

MyC MyComputerCareer.edu
TRAINING FOR A BETTER LIFE

**RALEIGH, NC, CHARLOTTE, NC, ARLINGTON, TX, DALLAS, TX,
HOUSTON, TX, COLUMBUS, OH, INDIANAPOLIS, IN.**

~ STUDENT CATALOG ~

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Branches and Affiliated Campuses

MyComputerCareer.com at Raleigh, L.L.C. Main Campus (919) 371-4820 - 5511 Capital Center Dr. 500 Raleigh, NC 27606
MyCC.com@Dallas LLC branch (214) 272-2772 - 12225 Greenville Ave. Suite 500 Dallas, TX 75243
MyCC.com @ Houston LLC branch (281) 245-0888- 7908 North Sam Houston Parkway West Suite 300 Houston, TX 77064
MyCC @ Arlington LLC branch (817) 210-6308 - 1701 E. Lamar Blvd. Suite 250 Arlington, TX 76006
MyComputerCareer.com at Charlotte LLC branch (704) 302-1031 - 3701 Arco Corporate Dr. Suite 500 Charlotte, NC 28273
MyComputerCareer.com at Columbus, LLC Main Campus (614) 891-3200 - 380 Polaris Parkway Westerville, OH 43082
MyComputerCareer.com at Indy LLC Main Campus (317) 550-3044 - 8909 Purdue Rd #100 Indianapolis, IN 46268

History: MyComputerCareer was founded by Tony Galati in Raleigh, North Carolina in 2008.

Governing Board of Directors

James A. Galati – CEO, Amy Onuska – President, Bruce Ackerman – Chief Marketing Officer, Michael Giamoni – Chief Financial Officer, Dan Pryor – Chief Operations Officer, Matthew Mosley – Secretary. James A. Galati (96.39%) and Amy Onuska (3.61%) are the owners of the institution.

Statement of Accuracy

“The information contained in this catalog is true and correct to the best of my knowledge.”



Dan Pryor - Director of Education

Mission Statement

Our mission at MyComputerCareer is to help our students develop the skills necessary to permanently and positively change their lives and futures by attaining financially rewarding and personally fulfilling careers in Information Technology.

Accreditation and State Governing Authority

MyComputerCareer is accredited by ACCET, the Accrediting Council for Continuing Education and Training. ACCET is listed by the U. S. Department of Education as a nationally recognized accrediting agency.

**The governing authority of MyComputerCareer in the State of North Carolina is:**

North Carolina Community College System
200 W Jones St. Raleigh, NC 27603

The governing authority of MyComputerCareer locations in the State of Texas is:

Texas Workforce Commission Career Schools and Colleges
101 East 15th Street Room 104T Austin, Texas 78778-0001

The governing authority of MyComputerCareer in the state of Ohio is:

Ohio State Board of Career Colleges and Schools
30 East Broad Street, Suite 2481 Columbus, OH 43215
School Registration Number 12-03-1987T

This institution in the State of Indiana is regulated by:

Office for Career and Technical Schools
10 N Senate Avenue, Suite SE 308 Indianapolis IN 46204
317-234-8338 or 317-232-1732

OCTS@dwd.in.gov ~ <http://www.in.gov/dwd/2731.htm>

Facilities

MyComputerCareer.com at Raleigh, L.L.C., MyCC.com@Dallas LLC, MyCC.com @ Houston LLC, MyCC @ Arlington LLC, MyComputerCareer.com at Charlotte LLC, MyComputerCareer.com at Columbus LLC are wholly owned subsidiaries of MyComputerCareer.com, Inc. James A. Galati (96.39%) and Amy Onuska (3.61%) are the owners of the institution.

Raleigh: MyComputerCareer is located in the Capital Center at 5511 Capital Center Drive, Suite 500, Raleigh, NC 27606. The student facilities consist of five large classrooms, a kitchen area with a refrigerator, and a large break/study area. A licensed testing facility is also on-site. Classrooms are designed to accommodate students with a student to equipment ratio of 1:1. A student to instructor maximum ratio of 30:1 is followed. Policy guidelines for use of school property will be posted in a common area within the school.

Arlington: MyComputerCareer is located at 1701 Lamar Blvd., Suite 250, Arlington, TX 76006. The student facilities consist of five large classrooms, a kitchen area with a refrigerator, and a large break/study area. A licensed testing facility is also on-site. Classrooms are designed to accommodate students with a student to equipment ratio of 1:1. A student to instructor maximum ratio of 30:1 per class is followed. Students may visit with their instructors during predetermined office hours. Policy guidelines for use of school property will be posted in a common area within the school.

Charlotte: MyComputerCareer is located in the 3701 Arco Corporate Drive, Suite 500, Charlotte, NC 28273. The student facilities consist of five large classrooms, a kitchen area with a refrigerator, and a large break/study area. A licensed testing facility is also on-site. Classrooms are designed to accommodate students with a student to equipment ratio of 1:1. A student to instructor maximum ratio of 30:1 is followed. Policy guidelines for use of school property will be posted in a common area within the school.

Dallas: MyComputerCareer is located at 12225 Greenville Ave, Suite 500, Dallas, TX 75243. The student facilities consist of three large classrooms, a kitchen area with a refrigerator, and a large break/study area. Students may also have access to a café located in the building, depending on hours set by the café management. A licensed testing facility is also on-site. The instructors primarily work area is in the classroom. Students may visit with their instructors during predetermined office hours. Classrooms are designed to accommodate students with a student to equipment ratio of 1:1. A student to instructor maximum ratio of 30:1 per class is followed. Policy guidelines for use of school property will be posted in a common area within the school.

Houston: MyComputerCareer is located at 7908 North Sam Houston Parkway West, Suite 300, Houston, TX 77064. The student facilities consist of three large classrooms, a boot camp training room, a kitchen area with a refrigerator, and a large break/study area. The instructors primarily work in the classroom and also have an office located near the classroom. Students may visit with their instructors during predetermined office hours. Classrooms are designed to accommodate students with a student to equipment ratio of 1:1. A student to instructor maximum ratio of 30:1 per class is followed. A licensed testing facility is also on-site. Policy guidelines for use of school property will be posted in a common area within the school.

Columbus: The MyComputerCareer is located at 380 Polaris Parkway, Suite 110, Westerville, OH 43802. The student facilities consist of five classrooms, a large flextime area, and a break room for students. Classrooms are designed to accommodate students with a student to equipment ratio of 1:1. A student to instructor maximum ratio of 30:1 per class is followed. Instructors are available to provide personal instruction as students develop their hands-on skills. A licensed testing facility is also on-site. Policy guidelines for use of school property will be posted in a common area within the school.

Indianapolis: The MyComputerCareer is located at 8909 Purdue Rd #100 Indianapolis, IN 46268 The student facilities consist of four classrooms and a break room for students. Classrooms are designed to accommodate students with a student to equipment ratio of 1:1. A student to instructor maximum ratio of 30:1 per class is followed. Instructors are available to provide personal instruction as students develop their hands-on skills. A licensed testing facility is also on-site. Policy guidelines for use of school property will be posted in a common area within the school.

ACCET Cancellation and Refund Policy

- a. Refund amounts must be based on a student's last date of attendance (LDA). When determining the number of weeks completed by the student, the institution may consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
- b. During the first week of classes, tuition charges withheld must not exceed 10 percent (10%) of the stated tuition up to a maximum of \$1,000.
- c. After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained must not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed, up to a maximum of \$1,000.
- d. After fifty percent (50%) of the period of financial obligation is completed, the institution may retain the full tuition.

State of North Carolina Cancellation and Refund Policy

The tuition refund to which students are entitled as a result of withdrawal or dismissal is governed by regulations of the State of North Carolina General Statutes and Administrative Code and by the Accrediting Council for Continuing Education and Training. MyComputerCareer will base refunds on whichever policy is most beneficial to the student based upon the current regulations from both entities. The student has the right to cancel this agreement at any time. If the school rejects the student, all tuition and fees will be refunded. If the institution cancels a program subsequent to a student's enrollment, the institution will refund all tuition and fees paid by the student. A no-show is defined as any cancellation of enrollment prior to the Lab Start Date. A full refund of tuition and fees will be made to all enrolled students determined to be a no-show. Refunds for books, tools, or other supplies will be handled separately from refund of tuition and fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made.

Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance. The effective date of termination for refund purposes will be the last day of attendance. The institution may retain an administrative fee associated with withdrawal or termination not to exceed \$100. When determining the number of weeks completed by the student, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week. Up to the 25% mark, a student will receive a 75% refund of the total tuition. After the 25% mark and through fifty percent (50%) of the period of financial obligation, tuition charges retained will not exceed a prorated portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed, up to a maximum of \$1,000. After fifty percent (50%) of the period of financial obligation is completed, the school may retain the full tuition.

A request for withdraw can be delivered or sent to the training center in writing, via email or can be verbally conferred to the Campus Director. If an applicant never attends class all refunds will be paid within 45 calendar days from the first scheduled day of class or the date of the withdrawal request, whichever is earlier. For students that attend a class, all refunds due will be paid within 45 calendar days from the documented date of determination. The date of determination is the date the student gives written or verbal notice of withdrawal to the Campus Director or the date the institution terminates the student by applying MyComputerCareer's attendance, conduct or SAP policy.

State of Texas Cancellation and Refund Policy

The tuition refund, to which students are entitled as a result of withdrawal or dismissal, is governed by regulations of the State of Texas Education Code and ACCET accreditation standards. MyComputerCareer will base refunds on whichever policy is most beneficial to the student based upon the current regulations from both entities. Currently, the State of Texas Education Code for refunds is consistently more lenient towards the student. The student has the right to cancel this agreement at any time. If the school rejects the student, all tuition and fees will be refunded. If the institution cancels a program subsequent to a student's enrollment, the institution will refund all tuition and fees paid by the student. A no-show is defined as any cancellation of enrollment prior to the Lab Start Date. A full refund of tuition and fees will be made to all enrolled students determined to be a no-show. Refunds for books, tools, or other supplies will be handled separately from refund of tuition and fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made.

Refunds for books, tools, or other supplies will be handled separately from refund of tuition and fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made.

Tuition Refunds

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. LOAs, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the last day of attendance.
3. A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed and a tour of the facilities and inspection of the equipment is made by the prospective student or who cancels within the student's first three scheduled class days
4. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in nonrefundable administrative fees shall be retained by the school for the entire residence program or synchronous distance education course.
5. If a student withdraws or is otherwise terminated, the school or college may retain not more than \$100 in nonrefundable administrative fees for the entire program.
6. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.¹
7. A no-show is defined as any cancellation of enrollment prior to the Lab Start Date.
8. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
9. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - (a) An enrollee is not accepted by the school;
 - (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - (c) A no-show
 - (d) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

Refund Policy For Students Called To Active Military Service.

10. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
 - (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

¹ More simply, the refund is based on the precise number of hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form PS-1040 provides the precise calculation.

- (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
 - (c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.
11. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 45 days after the effective date of termination.

A request for withdraw can be delivered or sent to the training center in writing, via email or can be verbally conferred to the Campus Director. If an applicant never attends class all refunds will be paid within 45 calendar days from the first scheduled day of class or the date of the withdrawal request, whichever is earlier. For students that attend a class, all refunds due will be paid within 45 calendar days from the documented date of determination. The date of determination is the date the student gives written or verbal notice of withdrawal to the Campus Director or the date the institution terminates the student by applying MyComputerCareer's attendance, conduct or SAP policy.

State of Indiana Refund Policy

The tuition refund, to which students are entitled as a result of withdrawal or dismissal, is governed by regulations of the Indiana Administrative Code and the ACCET accreditation standards. MyComputerCareer will base refunds on whichever policy is most beneficial to the student based upon the current regulations from both entities. The student has the right to cancel this agreement at any time. If the school rejects the student, all tuition and fees will be refunded. If the institution cancels a program subsequent to a student's enrollment, the institution will refund all tuition and fees paid by the student. A full refund will be made to any student who cancels the enrollment contract within 6 calendar days after the enrollment contract is signed. A no-show is defined as any cancellation of enrollment prior to the Lab Start Date. A full refund of tuition and fees will be made to all enrolled students determined to be a no-show. Refunds for books, tools, or other supplies will be handled separately from refund of tuition and fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made.

The student has the right to cancel this agreement at any time. If the school rejects the student, all tuition and fees will be refunded. If the institution cancels a program subsequent to a student's enrollment, the institution will refund all tuition and fees paid by the student. The student may cancel within six calendar days from the date the enrollment agreement was signed and will receive a full refund of all money paid to the school or its representatives. After six days from the day the agreement was signed, but before the school term starts, the student will receive a full refund of all tuition and fees paid. After the school term has started the refund policy listed below will apply. The last day of verifiable attendance by the student will be considered as the withdrawal date for refund calculations. Upon cancellation all monies due to the student will be refunded within thirty-one days.

- a. A student is entitled to a full refund if one (1) or more of the following criteria are met:
 - o The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.
 - o The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.
 - o The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.
 - o If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.
- b. A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of

the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

- c. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
- d. A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
- e. A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
- f. A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

State of Ohio Refund Policy

The tuition refund, to which students are entitled as a result of withdrawal or dismissal, is governed by regulations of the State Board of Career Colleges and Schools (OH Administrative Rule 3332-1-10) and the ACCET accreditation standards. MyComputerCareer will base refunds on whichever policy is most beneficial to the student based upon the current regulations from both entities. The student has the right to cancel this agreement at any time. If the school rejects the student, all tuition and fees will be refunded. If the institution cancels a program subsequent to a student's enrollment, the institution will refund all tuition and fees paid by the student. A full refund will be made to any student who cancels the enrollment contract within 5 calendar days after the enrollment contract is signed. A no-show is defined as any cancellation of enrollment prior to the Lab Start Date. A full refund of tuition and fees will be made to all enrolled students determined to be a no-show. Refunds for books, tools, or other supplies will be handled separately from refund of tuition and fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, refunds will be made in accordance with OAC 3332-1-10.1.

The student has the right to cancel this agreement at any time. If the school rejects the student, all tuition and fees will be refunded. If the institution cancels a program subsequent to a student's enrollment, the institution will refund all tuition and fees paid by the student. The student may cancel within five calendar days from the date the enrollment agreement was signed and will receive a full refund of all money paid to the school or its representatives. After five days from the day the agreement was signed, but before the school term starts, the student will receive a full refund of all tuition and fees paid. After the school term has started the refund policy listed below will apply. The last day of verifiable attendance by the student will be considered as the withdrawal date for refund calculations. Upon cancellation all monies due to the student will be refunded within thirty days.

- a. A student who starts class and withdraws during the first full calendar week of the academic term shall be obligated for 25 percent of the tuition and refundable fees for that academic term plus the registration fee.
- b. A student who withdraws during the second full calendar week of the academic term shall be obligated for fifty percent of the tuition and refundable fees for that academic term plus the registration fee.
- c. A student who withdraws during the third full calendar week of the academic term shall be obligated for seventy-five percent of the tuition and refundable fees for that academic term plus the registration fee.
- d. A student who officially withdraws beginning with the fourth full calendar week of the academic term will not be entitled to a refund of any portion of the tuition or refundable fees.

A request for withdraw can be sent to the training center in writing, via email or can be verbally conferred to the Campus Director. If an applicant never attends class all refunds will be paid within 30 calendar days from the first scheduled day of class or the date of the withdrawal request, whichever is earlier. For students that attend a class, all refunds due will be paid within 30 calendar days from the documented date of determination. The date of determination is the date the

student gives written or verbal notice of withdrawal to the Campus Director or the date the institution terminates the student by applying MyComputerCareer's attendance, conduct or SAP policy.

3332-1-10.1 Refunds for books, fees and supplies.

- (a) In the event that a student withdraws or is dismissed from school, all efforts will be made to refund pre-paid amounts for books, fees and supplies except for those items determined to fall within the preview of paragraphs (B)(1) and (B)(2) of this rule.
- (b) Charges for required purchase of books, fees and supplies can be non-refundable if the student has consumed or used the books, fees and/or supplies. Consumption of books, fees and supplies shall be defined as:
 - (1) Items that were special ordered for a particular student and cannot be used by or sold to another student; or,
 - (2) Items that were returned in a condition that prevents them from being used by or sold to new students.
 - (3) Individually documented non-refundable fees for goods or services provided by third party vendors.
- (c) Items or services not delivered to the student cannot be considered consumed except for those items covered by paragraph (B) (1) of this rule.
- (d) A record of the refund determination for books, fees and supplies shall be kept in the student's record.

