may be appealed if evidence has been presented to the instructor that substantiates one or more of the reasons deemed sufficient for an excused absence or because the instructor's decision was arbitrary, capricious or prejudicial.

Appeals must be initiated within three class days of the instructor's decision. In the appeal process, the burden of proof shall be upon the participant. An appeal may be made by the participant to the school President, Director, or Administrator.

## WITHDRAWAL POLICY

Participants have the right to withdraw from any course/program for any reason. The participant must provide a written statement to the Program Administrator and/or Director. If a participant withdraws from a course/program the refund policy would apply based on the number of days, the participant has attended classes. A “W” grade will be recorded for the records.

## LEAVE POLICY

The VETS Group does not allow a leave of absence. A participant would be required to withdraw and re-enroll at the beginning of the next term, program or course.

## CLASS-CUT POLICY

The VETS Group defines class cutting as a participant being absent without reason from any part of a class. This includes leaving class without permission from the instructor. Participants are required to report to assigned classes before taking it upon themselves to visit another site, i.e. office, library, participant lounge, etc. A class-cut will be considered a non-excused absence.

## STANDARDS OF CONDUCT

Participants are expected to be respectful of all individuals (fellow participants, faculty and visitors) and property (facility, materials, equipment, etc.). Participants are also expected to help maintain a safe and enjoyable learning environment so that all participants may benefit from it.

1. Warnings, suspensions, probations and dismissals are possible penalties for violations of the standards of conduct. Probations, suspensions and dismissals will be recorded on the participant’s record. (For Agency participants: The Agency will be immediately notified.)
2. This policy governs the VETS Group Training Academy primary facility, field sites or anyplace in representation thereof (such as field trips, client sites, etc.) and applies to all VETS Group participants, faculty, employees and visitors.
3. Disorderly conduct, disruptive behavior and vandalism are strictly prohibited.
4. All persons, including participants and guests, must comply promptly and completely with staff requests in accordance with their duties, including, but not limited to, requests for identification, noise or activity abatement, or dispersal.
5. While voluntary compliance with the Conduct policy is expected, where violations are found, authorized staff may, at their discretion, issue a warning or require any person or group of people to leave the VETS Group Training Academy facility for a policy violation and/or for exigent circumstances.
6. All persons are responsible for informing their guests of the VETS Group’s policies in and out of buildings, and are accountable for the actions of their guests. Guests violating VETS Group policies may be asked to leave.
7. All persons who violate this policy may face disciplinary action up to and including being dismissed and/or barred from any VETS Group enrollment.
8. All dismissals may be appealed and re-admittance to the VETS Group may occur with the approval of the Program Administrator and/or Director. For Agency participants, the Agency will immediately be notified of appeal results.

### CONDITIONS OF DISMISSAL FOR UNSATISFACTORY CONDUCT

The President, Director or Administrator have the authority to dismiss any participant who violates the school's published policies. Dismissal means the removal of a participant from current and/or future course or program enrollment. A record of expulsion will be maintained, and the Agency will be notified for any participant currently receiving Education Benefits from such Agency.

### GRIEVANCE PROCEDURE

It is the intent of the VETS Group to promptly respond to grievances by identifying corrections and quickly implementing solutions. Participants who have issues with their classes or any other VETS Group participants are encouraged to speak with their Instructor directly. If the issues are personal in nature or cannot be rectified by the Instructor, the Administrator and/or Director should be notified.

1. **Statement of Grievance**

If the participant feels that the matter has not been resolved through informal discussions with Instructors or the Administrator, they should put their grievance in writing to the VETS Group Director.

2. **The Grievance Meeting**

Within 7 working days of receiving the written grievance, the VETS Group Director will respond, in writing, inviting the participant to attend a meeting where the alleged grievance can be discussed. This meeting should be scheduled to take place as soon as possible (normally within 5 working days). If the participant, Director and other involved persons cannot be in attendance the meeting shall be rescheduled once.

Participants have the right to have someone accompany them into the meeting. The right to have a companion in the meeting will be explained in the grievance invitation letter. Should a participant's companion be unable to attend the participant must make contact within 3 days of the date of the letter to arrange an alternative date that falls within 3 days of the original date provided. These time limits may be extended by mutual agreement.

The VETS Group Director will inform the participant in writing of any decision or action decided after all information has been considered. In addition to the decision, the President will also offer the participant the right to appeal. This letter should be sent within 5 working days of the grievance meeting and should include the details on how to appeal.

3. **Outside Appeal**

If the matter is not resolved to the participant's satisfaction they may address their appeal in writing to the D.C. Education Licensure Commission. (See Participant's Rights for further information).

### MAKE UP WORK

Make-up assignments from classes missed is at the discretion of the instructor. The participant must make up all assignments during the course enrollment period in order to receive a Certificate of Completion.

## POLICY FOR GRANTING A CERTIFICATE UPON SATISFACTORY COMPLETION

A participant who satisfactorily completes a program or course will be awarded a Certificate of Completion. The participant must accomplish the following to be in satisfactory status:

- The participant must complete the program or course with an average grade of 60% or above
- The participant must take the official certification exam associated with the respective certification course within 2 weeks of the final class date.

## GRADING SYSTEM

A participant's academic progress will be measured according to the following scale:

A =	90 – 100 percent
B =	80 – 89 percent
C =	70 – 79 percent
D =	60 – 69 percent
F =	0 – 59 percent

\* *The VETS Group is a non-degree granting institution*; therefore, certificates are given for all programs/courses completed with a minimum passing of 60%. Participants will receive grades/progress reports from the instructor within one week after mid-term completion and one week after the last day of the class. If the participant is not available to receive their grades and progress reports on site, they will be sent to them via email and/or regular postal mail.

## CONDITIONS FOR INTERRUPTION FOR UNSATISFACTORY GRADES OR PROGRESS

1. For Agency Participants: Educational benefits are processed on the basis of enrolled programs, satisfactory attendance, academic performance and conduct. *Any changes in enrollment status, such as number of programs, withdrawal, or completion requirements, may result in re-evaluation of the Agency approval. The participant may then become responsible for the balance of his/her bill and late fees at the end of their class enrollment at the school.*
2. Participants must notify the staff upon changes of address, withdrawal or change in the number of programs/courses attempted.
3. If a participant does not achieve a satisfactory cumulative grade of 60% or above, the school will document failure in the participant's records and notify their Agency (if applicable) immediately to interrupt the participant's educational benefits.

## GRANTING CREDIT FROM PREVIOUS EDUCATION AND TRAINING

The VETS Group grants credit based on the content and comparability of the programs/courses taken. Applicability of the programs to current training requirements are assessed. Participants are required to present transcripts, certifications and prior military or industry training to the Enrollment Specialist during the enrollment process. Credit will be awarded for all programs/courses for which a grade of C or better was earned. Participants are allowed to request an evaluation of transfer programs by consulting with the Program Administrator. This evaluation will then be reviewed by the participant's instructor and the Administrator.

### **UNSATISFACTORY PROGRESS OR CONDUCT CONSEQUENCES**

Participants found exhibiting unsatisfactory progress at midterm may be placed on probationary status or suspended from the program. Consequences are at the discretion of the Instructor and will be reviewed by the Administrator. Likewise, standards of conduct violations may result in probationary status, suspension or dismissal.

Probationary status is defined at the VETS Group as a designated period where the participant must adhere to stringent standards applied by the Instructor and/or Administrator to maintain enrollment status. Typically, the time periods for probationary status occurs after mid-term and is maintained until the program/course completion. However, probationary status is not limited to beginning after mid-term. Suspensions are defined as removal from programs/courses enrollment due to probationary status violations, specific conduct violations, and/or unsatisfactory academic progress for a set time as defined by the Instructor and/or Administrator.

In some instances of severe conduct violations, participants can be expelled from the VETS Group indefinitely. This consequence will be determined by the Administrator/Director and documented in the participant's file.

Any participant receiving Agency benefits will immediately be reported to such Agency when placed on probationary or suspension status.

### **CONDITIONS FOR RE-ENTRANCE AFTER UNSATISFACTORY PROGRESS OR CONDUCT**

A participant will be permitted to re-enter the program at the beginning of the next term or respective course if the participant has resolved the problems causing the unsatisfactory progress or conduct.

1. Participants re-entering the VETS Group after meeting conditions of suspension will re-enter conditionally.
2. Participants are not eligible for re-admission until the conditions of their suspension have been met and approved by the Administrator and/or Director. VA will be notified immediately for those participants currently receiving Agency Education Benefits.
3. Participants who are re-admitted to the VETS Group must have a cumulative average of 60%.
4. Participants returning are subject to the requirements in the most current catalog.
5. If participants have two suspensions within a 5-year period for any reason, they will not be readmitted to a VETS Group program.

## **PAYMENT TERMS AND CONDITIONS**

### **ENROLLMENT COSTS**

Participants are responsible for all costs as described in the Catalog for the program(s) and course(s) for which they are enrolling. Students can elect to obtain textbooks and exam vouchers via their own sources and only be responsible for paying the Tuition Base Fee and Technology Fee.

### **PAYMENT POLICY**

All participants are required to make full payment by the start date for each program selected. Payments may be made by check, money order or credit card. Checks should be made payable to the VETS Group Training Academy.

Participants can make arrangements for tuition payments from other funding sources that are deemed acceptable and approved by the VETS Group. Such other funding sources may include: Government Purchase Orders, VA/Military Tuition Assistance, VA Rehabilitation Services, State Workforce Development Aid, Organization Grants, Private Loans.

If any portion of the tuition and fees are not paid by the program start date or an approved funding source has not been verified by the VETS Group Administrator and/or Director, a participant may be allowed to make payments in accordance with a payment schedule approved by the Program Administrator and/or Director, and participant accepting responsibility for any unpaid balance. A participant may also be eligible for a volunteer or work study assignment as a way for providing tuition assistance. If participant has not made full payment or payment arrangements by the program start date, participant will not be permitted to enroll in the selected program.

The VETS Group will not change pricing, registration terms and conditions, any changes to our products or programs, change a class location or cancel a class at any time without prior notice. Participants will be made aware of any changes to the Course Catalog that may not have been published prior to a participant's enrollment for any program. For any changes posted in the Training Catalog, the VETS Group's sole liability will be limited to the refunding of any fees paid in respect to the program. The VETS Group shall not be responsible for any incidental or consequential loss arising whatsoever.

### **RECORDS POLICY**

The VETS Group will maintain participant records to include participant name, title of program in which they are enrolled, grade record of each program and cumulative grade for the program and certificate or other credential awarded. Additional information that will be maintained includes:

(1) hours of educational instruction received by the participant; (2) dates of enrollment; (3) grade record of each program and cumulative grade for the program; and (4) record of certificate awarded. Participants may submit a written request for transcripts or records to: Program Administrator at any time. All requests will be answered within 7 working days.

All records will be kept in the office of the Program Administrator and/or the Enrollment Specialist. When not in use by the appropriate staff, the records are maintained in a locked cabinet within their secured offices. The VETS Group adheres to Federal law and state law with regard to the access to participant records. The federal Family Educational Rights and Privacy Act (FERPA) as amended form the backdrop for the VETS Group's Policy on Access to Participant Records. And recent U. S. Department of Education Regulations regarding FERPA have mandated additional record procedures. This Policy is reviewed with each staff person and Instructor at the time of their employment at the VETS Group. Below are guidelines for ensuring the confidentiality of participant records. These guidelines were derived from the recent U. S. Department of Education Regulations regarding FERPA that mandated additional record procedures.

## DIRECTORY INFORMATION

The following information is public information, unless the participant has requested non-disclosure (suppress).

1. Name, Address, Electronic (E-mail) address, Telephone number
2. Dates of enrollment, Enrollment status (full/part time, not enrolled)
3. Major, Adviser, College, Class
4. Academic awards and honors
5. Certificate(s) received

Participants have two options for directory information suppression:

1. Suppression of address and phone information -- If this option is chosen, address, e-mail and telephone number information will not be released to third parties and name will not appear in University directories.
2. Suppression of all directory information -- If this option is taken no information pertaining to attendance will be released.

