Center for Technology Training

CATALOG

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Licensed by the Commission for Independent Education
Florida Department of Education
Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399 Toll Free Number 888-224-6684.

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ABOUT US

Certification Associates, Inc., d/b/a Center for Technology Training, (also referred to as "CTT" throughout this catalog) is a corporation formed under the laws of the State of Florida and was founded by Bruce E. Pla, CNE, MCP, who is also President and CEO. All substantive changes to the institution will be announced not less than 30 days prior.

OUR OBJECTIVES

The goal of CTT is to provide effective, efficient, and affordable technology training and certification exam preparation. As a family owned and operated training center, we strive to treat those who are enrolled in our programs as extended members of our family.

We understand how individuals may have unique requirements that are different from one to the other. CTT is committed to providing the individual attention necessary to address those needs. We recognize the success of our program is commensurate upon the success of our individuals.

FACULTY AND STAFF

Bruce E. Pla - CNE, MCP, Director

Peter Hogaboom - Executive Assistant

Gina Castellano - Administrative Assistant

Teresa B. Pla - Career Services

Dominic Colangelo – Instructor; Linux+, A+, N+, Linux

Brad Clarke – Instructor; Azure Fund, Azure Pro

John Kuder – Instructor; CCNA, N+, S+

Doug Hemphill – Instructor; PMP, MCSE, A+, N+

Larry Chaple – Instructor; A+, N+, S+

Rob Fleming – Instructor; CCNA, N+, S+

Jim Nichols – Instructor; N+, S+

Anton Santucci – Instructor; MCSA, CEH, A+, N+, S+; CISSP

HOLIDAYS

CTT will be closed in observance of the following holidays:
New Year's Day Easter Sunday July 4th
Thanksgiving Day Christmas Day
Additional holidays may be announced at the discretion of the Administrator.

CLASS STARTING AND ENDING DATES

CTT does not operate on a semester or cyclical system. A newly enrolled Student will be orientated and begin their respective program immediately. Classes are scheduled based upon the availability of the student. Most classes may be scheduled during the weekday, weeknight, or weekend. Calendars are posted in the reception area, please check regularly as classes or times may change. The calendar is published online at: http://cttschool.com/calendar

Please phone the Administrative number at (813) 341-8474 before attending any classes and/or to confirm classes and activities. Save this number in your address book and cell phone. The email address is: gina.castellano@cttschool.com

HOURS OF OPERATION

The hours of operation for both Administration and training/classes are:
Monday through Thursday – 9:00 a.m. to 9:00 p.m.
Friday – 9:00am to 5:00pm
Saturday – 9:00 a.m. to 1:00 p.m. (when classes are in session)

Your safety is important to us, so our building is secure. After 5:00 p.m. weekdays and on Saturdays, please use the keypad at the main entrance to ring the center for admission into the building. After announcing yourself, we will "buzz" you into the building. Please come immediately to the front desk and sign into the center, printing your name, purpose for your visit, and the time you arrived. Remember to also note the time of your departure.

OUR FACILITIES

CTT consists of approximately 3245 square feet of space, including three classrooms/labs consisting of at least ten Intel-class computers, seven routers, seven catalyst switches, as well as various simulation software; exam and lecture rooms with six Intel-class computers; a simulated test & CBT area with five CBT laptop computers; and a conference room and library. Administrative offices are also located within the center with a small break room, a server room, and a book room. The "common area" of the building consists of a kitchen on the lower level and restrooms located on the first and second levels of the building. Our facilities meet all local safety and health standards and are handicap accessible.

ADMISSION AND ENROLLMENT

CTT requires all who are interested in admission to our program to first complete an Application for Admission. The application will be reviewed by an Admissions Coordinator or the CTT administrative staff. The applicant will then discuss, either in person or by electronic means, the program's requirements and content as well as the applicant's reason(s) for admission. Applicants must be at least 18 years old or enrolled by a parent or guardian. A high school diploma or GED is preferred. However, there are no prior educational requirements necessary to be enrolled.

All individuals considering enrolling in our program are encouraged to attend one class session prior to enrollment. By attending this session, applicants may better determine their level of commitment and financial obligation.