California Regulation:

(Residents of California ~ Columbus Full IDL only)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the Fund STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if you are not a California resident, or are not enrolled in a residency program. It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

Campus Hours

Students are required to attend two Lecture classes per week at the institution. Students will be scheduled at enrollment to attend a specific Lecture class schedule. Breaks will be held as deemed necessary by the instructor with no more than one ten minute break per class hour. An Instructor is available outside of class from Noon – 5pm Monday – Thursday, while Flex-Time instructors are available throughout the day.

Lecture Schedule Monday – Thursday: EST

Evening	6:00pm - 10:20pm
Morning	9:30am - 4:00pm

IDL Lecture Schedule Monday – Friday: EST

Morning	9:00am - 1:00pm 3x/wk.
Afternoon	2:00am - 6:00pm 3x/wk.
Evening	6:00pm - 10:20pm or 7:00pm - 11:20pm

Campus Laboratory Hour Schedule

MyComputerCareer opens Monday-Friday at 9:00am daily unless otherwise specified and will remain open for students until 10:20pm Monday-Thursday, 5:00pm on Fridays and 3:00pm on Saturdays. Students are required to complete Laboratory hours each week during an open campus time that does not conflict with their scheduled Lecture hour time. If time outside of these scheduled hours is needed, the student may make arrangements with their instructor. **IDL hours** start at noon Monday through Thursday and disconnect at 11:00pm. Saturdays IDL hours are online from 10:00am – 3:00pm.

Program Description

MyComputerCareer offers a comprehensive educational experience through its computer certification programs. These programs provide the knowledge and skills to help students obtain a well-rounded education and assist them in their preparation to take industry certification exams. The programs include courses from different aspects of the computer industry providing valuable knowledge of not only operating systems, but also the hardware and popular specific devices that are driving the industry today. The programs are designed to prepare students to start a career in the IT industry. A more detailed description of the individual courses contained in the programs is contained in this catalog.

North Carolina Enrollment Policies and Guidelines

Students must meet with a member of the Admissions Team to be considered for acceptance into our programs. MyComputerCareer will determine acceptance into any offered program. The decision to allow a student to enroll in the program will be guided by the following standards:

Enrollment Standards

- A member of the Admissions Team will ascertain the prospective students’ ability to enroll in a program during the admissions process.
- Documentation of one of the following is required for enrollment: High School transcript, copy of the certificate of high school equivalency, transcript showing graduation from a community college or university that operates in compliance with state or local law or a signed, notarized attestation of graduation from a public, private, or home high school that operates in compliance with state or local law, receipt of a certificate of high school equivalency, graduation from a community college or university that operates in compliance with state or local law, or completion of secondary education equivalent to high school education in the United States
- There is a minimum age requirement of 17 for enrollment into any program at MyComputerCareer. Applicants under the age of 18 need a parent or guardian's signature in addition to their own signature on the Enrollment agreement.

Any prospective student who has a special needs request or accommodation must submit the request in writing via email to their Admissions Advisor/Director prior to enrollment to determine if the school can accommodate the request.

Texas Enrollment Policies and Guidelines

Students must meet with a member of the Admissions Team to be considered for acceptance into our programs. MyComputerCareer will determine acceptance into any offered program. The decision to allow a student to enroll in the program will be guided by the following standards:

Enrollment Standards

- A member of the Admissions Team will ascertain the prospective students' ability to enroll in a program during the admissions process.
- Proof of High School Completion, GED or successful completion (or equivalent) of one full-time academic semester (12 academic semester hours) or academic quarter (18 academic quarter hours) at an accredited college, university, or other postsecondary school is required for enrollment.
- There is a minimum age requirement of 17 for enrollment into any program at MyComputerCareer. Applicants under the age of 18 need a parent or guardian's signature in addition to their own signature on the enrollment agreement. Any prospective student who has a special needs request or accommodation must speak with their Admissions Advisor/Director prior to enrollment to determine if the school can accommodate the request.

Ohio Enrollment Policies and Guidelines

Students must meet with a member of the Admissions Team to be considered for acceptance into our programs. MyComputerCareer will determine acceptance into any offered program. The decision to allow a student to enroll in the program will be guided by the following standards:

Enrollment Standards

- A member of the Admissions Team will ascertain the prospective students' ability to enroll in a program during the admissions process.
- High School Completion, GED, College Degree or equivalent is required for enrollment. Proof of attainment must be supplied and a copy will be kept in the student's file.
- There is a minimum age requirement of 17 for enrollment into any program at MyComputerCareer. Applicants under the age of 18 need a parent or guardian's signature in addition to their own signature on the enrollment agreement.
- All students who are accepted for enrollment will be given a copy of the student catalog at the time of enrollment that lists the graduation and placement rates for the program they are entering for each of the preceding three years.

Any prospective student who has a special needs request or accommodation must submit the request in writing via email to their Admissions Advisor/Director prior to enrollment to determine if the school can accommodate the request.

Indiana Enrollment Policies and Guidelines

Students must meet with a member of the Admissions Team to be considered for acceptance into our programs. MyComputerCareer will determine acceptance into any offered program. The decision to allow a student to enroll in the program will be guided by the following standards:

Enrollment Standards

- A member of the Admissions Team will ascertain the prospective students' ability to enroll in a program during the admissions process.
- High School Completion, GED, College Degree or equivalent is required for enrollment. Proof of attainment must be supplied and a copy will be kept in the student's file.
- There is a minimum age requirement of 17 for enrollment into any program at MyComputerCareer. Applicants under the age of 18 need a parent or guardian's signature in addition to their own signature on the enrollment agreement.

Any prospective student who has a special needs request or accommodation must submit the request in writing via email to their Admissions Advisor/Director prior to enrollment to determine if the school can accommodate the request.

Policy on Non-Discrimination

MyComputerCareer does not discriminate nor condone discrimination on the basis of sex, religion, nationality, color, race, age, disability, sexual orientation, or any other legally protected characteristic. Our facilities are handicap accessible. Students with special needs may need to meet minimum mobility requirements for testing of the companies issuing the certification. Students with special educational needs should notify their Director of Admissions before enrolling so the institution can make an effort to accommodate the needs.

Academic Calendar

The start dates for the programs at MyComputerCareer are dependent upon sufficient enrollment. Enrollment periods will begin approximately 6-8 weeks before the start date of class and end within one week after the start date of class. Program start dates occur approximately every 5-7 weeks. Enrollment in the IT ProBasic program will have start dates that occur on the same dates as the ITSA program. The following table contains approximate ITSA and ITSS enrollment terms for the 2018-19 academic year.

30 Week Campus Starts	42 Week Campus Starts	30 Week Full IDL Starts	42 Week Full IDL Starts	ITSS Starts
7/27/2018	7/3/2018	7/9/2018	7/31/2018	8/6/2018
8/31/2018	8/21/2018	8/13/2018	9/18/2018	10/1/2018
10/5/2018	10/9/2018	9/17/2018	11/6/2018	11/19/2018
11/9/2018	11/27/2018	10/22/2018	1/2/2019	1/14/2019
12/14/2018	1/22/2019	11/26/2018	2/19/2019	3/4/2019
1/25/2019	3/12/2019	1/7/2019	4/9/2019	4/22/2019
3/1/2019	4/30/2019	2/11/2019	5/28/2019	6/10/2019
4/5/2019	6/18/2019	3/18/2019	7/16/2019	7/29/2019
5/10/2019	8/6/2019	4/22/2019	9/3/2019	9/16/2019
6/14/2019	9/24/2019	5/27/2019	10/22/2019	11/4/2019
7/19/2019	11/12/2019	7/1/2019	12/10/2019	12/23/2019
8/23/2019	12/31/2019	8/5/2019		
9/27/2019		9/9/2019		
11/1/2019		10/14/2019		
12/6/2019		11/18/2019		
		12/23/2019		

School Holidays

MyComputerCareer will be closed and not hold classes on the following holidays: New Year’s Day, Memorial Day, Fourth of July, Labor Day, Veterans Days, Thanksgiving Day and the week of Christmas.

Attendance Policy

Attendance is critical to the success of students who attend the programs at MyComputerCareer. Absences can prevent students from succeeding in class and hinder their preparation for starting a career in the computer industry. MyComputerCareer will record attendance for students. In Clock Hour Programs, a maximum of 10% of excused absences is permitted by the school towards the attendance completion requirement. In Credit Hour Programs, a maximum of 20% of excused absences is permitted by the school towards the attendance completion requirement.