## NON-PUBLIC (PRIVATE) INFORMATION

Information other than directory information is not public and may not be released except under certain prescribed conditions. Non-releasable information includes:

1. Grades, Programs taken, Class Schedule
2. Test scores, Advising records, Educational services received
3. Social Security Number, Participant ID Number
4. Disciplinary actions

## PARTICIPANTS' RIGHTS

Participants have the right to:

1. Inspect and review information in their educational records
2. Request a correction to their record
3. Suppress the release of Directory Information
4. View a copy of the institutional policy
5. File complaints with:

U.S. Department of Education  
Family Policy Compliance Office  
600 Independence Ave., SW  
Washington, DC 20202

## REFUND POLICY

The VETS Group maintains a policy for refund of the amount charged for tuition, fees and other charges that does not exceed the appropriate pro rata portion of the total charges that the program or course bears to the total length.

## 2018 Catalog

\*If the VETS Group cancels a course due to limited enrollment, a 100% refund will be made. (See Course Cancellations)

All requests for refunds must be in writing (via fax, email, text message or written letter). Notification acknowledging the receipt of the participant's refund request will be sent explaining refund qualifications and (if qualified) refund amount. Refunds may take 4-5 weeks to process after the refund request is received.

For 100% refund, the following criteria must be adhered to; the class must be dropped within 72 hours of the class start date. All tuition and fees paid will be refunded if the participant decides not to attend classes within the first 72 hours. The VETS Group will charge an administrative fee of \$25.00 for any refunds after the 72 hour deadline expressed. Refunds will be assessed using the following Refund Chart.

### Refund Chart

Percent of Program Hours Completed	Percentage of Refund Owed
10	90%
20	80%
30	70%
40	60%
50	50%
60	40%
70	30%
80	20%
90	10%

## 2018 ACADEMIC CALENDAR

The Vets Group Training Academy Academic Calendar is based on a quarter system.

**Quarter 1** - January 1<sup>st</sup> - March 31<sup>st</sup>

**Quarter 2** - April 1<sup>st</sup> - June 30<sup>th</sup>

**Quarter 3** – July 1<sup>st</sup> - August 31<sup>st</sup>

**Quarter 4** – September 1<sup>st</sup> - December 31<sup>st</sup>

### Scheduled School Closings:

In 2018, classes will not be scheduled on the following holidays and during the year-end break. Instructors will determine dates to provide make-up instruction if required.

- Monday, January 1                      New Year's Day (Holiday)
- Monday, January 15                     Birthday of Martin Luther King, Jr.
- Monday, May 28                          Memorial Day
- Wednesday, July 4                       Independence Day
- Monday, September 3                     Labor Day
- Monday, November 12                    Veterans Day (Observance)
- Thursday & Friday, 22 & 23             Thanksgiving Day November
- Monday, December 24-31<sup>st</sup>             Christmas Day, Year-end break

## PROFESSIONAL IT CERTIFICATE PROGRAMS

Information Technology Professional Certificate Programs provide a combination of instructor led courses and hands on labs that enhance the required IT and computer skills needed for those seeking immediate employment or to advance their career within the information technology industry. These programs offer the types of technical information for developing a highly skilled workforce that meets the needs of employers that are often looking for individuals who hold a state license or an industry-recognized credential.

The VETS Group Training Academy programs offer courses that lead to nationally recognized industry certifications such as CompTIA A+, Net+ and Security+; Cisco CCENT, CCNA; and Cyber Security certifications, as well as Microsoft, PMI, BISCO, and Telecommunications certifications.

### PC SPECIALIST PROGRAM (PCSP)

The PC Specialist Program prepares participants for an entry-level career into the field of Information Technology and Computer Support. Participants will learn the fundamentals of computer technology, installation and configuration of PCs, laptops and related hardware and software. Participants will be required to install and configure Windows operating systems, as well as configuring common features for network connectivity and email.

This Program will also prepare participants for the CompTIA A+ certification exams for hardware and software.

**Job Titles:** This program and certifications would be beneficial for individuals looking for IT employment in positions such as Computer/Technical Support Specialist, Field Service Technician, Help Desk Support Technician, Call Center Representative, and IT Support Specialist.

#### PCSP Certificate Courses:

Course ID	Course Name	Clock Hours	Certification Exam
CTIA-130	PC Essentials	144	CompTIA A+ 220-901&902
CSCO-150	Intro to Cyber Security	18	None
<b>Total Clock Hours</b>		<b>162</b>	

### NETWORK SPECIALIST PROGRAM (NSP)

The Network Specialist Program prepares participants for an entry-level career into the field of Information Technology and Computer Support. Participants will learn the fundamentals of basic networking, data transfer protocols, cabling structure, routers and switches, IP addressing and sub-netting; and physical and logical topography. Participants will be required to install and configure PC operating systems, as well as configuring common features (e.g. network connectivity and email).

This Program will also prepare participants for the CompTIA Net+ certification exam.

**Job Titles:** This program and certification can be used for job roles such as a Network Technician, Network Installer, Help Desk Technician and IT Support Specialist.

## NSP Certificate Courses:

Course ID	Course Name	Clock Hours	Certification Exam
CTIA-131	Networking Fundamentals	72	CompTIA Net+ N10-006
CSCO-150	Intro to Cyber Security	18	None
<b>Total Clock Hours</b>		<b>90</b>	

## SECURITY SPECIALIST PROGRAM (SSP)

This Program prepares participants for an entry-level career into the field of Cyber Security. Participants will learn the most important foundational principles for securing a network and managing risk. Securing the network from unauthorized access will also be introduced and actual technics to secure networks will be learned. Participants will gain the knowledge of security concepts, tools, and procedures to react to security incidents, as well as anticipating security risks and guarding against them before they occur. This Program will also prepare participants for the CompTIA Sec+ certification exam.

**Job Titles:** Network Security Specialist, Security Administrator, Network Security Support Engineer, and Information Security Specialist.

## SSP Certificate Courses:

Course ID	Course Name	Clock Hours	Certification Exam
CTIA-132	Security Fundamentals	72	CompTIA Sec+ SYO-401
CSCO-150	Intro to Cyber Security	18	None
<b>Total Clock Hours</b>		<b>90</b>	

## COMPUTER SPECIALIST PROGRAM (CSP)

The Computer Specialist Program prepares participants for an entry-level career into the field of Information Technology and Computer Support. Participants will learn the fundamentals of computer technology, installation and configuration of PCs, laptops and related hardware, and basic networking and security. Participants will be required to install and configure PC operating systems, as well as configuring common features (e.g. network connectivity and email) for mobile operating systems Android and Apple iOS. Securing the network from unauthorized access will also be introduced and actual technics to secure networks will be learned.

This Program will also prepare participants for the CompTIA A+ Net+ and Sec+ certification exams.

**Job Titles:** This program and certifications would be beneficial for individuals looking for IT employment in positions such as Computer/Technical Support Specialist, Field Service Technician, Help Desk Support Technician, Call Center Representative, IT Support Specialist, Network Technician, Network Installer, Network Security Specialist, and Security Specialist.

## ACSP Certificate Courses:

Course ID	Course Name	Clock Hours	Certification Exam
CTIA-130	PC Essentials	144	CompTIA A+ 220-901&902
CTIA-131	Networking Fundamentals	72	CompTIA Net+ N10-006
CTIA-132	Security Fundamentals	72	CompTIA Sec+ SYO-401
CSCO-150	Intro to Cyber Security	18	None
<b>Total Clock Hours</b>		<b>306</b>	

## NETWORK ADMINISTRATOR PROGRAM (NAP)

The Network Administrator Program follows the curriculum provided by Cisco for the Certified Network Administrator (CCNA). This program is designed for participants to develop a working knowledge of routing, switching, network applications and protocols. Completion of this program will provide participants with the skills needed for entry-level networking jobs and IT careers.

The program consists of 4 courses: Introduction to Networks, Routing & Switching Essentials, Scaling Networks, and Connecting Networks. The first 2 courses prepare participants for the Cisco

CCENT certification exam or to study for CCNA Security. All 4 courses are recommended before taking the Cisco CCNA Routing & Switching certification exam.

**Job Titles:** Network Administrator, Network Operations Center Analyst, Network Architect, Network Engineer, and Network Specialists.

## NAP Certificate Courses:

Course ID	Course Name	Clock Hours	Certification Exam
CSCO-151	Introduction to Networks	72	CCENT 100-105 ICND1
CSCO-152	Routing & Switching Essentials	72	CCENT 100-105 ICND1
CSCO-153	Scaling Networks	72	CCNA 200-105 ICND2
CSCO-154	Connecting Networks	72	CCNA 200-105 ICND2
<b>Total Clock Hours</b>		<b>288</b>	

## SECURITY ADMINISTRATOR PROGRAM (SAP)

The Security Administrator Program prepares participants for a mid-level career into the field of Information Security, Information Assurance and Data Threat Protection. Can you think like a hacker? A security specialist has to stay up-to-date on technology and discover weak spots before someone else does. They enjoy solving complex problems, and are able to document and communicate about their work.

This Program follows the curriculum provided by Cisco for the Certified Network Administrator-

## 2018 Catalog

Security (CCNA-Security). The CCNA Security curriculum emphasizes core security technologies, the installation, troubleshooting and monitoring of network devices to maintain integrity, confidentiality and availability of data and devices, and competency in the technologies that Cisco uses in its security structure.

The program consists of 3 courses: (1) Introduction to Networks, (2) Routing & Switching Essentials, and (3) CCNA-Security. The first 2 courses prepare participants for the Cisco CCENT certification. All 3 courses are recommended before taking the Cisco CCNA-Security certification exam. Participants will develop a working knowledge of network security principles, tools and configurations.

**Job Titles:** Network Security Specialist, Security Administrator, Network Security Support Engineer, and Information Security Specialist.

### SAP Certificate Courses:

Course ID	Course Name	Clock Hours	Certification Exam
CSCO-151	Introduction to Networks	72	CCENT 100-105 ICND1
CSCO-152	Routing & Switching Essentials	72	CCENT 100-105 ICND1
CSCO-155	CCNA Security	72	CCNA 210-260 IINS
<b>Total Clock Hours</b>		<b>216</b>	

### CYBER SECURITY PROFESSIONAL PROGRAM (CSPP)

The demand for cybersecurity experts has grown 3 times faster than any other IT job role, and training a cybersecurity workforce is a priority for many governments. From confidential company data to personal information, more connections make data more vulnerable to attacks, increasing the demand for professionals with cybersecurity skills.

This program concentrates on in-depth, theoretical understanding of network security principles as well as the tools and configuration available. This program emphasizes the practical application of skills needed to design, implement, and support network security.

**Job Titles:** Security Administrator, Security Analyst, Network Security Architect, Network Security Engineer, Network Security Specialist, Security Consultant, Database Administrator.

### CSPP Certificate Courses:

Course ID	Course Name	Clock Hours	Certification Name
CTIA-132	Security Fundamentals	72	CompTIA Sec+ SYO-401
CSCO-150	Intro to Cyber Security	18	N/A
ECEH-180	Certified Ethical Hacker	72	EC-Council Exam #312-50
SSCP-190	Systems Security Cert Professional	72	SSCP Exam
<b>Total Clock Hours</b>		<b>234</b>	

### MICROSOFT OFFICE SPECIALIST PROGRAM (MSOSP)

The Microsoft Office Specialist Program (MOS Program) aims to prepare the participant with the skills

## 2018 Catalog

needed to get the most out of the software programs within the suite of Microsoft Office. The participant is exposed to the essentials within each suite so they can proficiently maneuver within the 5 MOS component parts for business or personal requirements. MOS certification is available for Excel, Word, PowerPoint and Access after successfully passing each exam. This program offers all the essential information required to pass the MOS certification in each suite with ample class time and instructional support.