At the conclusion of each program the school's Administrator will issue a Certificate of Completion. The school's Administrator may also issue a Certificate of Completion at the conclusion of an individual course, if requested by the student. The respective vendors issue certificates of certification. Credit for previous course completion from other training institutions may be granted upon presentation of appropriate documentation, such as certificates of completion or certificates of certification. Documentation must be submitted and approved prior to enrollment. Credit awarded shall not be more than 75% of the total program requirements. Transferability of credit to other institutions is subject to the policies of the receiving institution.

GRADING AND ASSESSMENTS

The instructor will evaluate students during each course of study on a pass/fail basis. Students will be given a written examination upon the completion of each course. An exam passing grade of at least 70% of correct answers is required. Should the student receive less than a passing grade, thus causing an interruption in the student's progress, the instructor will specify the areas requiring further attention. CTT will then retrain the student at no additional charge until the subject matter of the class is understood and the student is able to pass the written exam.

Upon successful completion of all required courses of an enrolled program the student will be awarded a certificate of completion (diploma) bearing the title of the completed program and date of completion.

1. Leave of Absence

We encourage our students to maintain a comfortable pace and to complete their certification goals within the prescribed period of time. We understand family emergencies and other personal issues may arise that require a student to have an interruption in his or her training. There will be no penalty or readmission fee if the Administrator authorizes such interruption in writing. Please be prepared to provide proof of circumstance. The maximum length of a leave of absence is ninety (90) days. Membership programs are for a period of six months. An extension of six months will be provided if requested by the student in writing. Written extensions by the Administrator for extenuating circumstances will not count towards the membership program time.

2. Make-up Classes

Students are welcome to re-take a class as many times as necessary to help aid in their understanding of the required material. Those having attended the same class on a previous occasion shall be listed as an "audit". There is no fee to re-attend the same enrolled course.

3. Tardiness

Students are encouraged not to be late to class, as this is disruptive to all. If a student expects to be delayed in excess of 10 minutes, he/she should contact the center to notify the instructor.

4. Attendance/Class Cuts

Students are required to sign in upon arrival at the school and sign out when they have completed their activities for the day. A copy of attendance is retained in the student's electronic file. Students are not permitted to cut any class days.

Instructors may end a class earlier than originally scheduled if the instructor determines that all necessary material has been covered and to the mutual consent of all attendees.

5. Re-entry

Students with approved written extensions from the Administrator, either by letter or email, should contact the Administrator for a re-admission orientation. Students desiring re-admission without a written extension must first meet with the Administrator to determine eligibility. Eligibility will be based upon the student's program anticipated completion date and the length of time the student has been or plans to be absent. The Administrator may, at his/her sole discretion, accept a student back into the program past the completion date.

VETERANS POLICIES

1. Veterans Attendance Policy

Excused absences will be granted for extenuating circumstances only. Excused absences must be substantiated by entries in student's files.

Early departures, class cuts, tardies, etc., for more than 20% of the class day shall count as an unexcused absence.

Students having unexcused absences exceeding 20% of the total clock hours in the program **will be** terminated from their VA benefits for unsatisfactory attendance.

The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

2. Standards of Academic Progress for VA

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 70% each evaluation period.

A VA student whose CGPA falls below 70% at the end of any evaluation period will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below 70% at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 70%.

3. Veteran's Credit for Previous Education or Training

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

4. VA Pending Payment Compliance

For Post 9/11 GI Bill® (Ch 33) students and VA Vocational Rehabilitation and Employment (Ch 31) students, our tuition policy complies with 38 USC 3679(e) which means Post 9/11 and Vocational Rehabilitation and Employment students will not be charged or otherwise penalized due to a delay in VA tuition and fee payments. For eligibility consideration, a Post 9/11 GI Bill student must submit a VA Certificate of Eligibility (COE) and a Vocational Rehabilitation Student must provide an authorization from their VA Vocational Rehabilitation Counselor.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at http://www.benefits.va.gov/gibill.