Absences

Students are expected to attend each class session on time and participate actively in class. Students are also expected to complete the required number of laboratory hours each week. If a student will be absent from class, they are expected to inform the instructor by email or phone prior to the start of class. The accumulation of absences exceeding 20% of scheduled clock hours for a Credit Hour program (10% for Clock Hour programs) can be grounds for dismissal from their program. Students who are dismissed from their program may not reenter before the start of the next grading period. **Students with no attendance for 14 consecutive calendar days are subject to dismissal for violation of the attendance policy.** Dismissed students must submit an appeal to the Campus Director within 10 days of termination. Approval of appeal is at the discretion of the Appeals Committee. Please reference the Appeals Process on page 18.

Make-up Work

Students that need to complete missed assignments and receive additional review of topics missed in class may do so in flex-time. Students doing so should complete all hours, assignments and/or make-up work associated with the first half of the program by the midpoint of the program. Students who do not complete all the hours and assignments in the first three courses are subject to Academic Termination as outlined in the SAP Policy on pages 16-17. All hours, assignments and/or make-up work associated with the second half of the program should be completed by the Lab End Date. Students who do not complete all the hours and assignments during the last three courses by the Lab End Date are subject to Academic Termination as outlined in the SAP Policy. All required hours, assignments and makeup work must be completed within 125% of the published length of the program.

Tardiness & Early Departures

Students are expected to be on time for all class sessions, exams, material review sessions, and so forth. Tardiness is defined as any time missed after the start of class. Early Departure is defined as any time remaining prior to the end of class. Tardiness and early departures are recorded on a real-time basis with students logging in immediately upon arrival and immediately upon departure. Consistent tardiness can adversely affect the learning environment. Excessive tardiness or early departures can result in not meeting the required hours for the training program. Students falling below these minimum requirements may be dismissed from the program as outlined in the Satisfactory Academic Progress Policy.

Accordingly, a student who is late for class or departs class early on a regular basis is at risk for dismissal from the training program due to not meeting the minimum Attendance requirements of 80% attendance. If the student does not meet 80% attendance at midpoint, the student is Academically Terminated. If the student appeals the Academic Termination and the appeal is approved, the student will be placed on Academic Probation. The student will be placed on probation and an academic plan will be developed and provided to the student. This plan must allow the student to meet SAP standards by the Maximum Time Frame of the program. The student's progress will be evaluated at the end of one payment period as is required of a student on probation status, to determine if the student is meeting the requirements of the academic plan. Students not meeting these requirements at this evaluation will no longer be eligible for Title IV aid.

Leave of Absence

A leave of absence (LOA) may be permitted when a student faces a temporary problem such as military deployment, accident, death in the family, change in teaching methodology or other emergency. Any student who seeks a leave of absence must submit the signed, dated request in writing and specify a reason to the Campus Director prior to the beginning date of the LOA, unless unforeseen circumstances prevent a student from doing so. An email may be accepted as deemed necessary by the Campus Director. Corroborating documentation may be required. The granting, denial, and duration of a leave of absence will be done on a case-by-case basis at the sole discretion of MyComputerCareer. In order for a leave of absence to be granted, MyComputerCareer must have a reasonable expectation that the student will return to the program at the end of the leave of absence. Students returning from an LOA will enter at the appropriate place during the next available class as determined by the Campus Director. If a student fails to reenter the class at the end of the leave of absence, the student will be academically terminated from the program. Students have 10 days to appeal termination. The leave of absence(s) is limited to 180 calendar days in any 12-month period or one-half the published program length, whichever is shorter. An approved LOA may be extended for an additional period of time provided that the extension request meets all of the above requirements.

Repeats, Incomplete and Remedial Courses, Course Withdrawals and Terms

Repeat subjects in the classroom training environment are generally not allowed and any exceptions must be discussed with the instructor for the class and the Campus Director. Any assignments and/or clock hours completed during a course repeat will be added to the qualitative and quantitative measurements that will be evaluated at the next evaluation point. Because MyComputerCareer is focused on overall competency by program completion, students can, during a repeat or at any other time prior to their MTF, repeat graded work and if a higher score is achieved, the lower grade will be replaced.

MyComputerCareer does not utilize an incomplete grade status, does not allow individual course withdrawals nor offer remedial programs. We do not offer summer terms, therefore all periods of enrollment count towards SAP including periods when a student does not receive Title IV aid. Additionally, changes in a major and pursuit of a second degree is not applicable due to only having one Associate Degree program (Westerville, OH only).

Transfer of Credit Policy

MyComputerCareer will consider credit for previous training and education that a student has received at another institution that is related to the program in which they are enrolled. The student must notify their Director of Admissions, prior to enrollment, of previous training or education that they would like to have considered for transfer. Any courses to be considered must have been passed with a "C" (70%) or better and must be from an accredited institution or provided by the U.S Military. Transcripts must be provided at the time of the request. Students seeking credit for any course that provides training towards a certification must provide proof that they have passed the National certification exam that is still active and must pass an equivalent course practice exam with a 90% or better. General Education courses in the

Associates Degree program do not require an exam for transfer credit review. A member of the Transfer Credit Review Committee will review the documentation provided to arrive at a final decision. If credit is awarded, the tuition will be reduced by a prorated amount, and the program length will be adjusted. If transfer credit is denied, an appeal must be submitted to the Campus Director within 10 days of the denial and prior to the start of classes. No fees will be assessed for the evaluation of transfer credit. Transfer credits from other institutions may not exceed 50% of the program.

All Credits earned at MyComputerCareer are eligible for transfer credit at any MyComputerCareer location, therefore the proof of certification and practice exam requirement outlined above is not needed for alumni.

MyComputerCareer will assist students wishing to transfer credits to another school by, for example, providing transcripts, syllabi, student catalog, etc. Requests can be made at any time by emailing the Campus Director. Clock or Credit hours earned at the institution will in all likelihood not transfer to another institution. Students should check with their transferring institution to determine if credits are likely to transfer. Military students seeking to use their veteran's benefits must provide their written transcript of previous training and education for evaluation for credit prior to enrollment at the school.

Dismissal from a Program

Students are expected to conduct themselves in a professional manner and to act, speak, and show respect to others as in a business environment. MyComputerCareer reserves the right to dismiss students for activities detrimental to themselves, other students, and the school. Reasons for dismissal include, but are not limited to, the following:

- Any Behavior that negatively affects the learning environment.
- Unlawful possession, use, or distribution of illicit drugs and alcohol.
- Providing false information required during the admissions process
- Violation of the terms and conditions of the Enrollment Agreement
- Falsifying student records
- Unsatisfactory Academic Progress
- Failure to attend for 14 consecutive calendar days.
- Nonpayment of any student loan

If a student is dismissed from the program and wants to re-enter the same program where they left off, they must go through the enrollment process within 180 days of withdraw date. After 180 days would be considered a new enrollment with transfer credit, where applicable. The Admission process is outlined on pages 11-12 depending on your State. Approval for reenrollment is at the sole discretion of MyCC.

Visitors

The Campus Director must approve all visitors to our campus. Visitors are not permitted in our classrooms and are to remain in the lobby area. Bringing children to campus during class or flextime is prohibited.

Software Piracy, Copyright Laws, and Internet Use

MyComputerCareer strictly prohibits the piracy of software and the violation of piracy and copyright laws.

MyComputerCareer reserves the right to dismiss students from the program who are found to be using the equipment of MyComputerCareer to illegally copy software or other copyrighted materials for their own gain. No student should attempt to copy, make available, or distribute copies of copyrighted material. Students will have access to the Internet for educational purposes only. Surfing the Internet or using any Internet based application during class is strictly prohibited, including all social networking sites and all web based messenger services, unless specifically required by labs and the instructor.

Grievance Procedure

All student complaints should be communicated to the Campus Director. Students that have addressed their concern to the Campus Director and have not reached their desired outcome, or have an issue directly related to the Campus Director are encouraged to write a letter to Tony, President of MyComputerCareer by going to <http://info.mycomputercareer.com/dear-tony>. The student will be contacted and an attempt will be made to resolve the complaint internally to the satisfaction of the student, within reasonable discretion. Students are encouraged to go through

this internal complaint process as a first attempt to resolve any complaints. If the complaint cannot be resolved, the student will be referred to the higher governing authority listed below:

Ohio students may contact the State Board of Career Colleges and Schools at 30 East Broad St. Suite 2481 Columbus, OH 43215-3414, Phone 614-466-2752 or toll free at 877-275-4219.

Indiana students may file a formal complaint at the Office of Career and Technical Schools located at 10 N Senate Avenue, Suite SE 308 Indianapolis, IN 46204, phone - 317-234-8338 or 317-232-1732 or email - OCTS@dwd.in.gov.