**Job Titles:** Administrative Assistant; Office Assistant; Office Manager.

### MSOSP Certificate Courses:

Course ID	Course Name	Clock Hours	Certification Exam
MOSP-201	Intro to MS Word	18	MS:Word2016 #77-725
MOSP-202	Intro to MS Excel	18	MS:Excel2016 #77-727
MOSP-203	Intro to MS PowerPoint	18	MS:PowerPoint2016 #77-729
MOSP-204	Intro to MS Access	18	MS:Access2016 #77-730
MOSP-205	Intro to MS Outlook	18	MS:Outlook2016 #77-731
	<b>Total Clock Hours</b>	<b>90</b>	

### WEB DEVELOPMENT CERTIFICATE PROGRAM (WDCP)

Web developers design and create websites, manage website speed and performance, and create website content. According to the U.S. Bureau of Labor Statistics (2015), web development is the fastest growing career in today's economy. Employment of web developers is projected to grow 27% from 2014 to 2024. Web development offers freedom and flexibility; one out of seven web developers are self-employed. The average salary for web developers was \$64,970 in 2015.

**Job Titles:** Web Designer, Web Developer.

### WDCP Certificate Courses:

Course ID	Course Name	Clock Hours	Certification Exam
WDCP-701	Intro to Web Development	54	Web Designer Apprentice
WDCP-702	Fundamentals of Web Development	54	Web Developer Apprentice
	<b>Total Clock Hours</b>	<b>108</b>	

### CABLE INSTALLATION PROGRAM (CIP)

This program prepares participants for entry-level positions within the Information Technology Systems (ITS) workforce by providing foundations, theory and hands-on experience to function effectively on the job. The program provides information on the latest wired and wireless technologies installed in today's new construction and renovation projects and sets the foundation of a copper-based structured cabling system installation.

A significant amount of class time will be spent on BICSI best practices for the installation, termination, testing and retrofitting of copper cable. Additional topics covered will include BICSI best practices for

pathways and spaces; grounding, bonding and protection; and fire stopping.

**Job Titles:** Cable Installer, Cable Technician

**CIP Certificate Courses:**

Course ID	Course Name	Clock Hours	Certification Exam
BICSI-401	Installer-1 Introduction	54	BICSI Installer 1
BICSI-402	Installer-2 Copper	54	BICSI Installer 2, Copper
BICSI-403	Installer-3 Optical Fiber	54	BICSI Installer 2, Fiber
BICSI-404	Installer-4 Technician	54	BICSI Technician
<b>Total Clock Hours</b>		<b>216</b>	

**PROJECT MANAGEMENT PROFESSIONAL PROGRAM (PMPP)**

Project Management Professional (PMP) Program focuses on developing and improving the performance of projects and programs in technology, finance/accounting, building construction, and industrial expansion, or in any other field that requires project managers to initiate the projects. After completion of this training, individuals will be able to deploy projects with competency in their current fields of expertise.

In this program, participants will gain the essential preparation needed to pass the PMP and CAPM exams. Learning activities in this program targets each of the three major learning styles: visual, auditory, and kinesthetic.

The benefits of achieving project management (PM) certifications range from higher potential earnings, to achieving organizational objectives and recognition, to confidence building, and comradery from belonging to a distinguished and like-minded group of project management certified professionals.

This program is developed in alignment with PMI/CompTIA standards. Upon completion of Introduction to Project Management and Advanced Project Management, participants will be prepared for the Project Management Institute (PMI) certification exam.

**Job Titles:** Corporations rely on project managers to oversee all aspects of a project so that everything flows seamlessly and the timeline, scope, and budget goals are met. As more organizations use project-based methods to accomplish tasks, experienced project managers are in higher demand.

**PMPP Certificate Courses:**

Course ID	Course Name	Clock Hours	Certification Exam
PMPP-301	Intro to Project Management	36	CAPM Exam
PMPP-302	Advanced Project Management	36	PMI Cert Exam
<b>Total Clock Hours</b>		<b>72</b>	

### CERTIFIED WIRELESS TOWER CLIMBER PROGRAM (CWTCP)

The Certified Wireless Tower Climber program provides participants with the fundamentals to become a recognized leader in the wireless service provider industry. As a Certified Tower Climber, participants will stand out from the competition when applying for wireless and telecommunication technology jobs. This program is based on a curriculum that meets all federal standards for training in the USA. It is designed to include the OSHA required training listed in CFR's 1910 and 1926 related to work at a wireless communication site.

**Job Titles:** Tower Climber, Tower Technician I & II; Tower Foreman

#### WTCP Certificate Courses:

Course ID	Course Name	Clock Hours	Certification Exam
CWTCP-601	Tower Climber Safety & Rescue	90	Authorized Climber/Rescuer;
CWTCP-602	Wireless Construction Standard	90	OSHA-10/30; First Aid/CPR
<b>Total Clock Hours</b>		<b>180</b>	

## PROFESSIONAL IT CERTIFICATE COURSES

### PC ESSENTIALS (COMPTIA A+) - 144 CLOCK HOURS (CTIA 130)

**Textbook:** All in One, Comptia A+ Certification Exam Guide, 9<sup>th</sup> Edition  
by Mike Meyers

This course is designed to provide participants with the fundamentals of building a workstation and installing and configuring various operating systems. Participants learn the foundation-level of understanding basic computer systems and common internet technologies and to install and troubleshoot a user's desktop system. Participants will also learn the fundamentals of installing and configuring Windows operating systems on a desktop and a laptop.

Completing this course and getting an A+ certification affords a wealth of advantages. First of all, it's ideal for those interested in getting straight into the workforce with minimal time spent on education. It provides you with very intensive training over a short-term period, giving you a broad base of knowledge upon which to start building your career as a computer technician. Another advantage is that it is one of the most inexpensive ways for you to get your foot in the door of this particular field. Information Technology (IT) can be a very competitive industry, so becoming adept at the hardware and software aspects can often pave the way to becoming adept at other challenging careers within the IT industry. It can allow you to qualify for corporate training programs, internships or apprenticeships because it shows employers that you are willing and eager to learn. In an industry that changes on a daily basis, proving yourself willing to grow with it is often the best way for you to achieve success.

#### Course Topics

**Hardware:** The Hardware Section provides participants with a detailed overview on various aspects of personal computer hardware. Participants will receive instruction on computer components, including bus architecture, motherboards, CPU/RAM, chipsets, peripherals, I/O-data transfers, portable computing devices, with hands-on experience and practice components. Participants learn to disassemble and

reassemble an actual computer. Participants will install various peripheral devices, including optical drives (CD/DVD-ROM), hard drives, video cards and network interface cards. Participants will also learn to build, install, configure, implement, troubleshoot, support, administer, test and maintain a user's desktop system.

### Course topics include:

- Fundamentals of Computer
- Computer Components, Disassembly, & Reassembly
- Hardware Installation; Understanding Operating System configuration
- Installing and Upgrading Client Systems
- Managing Applications, Files and Folders, Devices
- Understanding Operating System Maintenance

**Software:** The Software Section of this course provides participants with the fundamentals to install, configure, implement, troubleshoot, support, administer, test and maintain Windows operating systems on a desktop and laptop computers. Participants will receive instruction on Windows operating system installation and configuration, networking, upgrading Windows, NTFS security, creating users and group accounts, maintaining and optimizing Windows, working with the command-line interface, troubleshooting Windows, LAN and WAN basic, wireless networking, Internet, multimedia, computer security, and virtualization.

### Course topics include:

- Visible Windows & Networks, Installing and Upgrading Windows
- Windows Under the Hood, NTFS, Users, and Groups
- Maintaining and Optimizing Windows, Working with the Command-Line Interface
- Troubleshooting Windows, Local Area Networking & Wireless Networking
- The Internet, Multimedia, Securing Computers, Virtualization

### Organization

This is a lecture-hands-on course in which topics are presented by the instructor, practice hands-on labs are explained and assigned by the instructor and are completed by participants during lab periods. Participants are encouraged to read assigned chapters prior to attending class. Participants are divided into groups for optimum lab-work execution and completion. Objectives and quizzes are given daily, and there is a mid-term exam and a comprehensive final exam. This course requires a total of 108 in-class hours.

### Prerequisites

There are no prerequisites for this course. However, it's a policy of the school that all participants have a high school diploma or GED certificate and with a minimum 9th grade math and reading comprehension level. It is also advised that participants possess the below listed skills prior to taking this course.

- Basic Computer Assessment Test & Computer Literacy
- Basic Microsoft Windows Navigation Skills
- Basic Internet Usage Skills

### Certification Exam Prep: CompTIA A+

This course will also prepare participants for the CompTIA A+ (A Plus) certification exam that is an entry-level computer certification for PC computer service technicians. The exam is designed to certify the competency of entry-level PC computer service professionals in installing, maintaining, customizing, and operating personal computers.

CompTIA A+ certification validates the latest foundation-level knowledge and skills needed by today's computer support professionals. It is the starting point for a career in the Information Technology industry. CompTIA A+ certification proves competence in a technician's ability to perform essential IT tasks such as installation, configuration, diagnosing, preventative maintenance, basic networking and security. It also confirms a technician's understanding of customer service and communication skills needed to work with clients.

In addition to granting you competency in computer hardware and software use, A plus certification is a natural lead-in to other certification programs and will help make you more competitive in the workforce by granting you credentialing that will assure employers of your technological expertise.

The A+ exam is open to anybody, although it is designed to be taken by those with at least six months of job experience as service technicians or for persons who have successfully completed a course of study for CompTIA A+. Participants are encouraged to take the CompTIA A+: 220-901 & 220-902 examinations immediately upon completion of this course.

### **NETWORKING FUNDAMENTALS (COMPTIA NET+) - 72 CLOCK HOURS (CTIA 131)**

**Textbook: All in One, CompTia Network+, Exam Guide, 7<sup>th</sup> Edition**  
by Mike Meyers

#### **Description**

This course introduces participants to the fundamentals of networking and data transfer. Participants will focus on domain infrastructure and networking environments using Windows Server. Participants learn to utilize administrative tools required to manage users, share system resources, and perform system maintenance. Participants will also learn to connect computers together and configure transmission media connectivity, which is referred to the methods whereby systems "talk" to each other. In this course participants learn LAN and WAN concepts, topologies, Open Systems Interconnection (OSI) Reference Model, Ethernet networks, TCP/IP networking, IP v4 and IPv6 Sub-netting, IP routing, Network Address Translation (NAT), technologies, protocols and services, such as Virtual Private Network (VPN) and the Internet.

In addition to building one's networking skill set, this course is also designed to prepare an individual for the CompTIA Network+ certification exam, a distinction that can open a myriad of job opportunities from major companies. The IT industry is a stable and rapidly growing field and the demand for network professionals is continuing to grow. This certification is a valuable credential to help start or enhance a networking career.

#### **Course Topics**

- Domain 1: Network Technologies
- Domain 2: Network Media and Topologies
- Domain 3: Network Devices
- Domain 4: Network Management
- Domain 5: Network Tools
- Domain 6: Network Security

#### **Organization**

This is a lecture-hands-on program in which topics are presented by the instructor, practice hands-on labs are explained and assigned by the instructor and are completed by participants during lab periods. Participants are encouraged to read assigned chapters prior to attending class. Participants are divided into groups for optimum lab-work execution and completion. Objective and quizzes are given daily, and there is a mid-term exam and a comprehensive final exam.

### **Prerequisites**

There are no prerequisites for this course. However, it's a policy of the school that all participants have a high school diploma or GED certificate with a minimum 9th grade math and reading comprehension level. It is also recommended that participants possess the below listed skills or certifications prior to taking this course and at least 9 months of on the job experience.

- Basic Computer Assessment Test & Computer Literacy
- Basic Microsoft Windows Navigation Skills
- Basic Internet Usage Skills
- CompTIA A+ certification and/or equivalent knowledge

### **Certification Exam Prep: CompTIA Net+**

Most IT professionals who intend to make their career in networking will eventually sit for several networking certifications. In most cases, multiple certifications are necessary because they deal with vendor-specific applications. This course will prepare participants for the CompTIA Net+ certification exam (N10-006) that tests an overall understanding of how networks operate, including network technologies, media and topologies, device.

The Net+ exam is open to anybody, although it is designed to be taken by those with at least 9 months of job experience as a computer service technician or for persons who have successfully completed a course of study in PC Fundamentals and passed the CompTIA A+ certification exam. Participants are encouraged to take the CompTIA Net+ examination immediately upon completion of this course.