DISCONTINUED PROGRAMS OR COURSES

The policy of CTT is to notify, in writing, all students enrolled in programs that are subject to be discontinued or otherwise no longer offered, or any substantive changes made at the school. Such notification shall include sufficient time to either complete the existing program, which shall not be less than 30 days, or to transfer to a program of comparable competencies. A full refund will be provided should no comparable program be available, or the student elects not to transfer to the comparable program. The school must receive notice of withdrawal not later than 10 days prior to the start of the new program.

MISCONDUCT, APPEALS, AND COMPLAINTS

All students are expected to demonstrate civilized conduct while participating in the program. Gross displays of misconduct or disorderly conduct may result in temporary or permanent expulsion from the program.

Any enrolled student who has a complaint or grievance, or feels he or she has been unfairly disciplined, should direct the matter(s) to the personnel involved, immediately. If no resolution is forthcoming, the school's Administrator should be contacted within 10 days of the complaint. If there is still no resolution, a written complaint should be submitted to the Director within 14 days of any previous administrative decision.

Lastly, the student may contact the Commission for Independent Education at 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399 or by phone, toll free, at 888-224-6684.

STUDENT SERVICES

1. Housing

CTT does not maintain housing for Students. The school has arranged for a "corporate rate" at local hotels that are in close proximity to accommodate out of town participants.

2. Student Records

Student records are permanently retained by the school electronically, with a backup copy maintained off site.

3. Placement Assistance

CTT assists students seeking employment with career services. These may include resume assistance, internships, and job interviewing assistance. Inquiries made to the school by potential employers will be posted on the bulletin board. CTT will make every effort to assist the student in placement but cannot guarantee employment.

4. Advising

Individual advising is available to all enrolled students. Students are encouraged to speak with their instructor regarding any problems they may be having with their educational process. If further advisement is required, the school's Administrator will conduct an advisement session with the student to try and resolve the problem. Records pertaining to advisement are maintained in the student's file.

5. Counseling

CTT is ready to help you in any area you may need assistance with respect to academic or administrative support. If you are in need of counseling in either of these, please schedule an appointment with the school's Administrator. We are here to help you make the most of your studies and transition into your new career.

OPTIONAL VENDOR CERTIFICATION TESTING

Upon successful completion of any certificate program that is based upon a vendor's certification test, all evaluations will be used by the Administrator to determine the student's aptitude to pass the required certification test. These include, but are not limited to, passing simulated computer-based testing and an evaluation Review. All evaluations will be used by the Administrator to determine the student's aptitude to pass the required certification test.

PROGRAM PRICING

All program prices include all course materials. There are no carrying charges, interest charges, or service charges connected or charged with any of these programs. Cost of credit is included in the price cost for the goods and services. Prices are subject to change without advance notice. Please refer to the current price list attached to, and made a part of, this catalog.

No financial aid is available.

The Center for Technology training desires to conform to general practice in the technical education community to the extent feasible and, therefore, has adopted this definition of 'clock hours' for its reporting purposes: A clock hour is a 50 minute session spent on site with an instructor present; a lab hour is defined as a 50 minute session spent on site with an instructor or assistant instructor, for the purpose of accessing the required lab(s) for each program. The total clock hours listed for each program includes both clock and lab clock hours, along with 10 minute breaks for each clock hour. This is not to be mistaken as the total number of clock hours an individual may take to complete the program. In addition to clock hours spent for instruction and labs, each student may be required to do independent study before and/or after the class.

CANCELLATION AND REFUND POLICY

Should student be terminated or cancel for any reason, all refunds will be made according to the following refund schedule:

1. Cancellations must be made in writing and delivered in person or by certified mail.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three business days after signing the Enrollment Agreement and making an initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, will result in a refund of all monies However, registration fee (not to exceed $150), books, and materials, are non-refundable once issued.
4. Cancellation after attendance has begun, up to and including 40% completion of the program, will result in a rated refund of the tuition monies computed on the number of hours completed to the total program hours.
5. Cancellation after completing more than 40% will result in no refund.
6. Termination Date: The termination date for refund computation purposes is the last date of actual attendance the student unless earlier written notice is received.
7. Refunds will be made within 30 days of receipt of Cancellation Notice.
8. Refunds pertain to tuition alone. Books and materials are non-refundable once issued.
9. A student can be dismissed, at the discretion of the Director, for nonpayment of costs, or failure to comply with rules.