Texas students may file a formal complaint with TWC by completing the Student Complaint Form and following the instructions in the following link: <http://www.twc.state.tx.us/files/jobseekers/csc-401a-student-complaint-form-twc.pdf>. Additional information can be found at <http://csc.twc.state.tx.us/>.

North Carolina students may file a formal complaint by completing the Student Complaint Form and following the instructions in the following link: http://www.nccommunitycolleges.edu/sites/default/files/basic-page-file-uploads/proprietary-schools/fillable_student_complaint_form_-_arial.pdf

In addition, students can submit complaints to **ACCET** by following the complaint procedure posted in each campus or by clicking on the following link that contains their contact information: http://docs.accet.org/downloads/docs/doc49_1.pdf. ACCET’s address and phone number are as follows: 1722 N Street, NW Washington, DC 20036 Telephone: 202-955-1113.

Drug and Alcohol Prevention Policy, Tobacco Use, Clery Act, VAWA

Tobacco use of any kind (e-cig, chewing tobacco, etc.) is prohibited on campus. All employees and students are forbidden to use, possess, transfer or sell illegal drugs on company premises. Violators will be subject to disciplinary action, including immediate discharge for employees and expulsion for students. All employees and students are forbidden to use, possess or be under the influence of alcohol on company premises. Violators will be subject to disciplinary action that may include immediate discharge for employees and expulsion for students. All employees and students are prohibited from being under the influence of any drug on company premises. Any off-duty employee or student who is arrested for possession, use, being under the influence of or selling illegal drugs will be suspended pending the outcome of the judicial proceedings. The employee or student will be discharged or dismissed if subsequently convicted of a drug-related crime. Illegal use, possession or distribution of drugs is subject to criminal legal sanctions under local, state and federal law. Additional information on this topic as well as detailed information on the Clery Act, VAWA and Campus Crime and Safety can be found on our website at <http://www.mycomputercareer.edu/additional-disclosure-documents/>.

Grades & Graduation Standards

The following is the grading scale based on the percentage of points earned over the length of a program or course.

% Of Total Points Earned	Letter Grade
90-100	A
80-89	B
70-79	C
60-69	D
59 or below	F
Temporary Leave of Absence	L

Vocational Clock Hour Programs

The final program grade of the student will be comprised of four different components, each critical to the success of the student. The following table shows the percentage of the total grade each of the four components comprises:

Criteria	% Of Total Grade
Final Exam	30%
Quizzes	30%
Simulations	20%
Certification Exams	20%

A student must achieve the following to graduate from a **clock hour** program at MyComputerCareer:

- Cumulative grade percentage of 70% or higher
- Completion of 90% of the scheduled clock hours.
- Completion of the graduation requirements within the maximum program length, which is 125% of the published length of the program.

Vocational Credit Hour Programs

The final grade will be comprised of multiple components, each critical to the success of the student. Refer to the course syllabus for each course breakdown. The following table shows the common breakdown of the final grade:

Criteria	% Of Total Grade
Final Exam	40%
Post Assessments	20%
Simulations	20%
Graded Labs	10%
Homework Assignments	10%

A student must achieve the following to graduate from a **credit hour** program at MyComputerCareer:

- Completion of all credit hours in the program
- Cumulative grade percentage of 70% or higher
 - Minimum GPA of 60% is required for individual courses.
- Completion of 80% of the scheduled clock hours.
- Completion of the graduation requirements within the maximum program length, which is 125% of the published length of the program.

~ All graduates will receive a Certificate of Completion from MyComputerCareer.

Satisfactory Academic Progress

Progress Standards for CREDIT HOUR Programs: Progress Standards for CREDIT HOUR Programs:

- A. Quantitative progress is based upon the completion of credit hours and clock hours. A student must have earned all the scheduled credit hours at the point of evaluation **and** completed 80% of their scheduled clock hours.
- B. Qualitative progress is based upon the cumulative grade point average. The minimum cumulative GPA required is 70%.
- C. Students must be progressing at a rate which would allow them to complete their program within 125% of the scheduled weeks for the program.

All students are provided an On-Track Progress Check (OTPC) at the end of each course. This check provides the student a status update on the course just completed, cumulative GPA and attendance towards meeting graduation requirements.

All Quarter Credit Hour programs are less than one year in length. Eligible Title IV disbursements will be made at the beginning of each program and again at the program midpoint. SAP will be evaluated at the scheduled program midpoint, the program end date and the program maximum time frame (or 125% date). At each evaluation period both quantitative and qualitative progress will be measured, which specifically includes grades and attendance as outlined above in the Progress Standards description. Students that do not meet SAP standards at midpoint or lab end date will be Academically Terminated as defined below.

Academic Probation:

Students not meeting the SAP standards at midpoint will be notified via email of their Academic Termination. When a student loses Title IV eligibility and is academically terminated because s/he failed to make satisfactory progress and an appeal is approved, the student will be placed on Academic Probation. The student will be placed on probation and an academic plan will be developed and provided to the student. This plan must allow the student to meet SAP standards by the Maximum Time Frame of the program. The student's progress will be evaluated at the end of one payment period as is

required of a student on probation status, to determine if the student is meeting the requirements of the academic plan. The student is eligible to receive Title IV aid as long as the student continues to meet those requirements and is reviewed according to the requirements specified in the plan. Students not meeting these requirements at this evaluation will no longer be eligible for Title IV aid.

Appeal Process:

Students academically terminated from MyComputerCareer will be notified via email of their dismissal. The student may submit a written appeal (email is an accepted form of written communication) to the Campus Director within 10 days of the dismissal notification. Appeals are granted for mitigating circumstances defined as; documented student illness/injury which is an emergency or severe in nature, death of an immediate relative, personal tragedy or natural disaster, called to active military duty and/or other mitigating circumstances that are not everyday occurrences of life and are beyond your control. The appeal must include a definitive statement from the student defining the mitigating circumstances as to why s/he failed to meet SAP standards and what has changed in the student's situation that will allow him/her to meet SAP standards at the next SAP evaluation. Students that have submitted an appeal will not be considered terminated until a decision to approve or deny the appeal is made by the appeal committee. Students are therefore expected to attend school during the appeal process. Before an appeal may be granted, a written academic plan must be provided to the student, which clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed. MyComputerCareer will recognize an automatic request for appeal for a 14 consecutive day absence if a student's last day of attendance is within 24 days from their scheduled graduation date and have met all graduation requirements.

The Appeals Committee, composed of the Campus Director and the Director of Education, or two members of the executive leadership as needed, will examine all appeals. The approval or denial of the appeal is at the sole discretion of the committee. The student will be sent the committee's decision within 30 days of the Campus Directors receipt of the appeal. The decision of the committee is final. The withdrawal calculation for students whose appeal is denied will be based upon their last day of attendance.

Transfer Students:

Students awarded transfer credit will have their enrollment term adjusted based on the number of Quarter Credit Hours remaining. Transfer hours will be counted toward the maximum timeframe. SAP will be evaluated at the regular scheduled program midpoint, end point, and the prorated program maximum time frame (125% of the hours completed at this institution). Qualitative and Quantitative measures will be based only on credits earned at this institution.

Attendance & Progress Standards for VA Students in North Carolina

VA students will be evaluated at the end of each month. If a student failed to meet standards (70% attendance, 70% grade average) during that month, s/he will be placed on probation for the following month. At the end of the month of probation, if the student continued to fail to meet standards (70% attendance, 70% academic standards), s/he will be terminated. Summary: 1 month below standards; 1 month on probation; then termination. Effective 2/1/2016

VA Re-entry Policy: updated 10/29/2018

Once a student is terminated, the following actions will be accomplished for re-entry:

- Student must be terminated for a period of 60 days before consideration for re-entry,
- Student will submit a new application for admission,
- The Appeals Committee will evaluate student's written request and status; determine the student has sufficient ability and potential to warrant a 2nd entry,
- Campus Director will provide the student 1) letter of re-entry, 2) contract for re-entry specifying hours of pursuit, 3) notification that student is on VA probation for two months after re-entry
- If the student has not obtained standards of progress at the end of two months, s/he will be terminated and will not receive future consideration for re-entry.

Attendance & Progress Standards for VA Students enrolled in Ohio

Effective for all cohorts with classes starting after June 1, 2016. Updated 12/1/2018.