### **SECURITY FUNDAMENTALS (COMPTIA SEC+) - 72 CLOCK HOURS (CTIA 132)**

**Textbook: Get Certified Get Ahead: CompTIA Security+ SY0-501 Study Guide Paperback**  
by Darril Gibson

### **Description**

This course is designed to provide participants with the fundamentals and basics of network and operating systems security. Participants will focus on the fundamentals of security knowledge and skills. Participants will learn how to identify potential risks, infrastructure and connectivity, monitoring communications activity, implementing and maintaining a secure network, Anti-Malware products, firewalls, network topologies and devices, and network ports. In addition, the successful candidate will learn how to apply security controls to maintain confidentiality, integrity, and availability, identify appropriate technologies and products, troubleshoot security events and incidents, and operate with an awareness of applicable policies, laws, and regulations.

### **Course Topics**

Participants learn the foundation-level of understanding of basic security features, cryptography, access control, threat analysis, risks mitigation, vulnerability assessment, physical and hardware security and disaster recovery. Course topics include:

## 2018 Catalog

- Standard 1: Understanding Security Layers Objective
- Standard 2: Understanding Operating System Security
- Standard 3: Understanding Network Security
- Standard 4: Understand Security Software
- Standard 5: Understand Security Careers and Ethics

### Organization

This is a lecture-hands-on program in which topics are presented by the instructor, practice hands-on labs are explained and assigned by the instructor and are completed by participants during lab periods. Participants are encouraged to read assigned chapters prior to attending class. Participants are divided into groups for optimum lab-work execution and completion. Objective quizzes are given daily, and there is a mid-term exam and a comprehensive final exam.

### Prerequisites

There are no prerequisites for this course. However, it's a policy of the school that all participants have a high school diploma or GED certificate with a minimum 9th grade math and reading comprehension level. It is also recommended that participants possess the below listed skills or certifications prior to taking this course and/or 2 years of on-the-job experience.

- Basic Computer Assessment Test & Computer Literacy
- Basic Microsoft Windows Navigation Skills
- Basic Internet Usage Skills
- CompTIA A+ certification exam or equivalent knowledge
- CompTIA Net+ certification exam or equivalent knowledge

### Certification Exam Prep: CompTIA Sec+

If you're an IT professional hoping to progress in your career, then you know that the CompTIA Security+ exam is one of the most valuable certifications available. Since its introduction it has become a springboard to prestigious certifications like the CASP, CISSP, and CISA.

The CompTIA Security+ exam will certify that the successful candidate has the knowledge and skills required to identify risk, to participate in risk mitigation activities, and to provide infrastructure, application, information, and operational security. Participants are encouraged to take the CompTIA Sec+ exam (SY0-401) within 2 weeks of completing this course.

### INTRODUCTION TO CYBER SECURITY - 18 CLOCK HOURS (CSCO 150)

#### Textbook: Cybersecurity Essentials, 1st Edition

by Charles J. Brooks, Philip Craig, Donald Short

### Description

The Introduction to Cybersecurity course explores the broad topic of cybersecurity in a way that matters to you. Participants will learn how to protect their personal data and privacy online and in social media, and why more and more IT jobs require cybersecurity awareness and understanding.

### Course Topics

- What is Cybersecurity
- What Cybersecurity means professionally and personally

## 2018 Catalog

- How businesses protect against cyber attacks
- Why the Cybersecurity job market is growing
- Certifications and degrees in Cybersecurity

### Organization

This course is presented in a seminar format presented by the instructor. Participants are encouraged to read assigned topics prior to attending class.

### Prerequisites

There are no prerequisites for this course. However, it's a policy of the school that all participants have a high school diploma or GED certificate with a minimum 9th grade math and reading comprehension level. It is also recommended that participants possess the below listed skills or certifications prior to taking this course.

- Basic Computer Usage Skills
- Basic Microsoft Windows Navigation Skills
- Basic Internet Usage Skills

**Certification Exam Prep: N/A**

### **INTRODUCTION TO NETWORKS (CCNA-1) - 72 CLOCK HOURS (CSCO 151)**

#### **Textbooks:**

**Introduction to Networks v6 Course Booklet** by Cisco Networking Academy

**Introduction to Networks v6 Labs & Study Guide (Lab Companion)** by Allan Johnson

### Description

This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, participants will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

### Course Topics

- Explore the Network
- Configure a Network Operating System
- Network Protocols and Communications
- Network Access
- Ethernet
- Network Layer
- IP Addressing
- Sub-netting IP Networks
- Transport Layer
- Application Layer
- Build a Small Network

## Organization

This is a lecture-hands-on course in which topics are presented by the instructor, practice hands-on labs are explained and assigned by the instructor and are completed by participants during lab periods. Participants are encouraged to read assigned chapters prior to attending class. Participants are divided into groups for optimum lab-work execution and completion. Objective quizzes are given daily, and there is a mid-term exam and a comprehensive final exam.

## Prerequisites

This course is appropriate for participants at many education levels and types of institutions, including high schools, secondary schools, universities, colleges, career and technical schools, and community centers.

There are no prerequisites for this course. However, it's a policy of the school that all participants have a high school diploma or GED certificate with a minimum 9th grade math and reading comprehension level. It is also recommended that participants possess the below listed skills or certifications prior to taking this course:

- Basic Computer Assessment Test & Computer Literacy
- Basic Microsoft Windows Navigation Skills
- Basic Internet Usage Skills
- Recommended: Successful completion of the PC Essentials course and/or the CompTIA A+ certification exam
- Recommended: Successful completion of the Networking Fundamentals course and/or the CompTIA Net+ certification exam.

## Certification Exam Prep

Introduction to Networks is the first of 2 courses in preparation for the Cisco CCENT certification and the first of 4 courses in preparation for the Cisco CCNA Routing & Switching certification.

The CCENT certification validates the skills required for entry-level network support positions, the starting point for many successful careers in networking. CCENT certified professionals have the knowledge and skill to install, operate, and troubleshoot a small enterprise branch network, including basic network security.

It opens doors to a career in networking. Having your CCENT means you have what it takes to manage a small, enterprise branch network. CCENT certification is your first step toward CCNA certification and will help you stand out from the crowd in entry-level positions.

As Enterprises migrate toward controller based architectures, the role and skills required of a core network engineer are evolving and more vital than ever. To prepare for this network transition, the CCNA Routing and Switching certification will not only prepare you with the knowledge of foundational technologies, but ensure you stay relevant with skill sets needed for the adoption of next generation technologies.

## **ROUTING & SWITCHING ESSENTIALS (CCNA-2) - 72 CLOCK HOURS (CSCO 152)**

**Textbook: CCNA Routing and Switching Complete Study Guide: Exam 100-105**

by Todd Lammle

## Description

Routing and Switching Essentials (RSE) covers the architecture, components, and operations of routers and switches in a small network. Participants learn how to configure a router and a switch for basic functionality. By the end of this course, participants will be able to configure and troubleshoot routers and switches and resolve common issues with virtual LANs and inter- VLAN routing in both IPv4 and IPv6 networks.

## Course Topics

- Routing Concepts
- Dynamic Routing
- Switched Networks
- Switch Configuration
- VLANs
- Access Control Lists
- DHCP
- Device Discovery, Management, and Maintenance

## Organization

This is a lecture-hands-on course in which topics are presented by the instructor, practice hands-on labs are explained and assigned by the instructor and are completed by participants during lab periods. Participants are encouraged to read assigned chapters prior to attending class. Participants are divided into groups for optimum lab-work execution and completion. Objective quizzes are given daily, and there is a mid-term exam and a comprehensive final exam.

## Prerequisites

This course is appropriate for participants at many education levels and types of institutions, including high schools, secondary schools, universities, colleges, career and technical schools, and community centers.

A prerequisite for this course is successful completion of the Introduction to Networks course. It's also a policy of the school that all participants have a high school diploma or GED certificate with a minimum 9th grade math and reading comprehension level. Participants should also possess the below listed skills or certifications prior to taking this course:

- Basic Computer Assessment Test & Computer Literacy
- Basic Microsoft Windows Navigation Skills
- Basic Internet Usage Skills
- Recommended: Successful completion of the PC Essentials course and/or the CompTIA A+ certification exam
- Recommended: Successful completion of the Networking Fundamentals course and/or the CompTIA Net+ certification exam.

## Certification Exam Prep

Routing & Switching Essentials is the second of 2 courses in preparation for the Cisco CCENT certification and the second of 4 courses in preparation for the Cisco CCNA Routing & Switching certification.

The CCENT certification validates the skills required for entry-level network support positions, the starting point for many successful careers in networking. CCENT certified professionals have the knowledge and skill to install, operate, and troubleshoot a small enterprise branch network, including basic network security.

It opens doors to a career in networking. Having your CCENT means you have what it takes to manage a small, enterprise branch network. CCENT certification is your first step toward CCNA certification and will help you stand out from the crowd in entry-level positions.

As Enterprises migrate toward controller based architectures, the role and skills required of a core network engineer are evolving and more vital than ever. To prepare for this network transition, the CCNA Routing and Switching certification will not only prepare you with the knowledge of foundational technologies, but ensure you stay relevant with skill sets needed for the adoption of next generation technologies.

### **SCALING NETWORKS (CCNA-3) - 72 CLOCK HOURS (CSCO 153)**

**Textbook: Scaling Networks v6 Labs & Study Guide (Lab Companion)**  
by Cisco Networking Academy

#### **Description**

This course describes the architecture, components, and operations of routers and switches in larger and more complex networks. Participants learn how to configure routers and switches for advanced functionality. By the end of this course, participants will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, and STP in both IPv4 and IPv6 networks. Participants will also develop the knowledge and skills needed to implement a WLAN in a small-to-medium network.

#### **Course Topics**

- LAN Design
- Scaling VLANs
- Spanning Tree Protocols
- Ether-channel and HSRP
- Dynamic Routing
- EIGRP
- EIGRP Tuning and Troubleshooting
- Single-Area OSPF
- Multi-area OSPF
- OSPF Tuning and Troubleshooting

#### **Organization**

This is a lecture-hands-on course in which topics are presented by the instructor, practice hands-on labs are explained and assigned by the instructor and are completed by participants during lab periods. Participants are encouraged to read assigned chapters prior to attending class. Participants are divided into groups for optimum lab-work execution and completion. Objective quizzes are given daily, and there is a mid-term exam and a comprehensive final exam.

#### **Prerequisites**

## 2018 Catalog

This course is appropriate for participants at many education levels and types of institutions, including high schools, secondary schools, universities, colleges, career and technical schools, and community centers.

A prerequisite for this course is successful completion of the courses: Introduction to Networks and Routing & Switching Essentials. It's also a policy of the school that all participants have a high school diploma or GED certificate with a minimum 9th grade math and reading comprehension level. Participants should also possess the below listed skills or certifications prior to taking this course:

- Basic Computer Assessment Test & Computer Literacy
- Basic Microsoft Windows Navigation Skills
- Basic Internet Usage Skills
- Recommended: Successful completion of the PC Essentials course and/or the CompTIA A+ certification exam
- Recommended: Successful completion of the Networking Fundamentals course and/or the CompTIA Net+ certification exam.

### Certification Exam Prep

Scaling Networks is the third of 4 courses in preparation for the Cisco CCNA Routing & Switching certification.

The first 2 courses prepared participants for the CCENT certification that validates the skills required for entry-level network support positions, the starting point for many successful careers in networking. CCENT certified professionals have the knowledge and skill to install, operate, and troubleshoot a small enterprise branch network, including basic network security.

It opens doors to a career in networking. Having your CCENT means you have what it takes to manage a small, enterprise branch network. CCENT certification is your first step toward CCNA certification and will help you stand out from the crowd in entry-level positions.

As Enterprises migrate toward controller based architectures, the role and skills required of a core network engineer are evolving and more vital than ever. To prepare for this network transition, the CCNA Routing and Switching certification will not only prepare you with the knowledge of foundational technologies, but ensure you stay relevant with skill sets needed for the adoption of next generation technologies.

### CONNECTING NETWORKS (CCNA-4) - 72 CLOCK HOURS (CSCO 154)

**Textbook: Connecting Networks v6 Labs & Study Guide (Lab Companion)**  
by Cisco Networking Academy

#### Description

This course discusses the WAN technologies and network services required by converged applications in a complex network. The course enables participants to understand the selection criteria of network devices and WAN technologies to meet network requirements. Participants learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Participants will also develop the knowledge and skills needed to implement virtual private network (VPN) operations in a complex network.