VETERAN'S REFUND POLICY

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw prior to completion will be made for all amounts paid which exceed the approximate pro-rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The pro-ration will be determined on the ratio of the number of days or clock hours of instruction completed by the student to the total number of instructional days or clock hours in the course.

POLICY STATEMENT

CTT does not discriminate regarding race, color, creed and/or religion. We are committed to abiding by all Federal, State, and local laws, as well as the policies of the Commission for Independent Education.

PROGRAM NUMBERING

N.B. – The course numbering systems are as follows:

Programs corresponding to CompTIA and CIW certification tests use an alphanumeric system, whereas the first three letters are an abbreviation of the certification title, and the two numbers following them represent the number of tests required and the order in which they are usually taken. For example, the Network+ program is course # NET (for "NETwork") and 01 (for 1 of only 1 test).

Microsoft and other programs use a short yet descriptive system in order to distinguish courses that may sound similar, such as NET-MAN, for "NETwork MANagement, as opposed to NET-INFRA, for "NETwork INFRAstructure".

PowerPack programs use a lettering system whereas the first two letters indicate they are PowerPack programs, for example, "PP". The next few letters indicate the type of PowerPack program, such as NET-ADM for "NETwork ADMinistration", or DBA-WEB for "Database-Web Administration".

PROGRAMS

POWERPACK CLUB MEMBERSHIP

CTT offers you the opportunity to gain significant career marketability advantage by pursuing multiple certifications for one price. The PowerPack Club membership allows you to gain several certifications for what many other training centers charge for just one or two.
Membership in the PowerPack Club is for a period of six months. If an enrolled Student needs additional time, an additional six months extension will be provided at no charge. Courses for certification preparation will vary based upon the individual's experience and rate of learning. The Administrator or Director will review requests for additional time beyond the six-month extension on a case-by-case basis. There are no additional membership fees for the PowerPack Club Membership.

Program Title: **PowerPack Club Membership Network Administration (Net Admin)**

Portions of this course may be attended either in-house or online by Zoom. Either modality will be held live, with an instructor. Restrictions apply to Post-911 (Chapter 33) veteran students for clock-hour, on-line courses.

Courses: The PowerPack Club (Net Admin) consists of the following courses as listed:

Course # CRT02: (72 clock hours) PC Repair Technician (A+ prep)
Course # NET01: (24 clock hours) Network Technician (Network+ prep)
Course # SEC01 (24 clock hours) Security Professional (Security+ prep)
Course # AZ-FD: (24 clock hours) Microsoft Azure Fundamentals
Course # AZ-AT: (32 clock hours) Microsoft Azure Architect Technologies
Course # AZ-IS: (24 clock hours) Microsoft Azure Infrastructure Solutions
Course # CNC01: (32 clock hours) Cisco Networking (CCNA prep)
Course # LIN01: (32 clock hours) Linux
Course # SEC02: (32 clock hours) Information Systems Security Professional
Course # PMC01: (40 clock hours) Project Management

Program Description**:** Multi-certificate membership program consisting of Network Administration.

Program Objective**:** To prepare individuals for a multi-skilled Information Technology career.

Equipment: Lab consisting of Pentium class (or higher) computers Windows, various computer hardware parts and accessories such as hard disc drives, optical drives, main system boards, network cards, monitors, and laser printers, for demonstration purposes.

Total clock hours: 346

Prerequisites: None

Program Title: **PowerPack Club Membership Database-Web (DBA-Web)**

Portions of this course may be attended either in-house or online by Zoom. Either modality will be held live, with an instructor. Restrictions apply to Post-911 (Chapter 33) veteran students for clock-hour, on-line courses.