VA students must meet all academic standards of progress for MyCC including, but not limited to the Satisfactory Academic Progress policy. In addition, VA funded students will be evaluated at the end of each course (five weeks for the 30 wk. program, seven weeks for the 42 wk. program) to maintain eligibility for GI Bill® certification. At the end of each course VA funded students must meet the following non-cumulative standards:

- GPA of 70% or higher for that course.
- Attendance of 80% of scheduled clock-hours or higher for that course.

Students not meeting this requirement at the end of any course will be placed on VA Academic Probation and will be reported to the VA. Students on VA Academic Probation will have until the end of the next course to meet these standards. When the above standards are met the student will be removed from VA Academic Probation. Failure to meet these standards by the end of the probationary period will result in an Academic Termination. Students wishing to appeal this action due to mitigating circumstances must do so in writing within 10 days. Please refer to the appeal process on page 18 of the catalog.

Confidentiality of Student Records

The policy of MyCC is to comply with the Family Educational Rights and Privacy Act (FERPA) and, in so doing, protect the confidentiality of personally identifiable educational records of students and former students. The student has the following rights: the right to inspect and review his/her education records within 45 days of the day the school receives a request for access; the right to request an amendment of his/her education records that the student believes are inaccurate or misleading; the right to consent to disclosures of personal identifiable information (pii) contained in his/her education records except to the extent that FERPA authorizes disclosure without consent; and the right to file a complaint with the U.S. Department of Education concerning alleged failures by MyCC to comply with the requirements of FERPA. A health and safety exception permits the disclosure of pii from a student's record to appropriate parties if knowledge of the information is necessary to protect the health or safety of the student or other individuals from an immediate threat.

Tuition Payment

MyComputerCareer accepts tuition payment in the form of check, money order, credit card and student loans where available. Payments at the Columbus, OH, Raleigh, NC and Charlotte, NC campuses can only be received up to 50% of the total tuition prior to the program's midpoint. The remainder of the tuition may be collected only when the student has completed one-half of the program. MyComputerCareer accepts the following Federal Student Aid:

- Federal Pell Grants
 - A Pell Grant is awarded based on need and don't have to be repaid. They can be awarded to students who have not yet earned a bachelor's degree. The maximum Pell Grant award for the 2017/18 award year is \$5920, however, the actual award depends on the student's financial need (Estimated Family Contribution / EFC), the Cost of Attendance and the length of the academic year in which the student is enrolled. Not all students qualify.
- William D. Ford Federal Direct Loans - Loans that must be repaid plus interest
 - Subsidized Loans - Based on financial need. The federal government pays interest while the student is in school and during deferment.
 - Unsubsidized Loans - Based on the student's education costs and other aid received. Interest accrues immediately.
 - Direct Plus Loans – Available to parents of dependent students. They are unsubsidized.

MyComputerCareer also accepts WIA & TAA vouchers, and the GI Bill®. Tuition payment must be arranged or received before the 1st day of the scheduled start of their program. Financial institutions providing student loans may be given other payment terms and may charge their own fees for lending including interest, origination fees, and any and all other fees any institution may charge. Student loan applications are available through the Admissions Director or Financial Aid Counselor if you don't seek private lending on your own. For more information about private lending options please visit the Financial Aid Disclosures and Application Process section at www.mycomputercareer.edu/additional-disclosure-documents/. MyComputerCareer has no control over the fees charged by lending institutions. Any funds that are not paid at the time of obligation by the student are subject to collection. Additionally, students are subject to termination for nonpayment. MyComputerCareer will attempt to recover the funds from the student prior to turning the debt over to a collection agency. Institutional scholarships and/or grants where applicable are outlined in the campus specific section at the end of this catalog. MyComputerCareer will also charge a \$50.00 service fee for any returned checks that are given to the school as payment for tuition.

Title IV Credit Balance

Whenever MyComputerCareer disburses Title IV funds by crediting a student's account and the total amount of ONLY Title IV funds credited exceeds the amount of tuition, fees and other authorized charges assessed to the student, the excess is considered a Title IV Credit Balance. Title IV Credit Balances will be paid to the student or parent within 14 days of the disbursement that created the excess or as per instructions supplied by a completed "Authorization to Hold or Release Funds" form.

Title IV Overage

Whenever MyComputerCareer disburses Title IV funds and/or other sources of funding by crediting a student's account and the total amount of ALL funds credited exceeds the amount of tuition, fees and other authorized charges assessed to the student, the excess that is not a Title IV Credit Balance is considered an Overage. Overages will be evaluated and paid to the student or parent according to the timeline specified below or as per instructions supplied by a completed "Authorization to Hold or Release Funds" form.

Overage Evaluation and Payment

If the overage occurs before the student reaches the program midpoint the overage will be paid within a few weeks of the disbursement that created the overage. After the program midpoint the student's account will be evaluated for an overage and overage payment after the student reaches the eighty percent point of the program.

MyComputerCareer is governed by the Department of Education, the states in which we do business and our accrediting body, amongst others. Our policies and procedures follow the guidelines set forth by each of these organizations. In the event the rules and regulations of our governing bodies prohibit MyComputerCareer from paying a credit balance or overage according to the time frames set forth above, the rules and regulations of that governing body will supersede those of MyComputerCareer.

Title IV Funds Return

Students who receive Title IV aid (Federal Pell, Federal SEOG, Federal Subsidized and/or Federal Unsubsidized Stafford loans and PLUS.) and withdraw from school are subject to the Return of Title IV aid regulations. (Federal law now requires that a student must "earn" the aid that they receive.) When a student withdraws from school, the school is required to determine the amount "earned" using the Return of Title IV regulations. When calculating a R2T4 the department of education determines a student earns quarter credit hours when they have completed academic work to receive a passing grade in the course. This calculation is based on the percentage of the period completed and the pace, where necessary, at which the student is progressing. The percentage of the period completed is determined by dividing the number of calendar days completed in the payment period as of the student's last day of attendance by the total number of calendar days in the period unless the student is not on pace to complete the payment period within the expected timeframe. If the student is not on pace, the payment period will be lengthened based on the student's rate of progress. If the student completes more than 60% of the payment period it is determined that all the aid has been earned. If a student completes 60% or less of the payment period, the earned and unearned portion will be calculated.

- The "unearned" portion of the institutional charges will be returned by the institution to the appropriate Title IV program. The institution will then bill the student for the amount of institutional charges that were returned in excess of the college's refund policy.
- The "unearned" portion of the aid that was disbursed directly to the student will also be calculated. If applicable, the student will owe repayment to the Title IV programs. The student will receive an overpayment letter and will be given 45 days to make the repayment. The student will be eligible for further Title IV aid during the 45-day period but will become ineligible after the 45 days has passed. The student will remain ineligible until the funds are repaid or satisfactory payment arrangements have been made with the Department of Education.
- Last day of verifiable attendance will be considered the withdrawal date for official or unofficial withdrawals.
 - **Official Withdrawal** – Formal notice of intent to WD in (writing, email, verbal) to the Campus Director.
 - **Unofficial Withdrawal** – 14 consecutive days of no attendance.
- The timeframe for the return of Title IV program funds is forty-five days from the Date of Determination (DOD) unless the State or other governing body in which the school is operating has a more stringent deadline.

The school will return Title IV funds to the programs from which the student received aid during the payment period as applicable, in the following order, up to the net amount disbursed from each source:

- Unsubsidized Direct Stafford loans
- Subsidized Direct Stafford loans.
- Direct PLUS loans.
- Federal Pell Grants for which a return of funds is required.

If a student started and qualified for a disbursement of **Pell**:

1. The funds can be disbursed without student authorization as per the “Treatment of Title IV Funds When Student Withdrawals” (R2T4) calculation and no later than 180 days of the DOD as a post withdrawal disbursement.
2. If an individual completed a FAFSA and clears Verification or a C Code they can also become eligible for a post withdrawal disbursement or late disbursement of Pell (not direct loans) w/in 180 days of the DOD.
 - a. Any post-withdrawal disbursement of grant funds that is not credited to the student's account will be disbursed no later than 45 days after the date of determination that the student withdrew.

If a student started and qualified for a disbursement of **Direct Loan**

1. The funds can be disbursed only after authorization from the borrower as per the “Treatment of Title IV Funds When a Student Withdrawals” (R2T4) calculation and no later than 180 days of the DOD.
2. In the unusual circumstance where a post withdrawal disbursement can be requested during the second payment period the disbursement must happen within 180 days of the students last date of attendance.