## Course Topics

- WAN Concepts
- Point-to-Point Connections
- Branch Connections
- Access Control Lists
- Network Security and Monitoring
- Quality of Service
- Network Evolution
- Network Troubleshooting

## Organization

This is a lecture-hands-on course in which topics are presented by the instructor, practice hands-on labs are explained and assigned by the instructor and are completed by participants during lab periods. Participants are encouraged to read assigned chapters prior to attending class. Participants are divided into groups for optimum lab-work execution and completion. Objective quizzes are given daily, and there is a mid-term exam and a comprehensive final exam.

## Prerequisites

This course is appropriate for participants at many education levels and types of institutions, including high schools, secondary schools, universities, colleges, career and technical schools, and community centers.

A prerequisite for this course is successful completion of the courses: (1) Introduction to Networks; (2) Routing & Switching Essentials; and (3) Scaling Networks. It's also a policy of the school that all participants have a high school diploma or GED certificate with a minimum 9th grade math and reading comprehension level. Participants should also possess the below listed skills or certifications prior to taking this course:

- Basic Computer Assessment Test & Computer Literacy
- Basic Microsoft Windows Navigation Skills
- Basic Internet Usage Skills
- Recommended: Successful completion of the PC Essentials course and/or the CompTIA A+ certification exam or equivalent knowledge
- Recommended: Successful completion of the Networking Fundamentals course and/or the CompTIA Net+ certification exam.

## Certification Exam Prep

Connecting Networks last of 4 courses in preparation for the Cisco CCNA Routing & Switching certification.

The first 2 courses prepared participants for the CCENT certification that validates the skills required for entry-level network support positions, the starting point for many successful careers in networking. CCENT certified professionals have the knowledge and skill to install, operate, and troubleshoot a small enterprise branch network, including basic network security.

It opens doors to a career in networking. Having your CCENT means you have what it takes to manage a small, enterprise branch network. CCENT certification is your first step toward CCNA certification and

will help you stand out from the crowd in entry-level positions.

As Enterprises migrate toward controller based architectures, the role and skills required of a core network engineer are evolving and more vital than ever. To prepare for this network transition, the CCNA Routing and Switching certification will not only prepare you with the knowledge of foundational technologies, but ensure you stay relevant with skill sets needed for the adoption of next generation technologies.

### **CCNA SECURITY - 72 CLOCK HOURS (CSCO 155)**

#### **Textbook: CCNA Security 210-260 Official Cert Guide**

by Omar Santos, John Stuppi

#### **Description**

The CCNA Security courses focuses on the design, implementation, and monitoring of a comprehensive security policy, using Cisco IOS security features and technologies as examples. The course covers security controls of Cisco IOS devices as well as a functional introduction to the Cisco Adaptive Security Appliance (ASA). This course allows participants to perform basic tasks to secure a small branch office network using Cisco IOS security features available through web- based GUIs (Cisco Configuration Professional) and the command-line interface (CLI) on Cisco routers, switches, and ASAs. This Associate level training validates skills in Cisco Security technologies and system architectures.

#### **Topics Covered**

- Describing the components of a comprehensive network security policy that can be used to counter threats against IT systems, within the context of a security policy lifecycle
- Develop and implement security countermeasures that are aimed at protecting network elements as part of the network infrastructure
- Deploy and maintain threat control and containment technologies for perimeter security in small and midsize networks
- Describe secure connectivity strategies and technologies using VPNs, and configure site- to-site and remote access VPNs using Cisco IOS features

#### **Organization**

This is a lecture-hands-on course in which topics are presented by the instructor, practice hands- on labs are explained and assigned by the instructor and are completed by participants during lab periods. Participants are encouraged to read assigned chapters prior to attending class. Participants are divided into groups for optimum lab-work execution and completion. Objectives and quizzes are given daily, and there is a mid-term exam and a comprehensive final exam.

#### **Prerequisites**

This course is appropriate for participants at many education levels and types of institutions, including high schools, secondary schools, universities, colleges, career and technical schools, and community centers.

A prerequisite for this course is successful completion of the courses: (1) Introduction to Networks and (2) Routing & Switching Essentials. It's also a policy of the school that all participants have a high school diploma or GED certificate with a minimum 9th grade math and reading comprehension level.

Participants should also possess the below listed skills or certifications prior to taking this course:

- Recommended: Successful completion of the PC Essentials course and/or the CompTIA A+ certification exam or equivalent knowledge
- Recommended: Successful completion of the Networking Fundamentals course and/or the CompTIA Net+ certification exam or equivalent knowledge

### Exam Prep

CCNA-Security prepares you for the Cisco Security Certification by building on the first 2 CCNA Routing & Switching courses: (1) Introduction to Networks and (2) Routing & Switching Essentials.

The first 2 courses in the Routing & Switching curriculum prepares participants for the CCENT certification that validates the skills required for entry-level network support positions, the starting point for many successful careers in networking. CCENT certified professionals have the knowledge and skill to install, operate, and troubleshoot a small enterprise branch network, including basic network security.

Having your CCENT means you have what it takes to manage a small, enterprise branch network. By adding the CCNA-Security certification to your skill set you are able to expand your career opportunities even further.

### **CERTIFIED ETHICAL HACKER (CEH) - 72 CLOCK HOURS (ECEH 180)**

**Textbook: CEH Certified Ethical Hacker Bundle, 3rd Edition (All-in-One)**

by Matt Walker

### Description

Certified Ethical Hacker (CEH) is a professional with competence and intelligence in understanding and recognizing how to look for the weaknesses and vulnerabilities in target systems and uses the same knowledge and tools as a malicious hacker. In this course, participants will be immersed into an interactive environment where they will learn how perimeter defenses work and then be lead into scanning and attacking their own networks. No real network is harmed. Participants then learn how intruders escalate privileges and what steps can be taken to secure a system. Participants will also learn about Intrusion Detection, Policy Creation, Social Engineering, DDoS Attacks, Buffer Overflows and Virus Creation.

### Course Topics

Module 01: Introduction to Ethical Hacking  
Module 03: Scanning Networks  
Module 05: System Hacking  
Module 07: Viruses and Worms  
Module 09: Social Engineering  
Module 11: Session Hijacking  
Module 13: Hacking Web Applications  
Module 15: Hacking Wireless Networks  
Module 17: Buffer Overflow  
Module 19: Penetration Testing

Module 02: Foot-printing & Reconnaissance  
Module 04: Enumeration  
Module 06: Trojans and Backdoors  
Module 08: Sniffers  
Module 10: Denial of Service  
Module 12: Hijacking Webservers  
Module 14: SQL Injection  
Module 16: Evading IDS, Firewalls, Hpts  
Module 18: Cryptography

### Organization

This is a lecture-hands-on course in which topics are presented by the instructor, practice hands- on labs

are explained and assigned by the instructor and are completed by participants during lab periods. Participants are encouraged to read assigned chapters prior to attending class. Participants are divided into groups for optimum lab-work execution and completion. Objective and quizzes are given daily, and there is a comprehensive final exam.

### Prerequisites

This course is appropriate for participants at many education levels and types of institutions, including high schools, secondary schools, universities, colleges, career and technical schools, and community centers.

It's also a policy of the school that all participants have a high school diploma or GED certificate with a minimum 9th grade math and reading comprehension level. Participants should also possess the below listed skills or certifications prior to taking this course:

- PC Essentials course and/or the CompTIA A+ certification exam or equivalent knowledge
- Security and Networking Fundamentals courses and/or the CompTIA Net+ certification exam or equivalent knowledge

### Certification Exam Prep

This course prepares participants for the EC-Council Exam #312-50 for Certified Ethical Hacker (CEH). The International Council of Electronic Commerce Consultant (EC-Council) offers e-Business certification for professionals seeking specialized knowledge and advancement in career opportunities in fields like: IT security, including disaster recovery, secure programming, e-Business and general IT security knowledge. The EC-Council is best known for its professional certifications for the IT security field. There are a wide range of certification programs that cover different aspects of Internet technologies and that are suitable from entry level to experienced professionals. The EC-Council CEH (Certified Ethical Hacker) is a vendor neutral, mid-level certification that validates the participant's skills and knowledge in ethical hacking and related technologies.

### **CERTIFIED INFORMATION SYSTEM SECURITY PROFESSIONAL (CISSP)- 72 CLOCK HOURS (CISP 801)**

#### **Textbook: CISSP All-in-One Exam Guide, 7th Edition**

by Shon Harris and Fernando Maymi

### Description

Certified Information System Security Professional (CISSP) is one of the computer industry's most comprehensive and prestigious certification programs for assessing and maintaining security IT networking and management skills. Information system security is a unique aspect of business, government, and society today. Professionals who work to protect and secure information systems need a unique set of qualifications, of which technical knowledge is only one component.

This management level computer security course will teach participants to plan, design, administer, and troubleshoot security systems to effectively protect a company's data in the constantly changing, challenging world of computer networks and information systems. Through eight CISSP modules, participants will broaden and deepen their knowledge of information systems security. Participants will also be prepared for the CISSP certification exam.

DoD Directive 8570.1-M- CISSP meets Government and DoD agencies compliance with Federal Information Security Management Act (FISMA) and DoD Directive 8570.1-M

### Course Topics

- Security and Risk Management (Security, Risk, Compliance, Law, Regulations, Business Continuity)
- Asset Security (Protecting Security of Assets)
- Security Engineering (Engineering and Management of Security)
- Communications and Network Security (Designing and Protecting Network Security)
- Identity and Access Management (Controlling Access and Managing Identity)
- Security Assessment and Testing (Designing, Performing, and Analyzing Security Testing)
- Security Operations (Foundational Concepts, Investigations, Incident Management, Disaster Recovery)
- Software Development Security (Understanding, Applying, and Enforcing Software Security)

### Organization

This is a lecture-hands-on course in which topics are presented by the instructor, practice hands-on labs are explained and assigned by the instructor and are completed by participants during lab periods. Participants are encouraged to read assigned chapters prior to attending class. Participants are divided into groups for optimum lab-work execution and completion. Objective and quizzes are given daily, and there is a comprehensive final exam.

### Prerequisites

This course is designed for individuals who have an Information Systems Security background and wish to prepare for skills in the planning, management and/or administration of information security. Related experience must include a minimum of at least five years direct full-time security professional work experience in two or more of the eight domains.

This course is also for Information Technology Security Professionals who wish to not only prepare to pass the CISSP Exam; but also utilize this course as a launching point for other advanced security certifications such as CISA, CISM, CEH, CHFI and related courses.

### Certification Exam Prep

#### ISC (2) CISSP Exam

#### **SYSTEMS SECURITY CERTIFIED PRACTITIONER (SSCP) - 72 CLOCK HOURS (SSCP 190)**

**Textbook: SSCP Systems Security Certified Practitioner, All-in-One Exam Guide, 2<sup>nd</sup> Edition**  
by Darril Gibson

### Description

This course prepares participants for the SSCP certification that is the ideal credential for those with proven technical skills and practical security knowledge in hands-on operational IT roles. It provides industry-leading confirmation of a practitioner's ability to implement, monitor and administer IT infrastructure in accordance with information security policies and procedures that ensure data confidentiality, integrity and availability.

This entry level computer security program will teach participants about the auditing process for security systems to effectively protect your company's data in the constantly changing, challenging world of

computer networks and information systems. Through the SSCP modules, including security assessment and auditing process, participants will broaden and deepen their knowledge of information systems security.

### Topics Covered

- Access Controls
- Analysis and Monitoring
- Cryptography
- Malicious Code
- Networks and Telecommunications
- Risk, Response, and Recovery

### Organization

This is a lecture-hands-on course in which topics are presented by the instructor, practice hands-on labs are explained and assigned by the instructor and are completed by participants during lab periods. Participants are encouraged to read assigned chapters prior to attending class. Participants are divided into groups for optimum lab-work execution and completion. Objective and quizzes are given daily, and there is a comprehensive final exam.