Courses: The PowerPack Club (DBA-Web) consists of the following courses as listed:

Course # CRT02: (72 clock hours) PC Repair Technician (A+ prep)
Course # NET01: (24 clock hours) Network Technician (Network+ prep)
Course # SEC01: (24 clock hours) Security Professional (Security+ prep)
Course # LIN01: (32 clock hours) Linux
Course # SQL-FD: (24 clock hours) Introduction to Microsoft SQL Database.
Course # SQL-ADM: (32 clock hours) Microsoft Azure SQL Administration.
Course # SQL-DE: (34 clock hours) Microsoft Azure Data Engineering
Course # INT01: (32 clock hours) Foundations
Course # SD01: (32 clock hours) HTML 5 and CSS3
Course # UI01: (24 clock hours) User Interface Designer
Course # SMP01: (32 clock hours) SEO & Social Media Professional

Program Description: To prepare individuals for a multi-skilled Information Technology career.

Program Objective**:** To gain knowledge to support today's core technologies from security to networking and virtualization.

Equipment: Lab consisting of Pentium class (or higher) computers Windows, various computer hardware parts and accessories such as hard disc drives, optical drives, main system boards, network cards, monitors, and laser printers, for demonstration purposes.

Total clock hours: 362

Prerequisites: None

Program Title: **PC Repair Technician (A+ prep)**

This course may be attended either in-house or online by Zoom. Either modality will be held live, with an instructor. Restrictions apply to Post-911 (Chapter 33) veteran students for clock-hour, on-line courses.

Course #: CRT02

Program Description**:** Demonstrate understanding of mobile devices, networking technology, hardware, virtualization, cloud computing, and network troubleshooting.

Demonstrate expertise in installing and configuring operating systems, expanded security, software troubleshooting and operational procedures.

Program Objective**:** To gain knowledge to support today's core technologies from security to networking and virtualization.

Equipment: Lab consisting of Pentium class (or higher) computers Windows, various computer hardware parts and accessories such as hard disc drives, optical drives, main system boards, network cards, monitors, and laser printers, for demonstration purposes.

Total clock hours: 72

Prerequisites: None

Program Title: Network Technician (Network+ prep)

This course may be attended either in-house or online by Zoom. Either modality will be held live, with an instructor. Restrictions apply to Post-911 (Chapter 33) veteran students for clock-hour, on-line courses.

Course #: NET01

Program Description: Demonstrate knowledge of current networking technologies, critical security concepts, cloud computing best practices, virtualization techniques, and network resiliency.

Program Objective: To gain knowledge on the fundamentals of computer networking technologies.

Equipment: Program is lecture. However, two Cisco routers and a catalyst switch, as well as various other network components such as hubs, network cards, etc. are available for lab.

Total clock hours: 24

Prerequisites: None. Completion of the PC Repair Technician (CRT02) is recommended.

Program Title: **Linux**

Course #: LIN01

Program Description: Validate competencies on how Linux powers the cloud, business processes automation and orchestration, infrastructure as code and containers.

Program Objective**:** To develop the competencies required of an early career systems administrator supporting Linux systems.

Equipment: One Pentium-class computer for each student with the Linux operating system installed or running by boot CD.

Total clock hours: 32

Prerequisites: PC Repair Technician (CRT02) and Network Technician (NET01), or equivalent experience is required.

Program Title: **Security Professional (Security+ prep)**

This course may be attended either in-house or online by Zoom. Either modality will be held live, with an instructor. Restrictions apply to Post-911 (Chapter 33) veteran students for clock-hour, on-line courses.

Course #: SEC01

Program Description**:** Demonstrate ability to assess the security of an enterprise environment, monitor and secure hybrid environments, awareness of applicable laws and policies, identify, analyze, and respond to security events and incidents.

Program Objective**:** To develop baseline skills necessary to perform core security functions in Information Technology

Equipment**:** Class is lecture/theory only. However, two Cisco routers and a catalyst switch, as well as various other network components such as hubs, network cards, etc. are available for lab.

Total clock hours: 24

Prerequisites: PC Repair Technician (CRT02) and Network Technician (NET01), or equivalent experience is required.

Program Title: **Project Management**

This course may be attended either in-house or online by Zoom. Either modality will be held live, with an instructor. Restrictions apply to Post-911 (Chapter 33) veteran students for clock-hour, on-line courses.

Course #: PMC01 (24 clock hours) Description: Valadite skills to effective lead projects using predictive, agile, and hybrid approaches to successfully impact strategic organizational goals.