A student may be eligible for a **post-withdrawal disbursement** if, prior to withdrawing, the student earned more federal financial aid than was disbursed. If a student is eligible for a post-withdrawal disbursement for Title IV funds, it will be processed for the student and a refund will be issued within 14 days of the credit balance.

If the post-withdrawal disbursement includes loan funds, MyCC must get the student’s permission before it can disburse the loan. Students may choose to decline some or all of the loan funds so that s/he does not incur additional debt. A notice will be sent out to the student, and the signed, original document must be returned to the School within 14 days.

MyComputerCareer may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees. However, the school needs the student’s permission to use the post-withdrawal grant disbursement for all other school charges. If the student does not give his/her permission, the student will be offered the funds. However, it may be in the student’s best interest to allow the school to keep the funds to reduce the student’s debt at the school.

It is also important to understand that accepting a post-withdrawal disbursement of student loan funds will increase a student’s overall student loan debt that must be repaid under the terms of the Master Promissory Note. Additionally, accepting the disbursement of grant funds will reduce the remaining amount of grant funds available to the student should the student continue his/her education at a later time.

Exit Counseling

Within 30 days of graduating or leaving school, Direct Loan borrowers must complete exit counseling. The Direct Loan Exit Counseling will explain your rights and responsibilities as a Direct Loan borrower and help with repayment information and options. Exit counseling is to be done at:

<https://studentloans.gov/myDirectLoan/index.action>

Instructional Equipment

At MyComputerCareer, the computers used by students in the classrooms have a minimum of the following specifications:

- 2MB Cache, 2.3 GHz processor
- 8GB DDR4-2133 SODIMM memory

MyComputerCareer

- Wireless 802.11 (1x1) AC 2.4 + 5GHz
- 512 MB graphics card
- 500 GB Hard Disk Drive, 7200rpm, 2.5” SATA6Gb/s 32 MB Cache

Student Catalog

- Network Adapter
- 15.6" LED LCD Display

All equipment provided for the use of students is strictly for educational purposes only. The computers are not for the personal use of the students and students may not download or install any software on the computers without the prior authorization of the instructor. Personal devices of the students can be used to take notes, but under no circumstances can be plugged into the network for privacy and security reasons. Piracy of software is illegal and will not be tolerated.

Career Services

MyComputerCareer provides lifetime career services to students currently enrolled in or graduates of any vocational program at MyComputerCareer.

Career services at MyComputerCareer consist of but are not limited to:

1. Resume preparation assistance
2. Cover Letter preparation assistance
3. Interview preparation
4. Job referrals
5. Career counseling
6. Application Assistance
7. On-site Certification Test Center
8. Refresher Courses for Alumni

Students are encouraged to meet with their Career Services Director often to discuss the status of their career search and their training stage and certification level. The Career Services Director will serve as a liaison between the student and employers and continually works to build and improve relationships with local employers in the area. MyComputerCareer cannot by law, guarantee a job upon completion of the student's program.

Transcript Request

Students may request a copy of their academic transcript at any time by visiting the campus, calling the campus directly or emailing the Campus Director. There is no transcript release fee at this time.

Vocational Program Offerings

Definitions:

1. Lecture hours are defined by ACCET as “instructional hours consisting of theory or new principals.
2. Lab Hours are defined by ACCET as “Instructional hours consisting of supervised student practice of a previously introduced theory/principle during which practical skills are developed and reinforced.
3. Academic Definition of a Credit: Vocational program lengths are measured in Quarter Credit Hours using the Carnegie clock-to-credit conversion. One (1) Quarter Credit Hour is equivalent to ten (10) Lecture Hours. One (1) Quarter Credit Hour is also equivalent to twenty (20) Lab Hours.
4. Financial Aid Definition of a Credit: The Financial Aid for eligible vocational programs is measured in Quarter Credit Hours. The institution uses the approved method of: one Quarter Credit Hour is equivalent to twenty (20) Clock Hours of scheduled attendance with each Quarter Credit Hour requiring a minimum of five (5) hour of homework.

Student Right-to-know Act

MyComputerCareer, acting in compliance with the Student Right to Know Act, is happy to provide information on the graduation rates of our cohorts of full-time, first-time, certificate-seeking undergraduates, that have received financial aid. You can find this information along with details on other general information such as student diversity at the College Navigator link located here: www.mycomputercareer.edu/additional-disclosure-documents/

Gainful Employment Program Disclosures and Consumer Information:

<http://www.mycomputercareer.edu/additional-disclosure-statements/>

Raleigh Programs and Campus Staff

5511 Capital Center Dr. 500 Raleigh, NC 27606 ~ 919-371-4820

Faculty & Staff

Michael SanFilipo – Campus Director
Butch Dyer – Assistant Campus Director
Matt Mosley – VP of Online Operations
Brian Lewis – Military Education Benefits Director
Malik Simmons – Career Services Director
Mike Rumble – Career Services Director
Jennifer Price – Financial Aid Analyst
Felicia Robinson – Financial Aid Counselor
Renata Buchanan – Admissions Advisor
Greg Miller – Admissions Director
Cedrick Crudup – Admissions Director
Sean Giberson – Instructor
Ray Downing – Instructor
Alexander Kinyara – Instructor
William Drosdick – Instructor
Tim Couto – Lead Instructor
Lloyd Walker – Lab Assistant
Steven Kollar – Lab Assistant
Chadwick Hawkins – Office Administrator (PM)
Aleasia McNair – Office Administrator (AM)
Samantha Werley – Office Administrator (PM)
Toni Hunter – Office Administrator (AM)

Programs

Raleigh Gainful Employment Program Disclosures:

<http://www.mycomputercareer.edu/raleigh-campus-disclosure-documents/>

IT ProCareer 08 Program

Weeks in Program: 33

Clock Hours: 432

Program Tuition

The IT ProCareer 08 Program consists of courses that provide the knowledge and skills to help students obtain a well-rounded education. This program is also designed to assist them in their preparation to take certification exams. The total cost for the program is \$19,515, which includes the following software and materials.

Total Program Cost	\$19,515.00
Tuition	\$16,036.00
Computer*	\$600.00
Software Package*	\$300.00
Curriculum*	\$1,440.00
IT Practice Exams*	\$1,039.00
Registration Fee	\$100.00

*These items are non-refundable once issued to the student.

Program Curriculum with Course Titles and Hours

The clock hours are distributed over the weeks of instruction. All program clock hours must be completed on-site at the institution. At the completion of the program, if all requirements for graduation as found under the "Graduation" section of the Catalog have been met, students will receive a Certificate of Completion from MyComputerCareer.

Course Number	Course Title	Lecture Hours*	Laboratory Hours**	Total Hours
C10108	Computer Hardware	52	30	82
C20108	Introduction to Networking	48	30	78
M70108	Operating Systems	48	30	78
M40108	Server	40	25	65
M50108	Network Infra. and Config.	40	24	64
M60108	Server Administration	40	25	65
	TOTAL HOURS	268	164	432

Program Course Objectives and Descriptions

The objective of this program is to provide the technical skills and knowledge identified below along with the professional soft skills needed to start and maintain a career in the IT Industry.

C10108 – Computer Hardware (82 Hours): Students will learn multiple skills including installing, building, upgrading, repairing, configuring, troubleshooting, optimizing, and diagnosing computer hardware & operating systems. Students will also learn to remotely services computers and other devices. Upon successful completion of this course students will be prepared for entry level jobs involving computer setup and repair. Common job titles for positions with these skills are: Help Desk Technician, Support Specialist, and Repair Technician.

C20108 – Introduction to Networking (78 Hours): Students will learn networking fundamentals including installing, operating, & troubleshooting enterprise networks. Students will also learn to implement network security with different types of equipment. Students will be prepared to take certification exams related to networking and will be prepared for entry level job requirements involving computer networking and connectivity. Common job titles for positions with these skills are: Help Desk Technician, Network Operations Technician, and Jr. Network Admin.

M10708 – Operating Systems (78 Hours): Students will learn to install, upgrade, and configure the Windows 7 operating system. A review of other operating systems is also included. Students will learn skills involving network connectivity, user account, security, and Internet Explorer configuration and troubleshooting. Students will be prepared to take certification exams related to operating systems and be prepared for employment requirements that involve supporting and troubleshooting users and operating systems. Common job titles for positions with these skills are: Help Desk Technician, System Support Specialist, and Workstation Support Analyst.