### Prerequisites

Related experience for the SSCP requires a minimum of at least one year of IT security work experience in two or more of the CBK domains.

### Certification Exam Prep

The SSCP cert indicates a practitioner's technical ability to tackle the operational demands and responsibilities of security practitioners, including authentication, security testing, intrusion detection/prevention, incident response and recovery, attacks and countermeasures, cryptography, malicious code countermeasures, and more.

## MICROSOFT OFFICE SPECIALIST - 90 CLOCK HOURS

### Overview

Microsoft Office software is used in education, as well as in virtually all business, technical, and professional jobs. It's a must for small business and entrepreneurs. Over two million Microsoft Office Specialist certificates have been issued, and Microsoft currently grants approximately 38,000 certificates per month. A Microsoft Office Specialist (MOS) certification helps validate proficiency in using Microsoft Office 2016 and meets the demand for the most up-to-date skills on the latest Microsoft technologies.

Participants will receive training in the 5 Modules within the MS Office Suite of programs: (1) Word; (2) Excel; (3) PowerPoint; (4) Access; and (5) Outlook. Candidates who pass the MS Office Specialist certification exam show that they can meet globally recognized performance standards. It introduces a new performance-based format for improved testing of a candidate's knowledge, skills, and abilities using the MOS 2016 programs. Listed below are the individual exams required to obtain the MOS certification and their summaries. The purpose of these exams are to show mastery of the individual modules.

## 2018 Catalog

**MS Word 2016 Exam 77-725:** Core Document Creation, Collaboration and Communication This exam measures your ability to accomplish technical tasks such as; create and manage documents, format texts, paragraphs and sections, create tables and lists, create and manage references, insert and format graphic elements.

**MS Excel 2016 Exam 77-727:** Core Data Analysis, Manipulation, and Presentation This exam measures your ability to create worksheets and workbooks, manage data cells and ranges, create tables, create operations with formulas and functions, create charts and objects

**MS PowerPoint 2016 Exam 77-729:** Core Presentation Design and Delivery Skills This exam measures your ability to create and manage presentations, insert and format text, shapes and images, insert tables, charts, SmartArt and media, apply transitions and animations

**MS Access 2016 Exam 77-730:** Core Database Management, Manipulation, and Query Skills This exam measures your ability to create and manage database, build tables, create queries, forms, and reports

**MS Outlook 2016 Exam 77-731:** Core Communication, Collaboration and Email Skills This exam measures your ability to manage the Outlook environment for productivity, manage messages, schedules and contact groups.

Earning a Microsoft Office Specialist certification can help you differentiate yourself in today's competitive job market, broaden your employment opportunities by displaying your advanced skills, and result in higher earning potential.

The MOS certification can also lead to increased job satisfaction. Research indicates that certified individuals have increased competence, productivity, and credibility with their employers, co-workers, and clients. In addition, Managers who hire candidates with a Microsoft Office Specialist certification are helping minimize training costs. You will return to your workplace with the skill necessary to succeed coupled with an industry leading certification.

### Description/Organization/Prerequisites

The 5 Modules or component parts of the Microsoft Office Specialist program are described and their topics covered are listed below. All modules follow the same organization. This is a lecture-hands-on course in which topics are presented by the instructor, practice hands-on labs are explained and assigned by the instructor and are completed by participants during lab periods.

Participants are encouraged to read assigned chapters prior to attending class. Groups are created for optimum lab-work execution and completion. Objectives and quizzes are given daily, and a mid-term and comprehensive final exam are given to evaluate cumulative knowledge.

In addition, the Prerequisites for each module are the same. It is advised that the following skills and exams are passed and/or obtained prior to taking any programs at the VETS Group:

- Basic Computer Assessment Test
- Basic Computer Literacy
- Basic Microsoft Windows Navigation Skills
- Basic Internet Usage Skills
- Basic E-mail Usage Skills

### MS WORD 2016 (MOSP 201)

### **Textbook: MOS 2016 Study Guide for Microsoft Word (MOS Study Guide), 1st Edition** by Joan Lambert, Steve Lambert

**Description:** This instructor-led course provides participants with an overview of the features and functions of Microsoft Word 2016. These days, most people take electronic word processing for granted. It is expected within the business world that documents will be created using the crisp precision of the computer. Software is utilized to minimize spelling and grammatical errors so that documents appear to their recipients flawless. Whether you are an executive secretary or a website designer, you'll need to know the ins and outs of electronic word processing.

MS Word 2016 is designed to allow the user to create professional documents effortlessly. Its rich features and powerful tools can make work easy, and even fun. In this course, participants will learn how to use MS Word 2016 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

#### **Topics Covered**

- Sharing and maintaining documents
- Applying page layout and reusable content
- Format text, paragraphs and sections
- Including illustrations and graphics in a document
- Proofreading documents
- Applying references and hyperlinks
- Performing mail merge operations
- Create tables and lists
- Insert and format objects

### **MS EXCEL 2016 (MOSP 202)**

#### **Textbook: MOS 2016 Study Guide for Microsoft Excel (MOS Study Guide), 1st Edition** by Joan Lambert

**Description:** The Microsoft Office Excel 2016 User should be able to navigate the program software at the feature and functionality level. They should be familiar with and know how to use at least 80% of the features and capabilities. This course is designed for participants who want to gain the necessary skills to create, edit, format, and print basic MS Excel 2016 worksheets and workbooks. The participant should be able to use MS Excel 2016 to produce professional-looking spreadsheets for a variety of purposes and situations. Users from a wide variety of job roles and almost all areas of professional, participant, and personal life would benefit from Excel mastery.

#### **Topics Covered**

- Create and manage worksheets and workbooks
- Manage data cells and ranges
- Create tables
- Create operations with formulas and functions
- Create charts and objects

### **MS POWERPOINT 2016 (MOSP 203)**

#### **Textbook: MOS 2016 Study Guide for Microsoft PowerPoint (MOS Study Guide), 1st Edition** by Joan Lambert

**Description:** This class is designed for participants who are interested in learning the fundamentals needed to create and modify basic presentations using Microsoft Office PowerPoint 2016. Participants will explore the PowerPoint environment and create a presentation. Participants will format text on slides to enhance clarity and add graphical objects to a presentation and modify them. Participants will also add tables and charts to a presentation to present data in a structured form and then finalize a presentation.

### Topics Covered

- Managing the PowerPoint Environment
- Creating a Slide Presentation
- Working with Graphical and Multimedia Elements
- Creating Charts and Tables
- Applying Transitions and Animations
- Collaborating on Presentations

### MS ACCESS 2016 (MOSP 204)

**Textbook: MOS 2016 Study Guide for Microsoft Access (MOS Study Guide), 1st Edition**  
by John Pierce

**Description:** This instructor-led course provides participants with an overview of the features and functions of MS Access 2016. After completing this course, participants will be able to understand database concepts and use the software to manage data in logical and easy to retrieve formats.

### Topics Covered

- Exploring an Access 2016 Database
- Creating Databases and Simple Tables
- Creating Simple Forms
- Creating and Managing Queries:
- Creating Simple Reports

### MS OUTLOOK 2016 (MOSP 205)

**Textbook: MOS 2016 Study Guide for Microsoft Outlook (MOS Study Guide), 1st Edition**  
by Joan Lambert

**Description:** This instructor-led course introduces the 2016 interface and gets participants up and running quickly working with messages, calendars, and contacts. An organization and employee would be considered archaic without some knowledge and usage of email. This form of communication now dominates the business world to the point that most organizations communicate via some form of management system such as MS Outlook to handle messages and meeting invitations in-house. In this course, the participant will learn to use Outlook to send, receive and manage email messages, manage contact information, schedule appointments and meetings, create tasks and notes and customize the Outlook interface.

### Topics Covered

- New features in Outlook
- Ribbon, Tabs, Groups, and Commands.
- The Backstage View.

## 2018 Catalog

- Setting up accounts and work with messages.
- Calendars and contacts.
- Using the Tell Me feature and other new features in 2016

### **INTRODUCTION TO PROJECT MANAGEMENT - 36 CLOCK HOURS (PMPP 301)**

#### **Textbook: An Introduction to Project Management, 6th Edition**

by Kathy Schwalbe

**Description:** This course is an introduction to crucial project management concepts. Participants will gain an understanding of the fundamental knowledge, terminology and processes of effective project management. This course is ideal for less-experienced project practitioners who want to demonstrate their commitment to project management, improve their ability to manage larger projects, earn additional responsibility and stand out to potential employers.

#### **Course Topics**

The process groups and knowledge areas covered include planning, scoping, scheduling, budgeting, communication, and change management.

#### **Organization**

This is a lecture course in which topics are presented by the instructor, practice hands-on labs are explained and assigned by the instructor and are completed by participants during lab periods or for homework. Participants are encouraged to read assigned chapters prior to attending class. Participants are divided into groups for optimum lab-work execution and completion. Objective quizzes are given daily, and there is a mid-term exam and a comprehensive final exam.

#### **Prerequisites**

The school policy requires all participants to have a high school diploma or GED certificate with a minimum 9th grade math and reading comprehension level. Note: To apply for the CAPM certification, you must have one of the following:

- A secondary-level diploma (high school or equivalent) and at least 1,500 hours of project management experience
- Non-graduated require 5 years/7500 hours of professional project experience
- Twenty-three hours of project management education by the time you sit for the exam

#### **CAPM Exam Prep**

Upon completion of Introduction to Project Management participants may apply for the CAPM certification exam.

### **ADVANCED PROJECT MANAGEMENT - 36 CLOCK HOURS (PMPP 302)**

#### **Textbook: Advanced Project Management: Best Practices on Implementation**

by Harold Kerzner

**Description:** This course is an in-depth study of advanced project management topics such as risk

management, resource management, cost management and measurement, as well as contract and vendor management. Project Management Body of Knowledge (PMBOK) and Case Study will be emphasized.

### Course Topics

The 5 process groups and 10 knowledge areas as prescribed by PMI - PMBOK v5

### Organization

This is a lecture course in which topics are presented by the instructor, practice hands-on labs are explained and assigned by the instructor and are completed by participants during lab periods or for homework. Participants are encouraged to read assigned chapters prior to attending class. Participants are divided into groups for optimum lab-work execution and completion. Objective quizzes are given daily, and there is a mid-term exam and a comprehensive final exam.

### Prerequisites

The school policy requires all participants to have a high school diploma or GED certificate with a minimum 9th grade math and reading comprehension level. Note: To apply for the PMI certification, you have successfully completed one of the following:

- Non-graduates require 5 years/7500 hours of professional project experience
- Graduates require 3 years/4500 hours of professional project experience
- Thirty-five hours of project management education by the time you sit for the exam

### Certification Exam Prep

Upon completion of Introduction to Project Management and Advanced Project Management courses, participants will be prepared for the Project Management Institute (PMI) certification exam.

Project Management Professional (PMP) certification, established by the Project Management Institute (PMI), is one of the most valued and respected credentials in project management. Earning and maintaining this PMI project management certification demonstrates a solid foundation of experience and competency in effectively managing projects and project teams.

## INTRODUCTION TO WEB DEVELOPMENT - 54 CLOCK HOURS (WDPC 701)

### Textbook: Web Development and Design Foundations with HTML, 8<sup>th</sup> Edition

By Terry Felk-Morris

**Description:** Nobody builds website by writing code anymore! This course is designed to teach participants real- world web development skills that will enable them to create beautiful, functional, fully-featured websites for themselves, family, friends and colleagues without writing code. Participants explore the prevailing vocabulary, tools, and standards used in the field and learn how the various facets— including HTML5, XHTML, CSS, JavaScript, Ajax, multimedia, scripting languages, HTTP, clients, servers, and databases—function together in today's web environment.

This course is ideal for those wanting to enter the web development field or those in other professional positions looking to take on web development responsibilities at work Participants will learn core languages and technologies from both the client and server side. They will also learn key non-technical skills like project management to impress employers and succeed in any web development environment.