Course # ACP01 (16 clock hours) Description: Demonstrate approaches to agile such as Scrum, Kanban, Lean, extreme programming (XP) and test-driven development (TDD.)

***Program Objective*:** To gain a broad knowledge of the day-to-day issues of managing projects.

***Equipment*:** Computers are available for each student for Internet access and reference.

Total clock hours: 40

Prerequisites: None

Program Title: **Cisco Networking (CCNA prep)**

This course may be attended either in-house or online by Zoom. Either modality will be held live, with an instructor. Restrictions apply to Post-911 (Chapter 33) veteran students for clock-hour, on-line courses.

Course #: CNC01

Program Description: Validates competencies related to network fundamentals, network access, IP connectivity, IP services, security fundamentals, and automation and programmability.

Program Objective: Cisco first-level skills necessary in the administration of Cisco routers and switches, security, and cloud administration.

Program Objective: To gain a thorough understanding of Cisco routers and switches.

Equipment: Router and switch simulation software capable of expanding the number of routers and switches to any number required for the proper functionality of the class and one client workstation for each student.

Total clock hours: 32

Prerequisites: PC Repair Technician (CRT02) and Network Technician (NET01), or equivalent experience is required.

Program Title: **Microsoft Network Administration**

Courses: CRT02, NET01, and SEC01 (See PC Repair Technician, Network Technician, and Security Professional previously listed.) In addition:

Course #: AZ-FD: (24 clock hours) Description: Microsoft Azure Fundamentals. Prove knowledge of cloud concepts, Azure services, Azure workloads, security and privacy in Azure.

Course #: AZ-AD: (32 clock hours) Description: Microsoft Azure Administrator. Demonstrate expertise in implementing, managing, and monitoring an organization's Microsoft Azure environment, including virtual networks, storage, compute, identity, security, and governance.

Program Objective: To gain knowledge to support today's core technologies from security to networking and virtualization.

To gain knowledge on the fundamentals of computer networking technologies.

To develop baseline skills necessary to perform core security functions in Information Technology.

To gain a thorough understanding of the implementation of Microsoft networks using Microsoft Azure.

Equipment: Computers are available for each student for Internet access and reference.

Total clock hours: 176

Prerequisites: None.

Program Title: **Microsoft Network Expert**

Course #: AZ-FD: (24 clock hours) Description: Microsoft Azure Fundamentals. Prove knowledge of cloud concepts, Azure services, Azure workloads, security and privacy in Azure.

Course #: AZ-AD: (32 clock hours) Description: Microsoft Azure Administration. Demonstrate expertise in implementing, managing, and monitoring an organization's Microsoft Azure environment, including virtual networks, storage, compute, identity, security, and governance.

Course #: AZ-IS: (34 clock hours) Description: Microsoft Azure Infrastructure Solutions. Demonstrate expertise in designing cloud and hybrid solutions that run on Microsoft Azure, including compute, network, storage, monitoring, and security.

Program Objective: To gain a thorough understanding of the implementation and design of Microsoft networks using Microsoft Azure.

Equipment: Computers are available for each student for Internet access and reference.

Total clock hours: 90

Prerequisites: PC Repair Technician (CRT02) and Network Technician (NET01), or equivalent experience is required.

Program Title: **Webmaster Foundations**

Course #: INT01

Program Description: Validates understanding of internet business, data networking, and web site design.

***Program Objective*:** To gain digital literacy skills for professionals who use the Internet in their job role.

***Equipment*:** One computer with Internet access for each student.

Total clock hours: 32

Prerequisites: None

Program Title: **Microsoft Database Technologies**

Course #: SQL-FD: (24 clock hours) Description: Introduction to Microsoft SQL Database. Demonstrate knowledge of core data concepts and related Microsoft Azure data services.

Course #: SQL-ADM: (32 clock hours) Description: Microsoft Azure SQL Administration. Demonstrate expertise in building database solutions that are designed to support multiple workloads built with SQL Server on-premises and Azure SQL database services.

Course #: SQL-DE: (34 clock hours) Description: Microsoft Azure Data Engineering. Demonstrate expertise in integrating, transforming, and consolidating data from various structured, unstructured, and streaming data systems into a suitable schema for building analytics solutions.