### Course Topics

## 2018 Catalog

- HTML, XHTML
  - JavaScript
  - Clients, servers, databases
- CSS Basics  
Ajax
- Wordpress  
HTTP

### Organization

This is a lecture course in which topics are presented by the instructor, practice hands-on labs are explained and assigned by the instructor and are completed by participants during lab periods or for homework. Participants are encouraged to read assigned chapters prior to attending class. Participants are divided into groups for optimum lab-work execution and completion. Objective quizzes are given daily, and there is a mid-term exam and a comprehensive final exam.

### Prerequisites

Basic familiarity working with computers, including file management.

**Certification Exam Prep: Certified Web Designer Apprentice.**

### FUNDAMENTALS OF WEBSITE DEVELOPMENT - 54 CLOCK HOURS (WDCP 702)

**Textbook: Learning PHP, MySQL, JavaScript, CSS and HTML, 3<sup>rd</sup> Edition**  
by Robin Nixon

**Description:** This course provides a solid web development foundation, focusing on content and client-side (browser) components (HTML5, XHTML, CSS, JavaScript, multimedia), with an overview of the server-side technologies. In addition, software and services that are easily incorporated into a website (for example, maps, checkout, blogs, content management) are surveyed and discussed. Participants produce an interactive website on the topic of their choice for the final project and leave the course prepared for more advanced and focused web development studies. While this is not specifically a programming course, participants will learn a great deal about programming while learning JavaScript and Ajax.

### Course Topics

- Learn Wordpress, HTML, CSS, PHP, and dynamic tools such as JavaScript and AJAX
- Design and build dynamic, modern websites
- Programming and coding skills
- Communication, project management and organizational skills

### Organization

This course is project-driven, based on real-world scenarios and focuses on practical skills for professional development. Topics are presented by the instructor, practice hands-on labs are explained and assigned by the instructor and are completed by participants during lab periods or for homework. Participants are encouraged to read assigned chapters prior to attending class. Participants are divided into groups for optimum lab-work execution and completion. Objective quizzes are given daily, and there is a mid-term exam and a comprehensive final exam.

### Prerequisites

Basic familiarity working with computers, including file management. The Introduction to Web Development course is recommended. Although a programming background is helpful, it's not a

requirement for learning the powerful features of JavaScript. While this is not specifically a programming course, participants will learn a great deal about programming while learning JavaScript.

### **Certification Exam Prep: Certified Web Developer Apprentice**

### **TOWER CLIMBER SAFETY & RESCUE - 90 CLOCK HOURS (WTCP 601)**

**Textbook: ComTrain's Tribute to Safety: Tower Climbing Safety & Rescue - 4th Edition**  
by Jr. Winton W. Wilcox

**Description:** The Tower Climber Safety & Rescue course is designed to educate participants on fall protection standards and techniques, the equipment they must wear and how to use it; as well as the risks associated with working at height. Participants will learn to establish a safe work environment, safe work practices, and the safe implementation of emergency procedures.

We are committed to ensuring that all of our participants meet the unique qualifications needed for working at height. This includes the physical requirements, a demonstration of the knowledge and practical skills required to safely perform elevated work activity, as well as recognition and mitigation of the hazards associated with the Telecommunication industry.

This program will also prepare participants to recognize and care for a variety of Occupational Safety & Hazards Administration (OSHA) Construction Jobsite 30-hour training certificate, as well as, first aid, breathing, and cardiac emergencies involving adults, children and infants and meets OSHA/workplace requirements.

### **Course Topics**

- Fall Protection Hierarchy – orientation, systems and theory
- Summary of applicable standards
- Introduction to OSHA-10 & OSHA-30
- American Red Cross CPR/First Aid
- Pre-job Planning and Site Analysis
- Basic Principles of Aerial Lifts
- Anchor points — determination and design criteria
- Components of Personal Fall Arrest Systems
- Techniques/Mechanics of Climbing
- Basic Rigging Principles
- Industry Hazards — assessment and mitigation
- Equipment Care and Maintenance
- Rescue – Practice, Theory, and Rescue Plans

### **Organization**

By reinforcing safe work practice theories through exercises and scenarios, we allow an immediate opportunity for participants to apply these concepts in a real-world environment. Our goal is to provide participants with the necessary knowledge and skills to be competent and confident tower technicians. A combination of lectures, custom and generic video programs, slides and equipment demonstrations are also used to ensure that participants understand hazard assessment and protection.

The material covered includes pre-climb safety and planning, environmental and structural hazard assessment, tools and equipment, body mechanics, suspension procedures and emergency techniques.

Participants will also receive 3 days of practice at a tower site.

Everyone will climb and descend the tower using either a safe climb device, a vertical lifeline rigged as a temporary safe climb device, or both. Participants will maneuver across the structure maintaining 100% connection and working with both lanyards and SRLs. Participants will rig and use a temporary horizontal lifeline if the structure allows. Each participant will perform two rescue exercises using an ascending/descending system, a suspension device, or both. One rescue will be done as the simulated fallen climber and one as the rescuer. Participants will de-rig the structure and hold a post-exercise review.

### Prerequisites

Higher education typically isn't a large concern in a tower climber position. High school is usually the minimum requirement. If you plan to do more than general tower climbing and repair, such as RF maintenance, then an RF or a mechanical engineering degree may be required.

If you don't have tower climbing experience, then construction experience is a big plus, especially if it involved scaffolding or working at heights at all. Similarly, work at heights with wind turbines, ships, or electrical also looks good on a resume. Companies and recruiters also like to see military experience. Not only does it show commitment and the ability to work hard, it also shows teamwork and leadership qualities, all of which are important in being a tower climber.

The background and experience required heavily depends on the company. Many companies don't even bother with non-experienced tower climbers. Others, however, like hiring inexperienced people because it means they're not already stuck in their ways of performing various job-related tasks.

### Certification Exam Prep

The Successful completion of this course is dependent upon passing the written exam and satisfactory demonstration of skills on the tower. The online portion must be completed prior to the classroom skill session and must be taken on a Flash-enabled computer with a high-speed Internet connection. Upon successful completion of this course participants will receive a certificate for Adult and Pediatric First Aid/CPR/AED valid for two years. Participants will also receive the 30-hour OSHA Construction Industry outreach training certificate.

This course meets the Comtrain Criteria for Accepted Practices in Safety, Health, and Environmental Training as per ASSE/ANSI Z490.1, the NATE CTS and ASSE/ANSI Z359.2, the minimum requirements for a Comprehensive Managed Fall Protection Program, found in the ASSE/ANSI Z359 Fall Protection Code. (Certification is valid for 2 years.)

### WIRELESS CONSTRUCTION STANDARD - 90 CLOCK HOURS (WTCP-602)

**Textbook:** OSHA Construction Standards and Regulations (29 CFR 1926) by Mancomm

**Description:** This course is intended to give new workers, or workers who have had no official training, the basics to recognize the hazards that may occur on the job and build a foundation of knowledge for additional classroom and practical training. This course will prepare participants for better comprehension of the materials they are being taught.

### Course Topics

- Basic Capstan Hoist Principles
- Basic Gin Pole Principles
- Workplace Hazardous Materials Information System.

## 2018 Catalog

- Crane Spotter and Signal Person Principles
- General Safety & Health Provisions
- Occupational Health & Environmental Controls
- Fire Protections and Prevention
- Materials Handling, Storage, Tools (Hand & Power)
- Excavations and Scaffolds
- Fiber to the Antenna; Antenna Line Sweeps
- PIM Testing

### Organization

By reinforcing safe work practice theories through exercises and scenarios, we allow an immediate opportunity for participants to apply these concepts in a real-world environment. Our goal is to provide participants with the necessary knowledge and skills to be competent and confident tower technicians. A combination of lectures, custom and generic video programs, slides and equipment demonstrations are used to ensure that participants understand hazard assessment and protection. The material covered includes pre-climb safety and planning, environmental and structural hazard assessment, tools and equipment, body mechanics, suspension procedures and emergency techniques.

### Prerequisites

Higher education typically isn't a large concern in a tower climber position. High school is usually the minimum requirement. If you plan to do more than general tower climbing and repair, such as RF maintenance, then an RF or a mechanical engineering degree may be required.

If you don't have tower climbing experience, then construction experience is a big plus, especially if it involved scaffolding or working at heights at all. Similarly, work at heights with wind turbines, ships, or electrical also looks good on a resume. Companies and recruiters also like to see military experience. Not only does it show commitment and the ability to work hard, it also shows teamwork and leadership qualities, all of which are important in being a tower climber.

The background and experience required heavily depends on the company. Many companies don't even bother with non-experienced tower climbers. Others, however, like hiring inexperienced people because it means they're not already stuck in their ways of performing various job-related tasks.

### Certification Exam Prep

The Successful completion of this course is dependent upon passing the written exam and satisfactory demonstration of skills on the tower. A final exam will be given at the conclusion of the course and, upon successful completion of the exam, the participant will be issued a Certificate of Completion and a Wallet Card.

### CABLE INSTALLER (1) - 54 CLOCK HOURS (BICSI 401)

**Textbook:** Information Technology Systems Installation Methods Manual (ITSIMM)  
by BICSI

**Description:** This course is designed to provide entry level cable installers with the background, knowledge and basic skills needed to function effectively on the job.

### Course Topics

## 2018 Catalog

- Industry orientation
- Codes and standards & industry best practices
- Safety
- Professionalism
- Structured premises cabling systems
- Media
- Job site skills

### Organization

This is an instructor-led course in which topics are presented by the instructor, practice hands-on labs are explained and assigned by the instructor and are completed by participants during lab periods or for homework. Participants are encouraged to read assigned chapters prior to attending class. Participants are divided into groups for optimum lab-work execution and completion. Objective quizzes are given daily, and there is a mid-term exam and a comprehensive final exam.

### Prerequisites

The school policy requires all participants to have a high school diploma or GED certificate with a minimum 9th grade math and reading comprehension level. Little or no experience is needed to sit for this course. However, BICSI strongly recommends reading the Information Technology Systems Installation Methods Manual (ITSIMM) before coming to class and/or taking the exam.

### BICSI Installer 1 Exam Prep

Participants must be able to distinguish between different colors and possess manual dexterity to complete fine motor tasks. Candidates are required to have a general understanding of key US Program Objectives. You must be approved by BICSI.

### CABLE INSTALLER (2) COPPER - 54 CLOCK HOURS (BICSI 402)

#### **Textbook: Cabling: The Complete Guide to Copper and Fiber-Optic Networking**

by Andrew Oliviero and Bill Woodward

**Description:** This course is designed to provide participants with the knowledge and skills necessary for a structured cabling systems installation. Participants will receive an overview of copper transmission principles, professionalism, life-safety and general industry best practices, as related to copper. An advanced study of copper splicing, testing and troubleshooting will also be covered.

#### **Course Topics:**

- |   |                             |
|---|-----------------------------|
| • Codes and standards & industry best practices | Fire-stopping               |
| • Copper transmission principles                | Safety                      |
| • Professionalism                               | Retrofits                   |
| • Testing/troubleshooting of copper cable       | Field coordination          |
| • Telecommunication pathways & spaces           | Termination of copper cable |
| • Bonding, grounding (earthing) and protection  |                             |

### Organization

This is an instructor-led course in which topics are presented by the instructor, practice hands-on labs are explained and assigned by the instructor and are completed by participants during lab periods or for

homework. Participants are encouraged to read assigned chapters prior to attending class. Participants are divided into groups for optimum lab-work execution and completion. Objective quizzes are given daily, and there is a mid-term exam and a comprehensive final exam.

### Prerequisites

The school policy requires all participants to have a high school diploma or GED certificate with a minimum 9th grade math and reading comprehension level. Little or no experience is needed to sit for this course. However, successful completion of the Cable Installer-1 course is highly recommended. BICSI strongly recommends a minimum of 50 hours of independent study reading the Information Technology Systems Installation Methods Manual (ITSIMM) before coming to class and/or taking the exam.

### BICSI Installer 2 Copper Exam Prep

Participants must be able to distinguish between different colors and possess manual dexterity to complete fine motor tasks. Candidates are required to have a general understanding of key US Program Objectives. You must be approved by BICSI.