Program Objective: To gain a thorough understanding of Microsoft database solutions

Equipment: Computers are available for each student for Internet access and reference.

Total clock hours: 90

Prerequisites: None. Familiarity with Azure fundamentals, AZ900, is recommended.

Program Title: **Web Design Professional**

Course #: INT01: (32 clock hours) Description: Foundations. Validate understanding of internet business, data networking, and web site design.

Course #: SD01: (32 clock hours) Description: HTML 5 and CSS3. Prove competencies on essential HTML5 and Cascading Style Sheets (CSS), create web pages for smartphones, tablets, gaming devices, smart TVs, and PCs.

Course #: UI01: (24 clock hours) Description: User Interface Designer. Assess the strategies and tactics to design user interfaces, with emphasis on creating user interfaces for mobile devices.

Program Objective: To gain a working knowledge in the areas of web design, social media, and e-commerce

Equipment**:** Computers are available for each student for Internet access and reference.

Total clock hours: 88

Prerequisites: None. Network Technician (NET01) or equivalent experience is recommended.

Program Title: **Business Applications Specialist**

This course may be attended either in-house or online by Zoom. Either modality will be held live, with an instructor. Restrictions apply to Post-911 (Chapter 33) veteran students for clock-hour, on-line courses.

Course # DOC01: (16 clock hours) Description: Word Processing Applications
Course content: Students will learn how to enter and edit text and save and browse documents. They will learn how to enhance the appearance of a document by using various formatting options. They will also create tables, insert headers and footers, proof and print documents, and insert graphics.

Course # XLS01: (16 clock hours) Description: Office Spreadsheets
Course content: After an introduction to spreadsheet terminology and Excel's window components, students will learn how to use the Help system and navigate worksheets and workbooks. Then they will enter and edit text, values, formulas, and pictures, and they will save workbooks in various formats. Students will also move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. This course also covers simple functions, basic formatting techniques, and printing. Finally, students will create and modify charts, and learn how to manage large workbooks.

Course # PPT01: (16 clock hours) Description: Presentations Applications
Course content: Students will create new presentations that include text, graphics, WordArt, tables, charts, and diagrams. They will also edit and format slide content and apply transition effects.

Course # OLK01: (8 clock hours) Description: Email Applications
Course content: Students will create e-mail accounts and send e-mail messages using several techniques. They will also learn how to manage e-mail messages, contacts, tasks, and meeting requests. Finally, students will customize Outlook for maximum efficiency.

Course # ACS01: (16 clock hours) Description: Database Applications
Course content: Students will learn how to design and create databases; work with tables, fields, and records; sort and filter data; and create queries, forms, and reports.

***Program Description*:** Comprehensive skills and in-depth knowledge to plan and create documents, spreadsheets, reports, itineraries, databases, and general business correspondence and reports on the most popular desktop operating systems.

***Program Objective*:** To gain the skills to be effective and productive with the full features and functionality of Microsoft Office

***Equipment*:** One Laptop computer for each student's use.

Total clock hours: 72

Prerequisites: None

Program Title: **Information Systems Security Professional**

Course #: SEC02

Program Description**:** This program maps to and provides a comprehensive review of information security concepts and industry best practices, covering the eight domains of the (ISC)2 "CISSP CBK": Security and Risk Management; Asset Security; Security Engineering; Communications and Network Security; Identity and Access Management; Security Assessment and Testing; Security Operations; and Software Development Security. This program is intended for professionals who have at least 5 years of recent full-time professional work experience in two or more of the eight domains of the "CISSP CBK" and are pursuing CISSP training and certification to acquire the credibility and mobility to advance within their current information security careers. Students who do not meet the minimum experience recommendation may prepare for a lower-level certification exam.

Program Objective**:** To effectively design, implement, and manage a best-in-class cybersecurity program
Equipment: One Laptop computer for each student's use.

Equipment**:** One Laptop computer for each student's use.

Total clock hours: 32

Prerequisites: PC Repair Technician (A+): #CRT02 and Network Technician (Network+): #NET01, or equivalent experience.