### CABLE INSTALLER (3) OPTICAL FIBER - 54 CLOCK HOURS (BICSI 403)

**Textbook: Cabling: The Complete Guide to Copper and Fiber-Optic Networking**  
by Andrew Oliviero and Bill Woodward

**Description:** This course is designed to provide entry level cable installers with an overview of fiber transmission principles, professionalism, life safety and industry best practices, as related to fiber. A significant amount of course time will be spent on the splicing, testing and troubleshooting of optical fiber cable.

### Course Topics:

- Introduction to field coordination
- Telecommunication pathways and spaces
- Fire-stopping, Testing/troubleshooting optical fiber cable
- Professionalism, Safety, Retrofits
- Installation/pulling optical fiber cable

### Organization

This is an instructor-led course in which topics are presented by the instructor, practice hands-on labs are explained and assigned by the instructor and are completed by participants during lab periods or for homework. Participants are encouraged to read assigned chapters prior to attending class. Participants are divided into groups for optimum lab-work execution and completion. Objective quizzes are given daily, and there is a mid-term exam and a comprehensive final exam.

### Prerequisites

The school policy requires all participants to have a high school diploma or GED certificate with a minimum 9th grade math and reading comprehension level. Little or no experience is needed to sit for this course. However, BICSI strongly recommends reading the Information Technology Systems Installation Methods Manual (ITSIMM) before coming to class and/or taking the exam. It is also recommended that participants complete the Installer 1 and Installer 2-Copper courses prior to this course.

### **BICSI Installer-3 Optical Fiber Exam Prep**

Participants must be able to distinguish between different colors and possess manual dexterity to complete fine motor tasks. Candidates are required to have a general understanding of key US codes.

### **CABLE INSTALLER (4) TECHNICIAN - 54 CLOCK HOURS (BICSI 404)**

**Textbook: Information Technology Systems Installation Methods Manual (ITSIMM)**  
by BICSI

**Description:** This course is designed to provide the necessary skill set of a structured cabling systems technician. Participants will receive an advanced study of copper terminating, testing and troubleshooting. A significant amount of time will be spent on the splicing, testing and troubleshooting of optical fiber cable. This course will also cover site surveys, blueprint reading, network infrastructure, project management and emerging technologies within cabling installation.

#### **Course Topics**

- Safety, bonding, grounding and protection
- Telecommunication room/equipment room design
- Advanced copper termination
- Optical fiber splicing and retrofits
- Planning and project management
- Installation special topics

#### **Organization**

This is an instructor-led course in which topics are presented by the instructor, practice hands-on labs are explained and assigned by the instructor and are completed by participants during lab periods or for homework. Participants are encouraged to read assigned chapters prior to attending class. Participants are divided into groups for optimum lab-work execution and completion. Objective quizzes are given daily, and there is a mid-term exam and a comprehensive final exam.

#### **Prerequisites**

The school policy requires all participants to have a high school diploma or GED certificate with a minimum 9th grade math and reading comprehension level. Little or no experience is needed to sit for this course. However, BICSI strongly recommends reading the Information Technology Systems Installation Methods Manual (ITSIMM) before coming to class and/or taking the exam. It is also recommended that participants complete the Installer 1, Installer 2-Copper, and the Installer-3 Optical Fiber courses prior to this course.

**2018 Programs - Tuition & Fees**

<b>PROGRAMS</b>	<b>Program Number</b>	<b>Base Fee</b>	<b>Books</b>	<b>Tech Fee</b>	<b>Exam Vouchers</b>	<b>Tuition</b>	<b>Status</b>
<b>PC Specialist Program (PCSP)</b>	<b>PCSP-1</b>	<b>\$ 2,888</b>	<b>\$ 84</b>	<b>\$ 300</b>	<b>\$ 200</b>	<b>\$ 3,472</b>	<b>Current</b>
<b>Network Specialist Program (NSP)</b>	<b>NSP-2</b>	<b>\$ 2,491</b>	<b>\$ 114</b>	<b>\$ 300</b>	<b>\$ 200</b>	<b>\$ 3,105</b>	<b>Current</b>
<b>Security Specialist Program (SSP)</b>	<b>SSP-3</b>	<b>\$ 2,491</b>	<b>\$ 114</b>	<b>\$ 300</b>	<b>\$ 200</b>	<b>\$ 3,105</b>	<b>Current</b>
<b>Computer Specialist Program (CSP)</b>	<b>CSP-4</b>	<b>\$ 7,118</b>	<b>\$ 214</b>	<b>\$ 600</b>	<b>\$ 600</b>	<b>\$ 8,532</b>	<b>Current</b>
<b>Network Administrator Program (NAP)</b>	<b>NAP-5</b>	<b>\$ 8,445</b>	<b>\$ 280</b>	<b>\$ 600</b>	<b>\$ 800</b>	<b>\$ 10,125</b>	<b>Current</b>
<b>Security Administrator Program (SAP)</b>	<b>SAP-6</b>	<b>\$ 6,334</b>	<b>\$ 210</b>	<b>\$ 450</b>	<b>\$ 600</b>	<b>\$ 7,594</b>	<b>Current</b>
<b>Cyber Security Professional Program (CSPP)</b>	<b>CSPP-7</b>	<b>\$ 6,728</b>	<b>\$ 334</b>	<b>\$ 600</b>	<b>\$ 1,000</b>	<b>\$ 8,662</b>	<b>Current</b>
<b>Microsoft Office Specialist Program (MSOSP)</b>	<b>MSOSP-8</b>	<b>\$ 3,311</b>	<b>\$ 335</b>	<b>\$ 750</b>	<b>\$ 500</b>	<b>\$ 4,896</b>	<b>Current</b>
<b>Web Development Certificate Program (WDCP)</b>	<b>WDCP-9</b>	<b>\$ 2,212</b>	<b>\$ 150</b>	<b>\$ 300</b>	<b>\$ 300</b>	<b>\$ 2,962</b>	<b>Current</b>
<b>Cable Installation Program (CIP)</b>	<b>CTP-10</b>	<b>\$ 4,395</b>	<b>\$ 340</b>	<b>\$ 600</b>	<b>\$ 600</b>	<b>\$ 5,635</b>	<b>Current</b>
<b>Project Management Professional Program (PMPP)</b>	<b>PMPP-11</b>	<b>\$ 2,812</b>	<b>\$ 250</b>	<b>\$ 300</b>	<b>\$ 600</b>	<b>\$ 3,962</b>	<b>Current</b>

**2018 Courses - Tuition & Fees**

COURSES	Course Number	Base Fee	Books	Tech Fee	Exam Vouchers	Tuition	Status
PC Essentials (CompTIA A+)	CTIA-130	\$ 3,350	\$ 35	\$ 150	\$ 200	\$ 3,735	Current
Networking Fundamentals (CompTIA Net+)	CTIA-131	\$ 2,820	\$ 65	\$ 150	\$ 200	\$ 3,235	Current
Security Fundamentals (CompTIA Sec+)	CTIA-132	\$ 2,820	\$ 65	\$ 150	\$ 200	\$ 3,235	Current
Intro to Cyber Security	CSCO-150	\$ 501	\$ 49	\$ 150	\$ 00	\$ 700	Current
Cisco Certified Network Associate (CCNA-1) Intro to Networks	CSCO-151	\$ 2,815	\$ 70	\$ 150	\$ 200	\$ 3,235	Current
Cisco Certified Network Associate (CCNA-2) Routing & Switching Essentials	CSCO-152	\$ 2,815	\$ 70	\$ 150	\$ 200	\$ 3,235	Current
Cisco Certified Network Associate (CCNA-3) Scaling Networks	CSCO-153	\$ 2,815	\$ 70	\$ 150	\$ 200	\$ 3,235	Current
Cisco Certified Network Associate (CCNA-4) Connecting Networks	CSCO-154	\$ 2,815	\$ 70	\$ 150	\$ 200	\$ 3,235	Current
Cisco Certified Network Associate (CCNA-5) Security	CSCO-155	\$ 2,815	\$ 70	\$ 150	\$ 200	\$ 3,235	Current
Certified Ethical Hacker (CEH)	ECEH-180	\$ 2,915	\$ 70	\$ 150	\$ 600	\$ 3,735	Current
Certified Information System Security Professional (CISSP)	CISP-801	\$ 2,800	\$ 200	\$ 150	\$ 300	\$ 3,450	Current
Systems Security Certified Practitioner (SSCP)	SSCP-190	\$ 2,735	\$ 150	\$ 150	\$ 200	\$ 3,235	Current

<b>2018 Courses - Tuition &amp; Fees</b>							
<b>COURSES</b>	<b>Course Number</b>	<b>Base Fee</b>	<b>Books</b>	<b>Tech Fee</b>	<b>Exam Vouchers</b>	<b>Tuition</b>	<b>Status</b>
Microsoft Office Specialist – MS Word	MOSP-201	\$ 883	\$ 67	\$ 150	\$ 100	\$ 1,200	Current
Microsoft Office Specialist – MS Excel	MOSP-202	\$ 883	\$ 67	\$ 150	\$ 100	\$ 1,200	Current
Microsoft Office Specialist – MS PowerPoint	MOSP-203	\$ 883	\$ 67	\$ 150	\$ 100	\$ 1,200	Current
Microsoft Office Specialist – MS Access	MOSP-204	\$ 883	\$ 67	\$ 150	\$ 100	\$ 1,200	Current
Microsoft Office Specialist – MS Outlook	MOSP-205	\$ 883	\$ 67	\$ 150	\$ 100	\$ 1,200	Current
Intro to Web Development	WDCP-701	\$ 1,475	\$ 75	\$ 150	\$ 150	\$ 1,850	Current
Fundamentals of Web Development	WDCP-702	\$ 1,475	\$ 75	\$ 150	\$ 150	\$ 1,850	Current
Tower Climber Safety & Rescue	CWTCP-601	\$ 2,775	\$ 125	\$ 150	\$ 200	\$ 3,250	Current
Wireless Construction Standard	CWTCP-602	\$ 2,775	\$ 125	\$ 150	\$ 200	\$ 3,250	Current
Cable Installer-1	BICSI-401	\$ 1,465	\$ 85	\$ 150	\$ 150	\$ 1,850	Current
Cable Installer-2 Copper	BICSI-402	\$ 1,465	\$ 85	\$ 150	\$ 150	\$ 1,850	Current

**2018 Courses - Tuition & Fees**

Course Name	Course Number	Base Fee	Books	Tech Fee	Exam Vouchers	Tuition	Status
<b>Cable Installer-3 Optical Fiber</b>	<b>BICSI-403</b>	<b>\$ 1,465</b>	<b>\$ 85</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 1,850</b>	<b>Current</b>
<b>Cable Installer-4 Technician</b>	<b>BICSI-404</b>	<b>\$ 1,465</b>	<b>\$ 85</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 1,850</b>	<b>Current</b>
<b>Intro to Project Management</b>	<b>PMPP-301</b>	<b>\$ 1,875</b>	<b>\$ 125</b>	<b>\$ 150</b>	<b>\$ 300</b>	<b>\$ 2,450</b>	<b>Current</b>
<b>Advanced Project Management</b>	<b>PMPP-302</b>	<b>\$ 1,875</b>	<b>\$ 125</b>	<b>\$ 150</b>	<b>\$ 300</b>	<b>\$ 2,450</b>	<b>Current</b>
<b>Tower Climber Safety &amp; Rescue</b>	<b>CWTCP-601</b>	<b>\$ 2,775</b>	<b>\$ 125</b>	<b>\$ 150</b>	<b>\$ 200</b>	<b>\$ 3,250</b>	<b>Current</b>
<b>Wireless Construction Standard</b>	<b>CWTCP-602</b>	<b>\$ 2,775</b>	<b>\$ 125</b>	<b>\$ 150</b>	<b>\$ 200</b>	<b>\$ 3,250</b>	<b>Current</b>

**GENERAL PRICING NOTES:**

- <sup>1</sup>The Base Fee for each Program reflects a 25% discount off of the cumulative Base Fees for each individual course.
- <sup>2</sup>The cost for textbooks can vary based on location of purchase and changes in market value.
- <sup>3</sup>The cost for Exam Vouchers is based on pricing provided Pearson Vue public testing centers.
- <sup>4</sup>The Technology Fee includes the cost for setting up the lab equipment, software installation, and reimaging computers that will be used for each course. It's a one-time per course fee.