Program Title: **SEO & Social Media Professional**

Course #: SMP01

Program Description**:** To prove skills in the most current search engine optimization techniques and validate skills needed to create a social media campaign, to analyze and present data to address organizational issues.

Program Objective**:** To train students in current Search Engine Optimization (SEO) and Social Media techniques.

Equipment**:** One Laptop computer for each student's use.

Total clock hours: 32

Prerequisites: None

Program Title: **Ethical Hacking & Forensics**

Course #: EHF01

Program Description: The ethical hacking and information systems security auditing portion of this program will focus on security threats, advanced attack vectors, and hacking techniques commonly employed today, and how to protect against them.

The forensic investigation portion of this program will cover major forensic investigation topics that will enable students to understand various forensic investigation techniques and tools to conduct a computer forensic investigation.

Program Objective**:** This program will prepare students for various certification exams dealing with ethical hacking and cyber-forensic investigative techniques.

Equipment: One Laptop computer for each student's use.

Total clock hours: 32

Prerequisites: PC Repair Technician (A+): #CRT02 and Network Technician (Network+): #NET01, or equivalent experience. The Security Professional course (SEC01) or Advanced Security Professional (SEC02) course are highly recommended.

APPENDIX

Program

Business Applications Specialist

Tuition:	$2,750
Lab/Exam Prep/Materials:	$1,745
Software License Fees:	$ 500
Total Fees:	$4,995

Ethical Hacking & Forensics

Tuition:	$3,882
Lab/Exam Prep/Materials:	$1,899
Software License Fees:	$ 209
Total Fees:	$5,990

Linux

Tuition:	$2,759
Lab/Exam Prep/Materials:	$ 280
Software License Fees:	$ 456
Total Fees:	$3,495

Program

Cisco Networking (CCNA Prep)

Tuition:	$3,341
Lab/Exam Prep/Materials:	$ 460
Software License Fees:	$ 194
Total Fees:	$3,995

Information Systems Security Professional

Tuition:	$3,546
Lab/Exam Prep/Materials:	$1,000
Software License Fees:	$ 449
Total Fees:	$4,995

Microsoft Database Technologies

Tuition:	$4,932
Lab/Exam Prep/Materials:	$2,590
Software License Fees:	$ 973
Total Fees:	$8,495

Microsoft Network Administration

Tuition:	$6,598
Lab/Exam Prep/Materials:	$2,240
Software License Fees:	$ 657
Total Fees:	$9,495

Microsoft Network Expert

Tuition:	$4,932
Lab/Exam Prep/Materials:	$2,590
Software License Fees:	$ 973
Total Fees:	$8,495

Network Technician (Network+ Prep)

Tuition:	$1,941
Lab/Exam Prep/Materials:	$ 280
Software License Fees:	$ 274
Total Fees:	$2,495

PC Repair Technician (A+ Prep)

Tuition:	$2,737
Lab/Exam Prep/Materials:	$ 460
Software License Fees:	$ 298
Total Fees:	$3,495

PowerPack Club Membership Database/Web (DBA-Web)

Tuition:	$10,590
Lab/Exam Prep/Materials:	$ 6,637
Software License Fees:	$ 1,768
Total Fees:	$18,995

PowerPack Club Membership Network Administration (Net-Admin)

Tuition:	$11,221
Lab/Exam Prep/Materials:	$ 4,165
Software License Fees:	$ 1,609
Total Fees:	$16,995

Project Management

Tuition:	$2,548
Lab/Exam Prep/Materials:	$1,558
Software License Fees:	$ 889
Total Fees:	$4,995

Security Professional (Security+ Prep)

Tuition:	$1,844
Lab/Exam Prep/Materials:	$ 180
Software License Fees:	$ 471
Total Fees:	$2,495

SEO & Social Media Professional

Tuition:	$2,737
Lab/Exam Prep/Materials:	$ 458
Software License Fees:	$ 300
Total Fees:	$3,495

Webmaster Foundations

Tuition:	$3,959
Lab/Exam Prep/Materials:	$ 639
Software License Fees:	$ 397
Total Fees:	$4,995

Web Design Professional

Tuition:	$6,379
Lab/Exam Prep/Materials:	$2,316
Software License Fees:	$ 300
Total Fees:	$8,995