M40108 – Server (65 Hours): Students will learn to install, configure, and manage servers, network resource management control, and troubleshooting. User account implementation and resource access control are also taught in a simulated business environment. Various types of servers are discussed as well as the functions related to each. Students will be prepared to take certification exams related to Servers and Active Directory functions. Students will be prepared for employment opportunities involving supporting network servers and related functions. Common job titles for positions with these skills are: Server Analyst, Configuration Specialist, Sr. Help Desk Technician, and Network Operations Technician.

M50108 – Network Infrastructure and Configuration (64 Hours): Students will learn advanced server management techniques including TCP/IP and other protocols, DNS, DHCP, WINS, VPN, RRAS, subnetting, security templates, and software updates commonly used in a network involving communication between servers and workstations. Students will be prepared to take exams related to Network Infrastructure and be prepared for employment requirements in positions such as a Network Administrator, Systems Management Specialist, LAN Administrator, and Network Support Analyst.

M60108 – Server Administration (65 Hours): Student will learn to network architecture and administration techniques including managing the server operating system, file, security, directory services, software distribution and updates, and profiling and monitoring assigned servers. Students will be prepared to take certification exams related to Server Administration. Common job titles for these skills are: Systems Security Administrator, Network Design Analyst, and Network Administrator.

Job opportunities exist within all levels of the economy from government employment, employment with Fortune 100 and 500 companies, and small businesses. Opportunities exist in all types of settings for these types of positions.

IT ProBasic Program

Learning Methodology: Resident, Hybrid IDL or Full IDL

Program Clock Hours: 360

Quarter Credit Hours: 18

Enrollment Term: 15, 21 or 24 weeks

Award Attainment: Certificate

Program Cost	\$	14,887.00
Tuition	\$	12,745.00
Computers*	\$	728.00
Curriculum*	\$	1,314.00
Registration Fee*	\$	100.00

*These items are non-refundable once issued to the student.

The IT ProBasic Program consists of three courses that provide the knowledge and skills to help students obtain a well-rounded education. Upon completion of the program, the candidate will have valuable understanding and skills in basic hardware installation, troubleshooting and maintenance and networking.

Vocational Objectives:

The objective of this program is to provide the technical skills and knowledge identified in the course descriptions below along with the professional soft skills needed to start and maintain a career in the IT Industry. Job opportunities exist within all levels of the economy from government employment, employment with Fortune 100 and 500 companies, and small businesses. Opportunities exist in all types of settings for these types of positions such as:

- Level I, II and III Help Desk Support
- Technical Support Engineers
- PC Repair Technicians
- Technical Consultants

Course Sequence and Descriptions: Courses can be taken in any order.

Computer Essentials (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

To provide the student with the knowledge necessary to identify, install, configure, upgrade and troubleshoot personal computer components, laptops and portable devices, operating systems, printers and scanners, networks, security, understand safety and environmental issues, upgrade and troubleshoot personal computer components, operating systems, laptop/portable computers, printers and scanners. As well as, identify the fundamental principles of wired/wireless networks, computer security, safety, environmental issues, and proper employee communication and professionalism for business operations.

Networking I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

To provide the student with technical competency in networking administration and support. The student will demonstrate critical knowledge of network technologies, media and topologies, network devices, network management, network tools and network security.

Operating Systems I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

This course introduces students to various types of operating systems. Emphasis is placed on overall concepts, installation, maintenance, management, resources, and security. Students will be introduced to operating systems from both a client and a server perspective.

Information Technology Security and Administration (ITSA)

Learning Methodology: Resident, Hybrid IDL, Full IDL

Program Clock Hours: 720

Quarter Credit Hours: 36

Enrollment Term: 30, 42 or 48 Weeks

Award Attainment: Certificate

Program Cost	\$ 22,805.00
Tuition	\$ 19,251.00
Computer*	\$ 728.00
Curriculum*	\$ 2,726.00
Registration Fee*	\$ 100.00
* These items are non-refundable once issued to the student	

*These items are non-refundable once issued to the student.

The IT Security and Administration program includes six courses to prepare students to earn numerous computer industry certifications. Upon completion of the program, the candidate will have valuable understanding and skills in basic hardware installation, troubleshooting and maintenance, networking and topology support, security configuration and analysis, as well as the configuration, securing, maintenance and troubleshooting of a computer network. This includes security measures, web authentication, and extensive TCP/IP familiarity.

Vocational Objectives:

The IT Security and Administration program is designed for individuals seeking a career as an information technology (IT) professional working in the typically complex computing environment of medium to large organizations.

- Technical support engineers
- Systems Administrators
- Technical consultants
- PC Repair Technicians
- Level I, II and III Help Desk Support

The objective of this program is to provide the technical skills and knowledge identified below along with the professional soft skills needed to start and maintain a career in the IT Industry.

Course Sequence and Descriptions: Each course is typically 5-7 weeks long at 17-24 hours per week. Students will complete the first three courses listed below in any order before advancing to the final three courses which also can be taken in any order.

Computer and Security Essentials (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

To provide the student with the knowledge necessary to identify, install, configure, upgrade and troubleshoot personal computer components, laptops and portable devices, operating systems, printers and scanners, networks, security, understand safety and environmental issues, upgrade and troubleshoot personal computer components, operating systems, laptop/portable computers, printers and scanners. As well as, identify the fundamental principles of wired/wireless networks, computer security, safety, environmental issues, and proper employee communication and professionalism for business operations.

Networking I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

To provide the student with technical competency in networking administration and support. The student will demonstrate critical knowledge of network technologies, media and topologies, network devices, network management, network tools and network security.

Operating Systems I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

This course introduces students to various types of operating systems. Emphasis is placed on overall concepts, installation, maintenance, management, resources, and security. Students will be introduced to operating systems from both a client and a server perspective.

Server I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

To provide the student with the knowledge necessary to implement, administer and troubleshoot a server environment.

Client: (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

Students will learn to install, upgrade, and configure in demand work station operating systems. Students will learn skills involving network connectivity, user account, security, and Internet Explorer configuration and troubleshooting. Students will be prepared to take certification exams related to operating systems and be prepared for employment requirements that involve supporting and troubleshooting users and operating systems.

Networking and Security I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

To provide the student with the knowledge necessary to plan, configure, and operate simple WAN and switched LAN networks. Topics such as IPv6 basics, network device security, and establishing internet connectivity are covered. This course also focuses on securing business networks in the BYOD environment that exists today.

Cyber Security Engineer (CSE)

Learning Methodology: Resident, Hybrid IDL, Full IDL

Program Clock Hours: 720

Quarter Credit Hours: 36

Enrollment Term: 30 or 42 Weeks

Award Attainment: Certificate

Program Cost	\$24,805.00
Tuition	\$20,548.00
CEH Curriculum*	\$1,072.00
Curriculum*	\$2,435.00
CFRCurriculum*	\$650.00
Registration Fee*	\$100.00
* These items are non-refundable once issued to the student	

Program Description: The Cyber Security Engineer program includes six courses to prepare students to achieve Network Security skills and knowledge. These courses demonstrate a student’s skills in Network Infrastructure and Security. Upon completion of the program, the candidate will know how to plan, configure, and operate simple WAN and switched LAN networks. Students will also understand VLSM, IPv6, OSPF, and EIGRP protocols and learn to use access lists using NAT and DHCP. Students will be able to make the design and technology decisions necessary to ensure successful technology implementation projects. Students will learn how to summarize business and industry influences and identify the security risks associated with those relationships. Students will also learn how to apply security mitigation strategies and controls in an Enterprise environment. Students will also learn how to apply security mitigation strategies and controls in an Enterprise environment.

Vocational Objectives: The Cyber Security Engineer program is designed for individuals seeking a career as an information technology (IT) professional working in the typically complex computing environment of medium to large organizations. The student will also have developed professional skills to assist in the obtainment of work and promotion in the IT industry. Examples of occupations include, but are not limited to:

- Cisco Network Engineers
- Information System Security Specialist
- Network Engineer
- Systems Administrators
- Threat & Vulnerability Analyst
- Security Analyst

Course Sequence and Descriptions: Each course is typically 5-7 weeks long at 17-24 hours per week. Courses can be taken in any order.

Networking and Security III (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours): Students will learn how to configure, manage, and maintain routers in a complex networking environment. Students will learn to recognize and evaluate the following terms: VLSM, OSPF, and EIGRP protocols in relation to network configuration and how to use Access Control Lists and NAT to secure a network environment. The primary objective for this course is for students to gain an understanding of what it takes to install and maintain routing devices in an Enterprise environment.

Networking and Security IV (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours): This course will provide the knowledge and practical experience with the current essential security systems. Students will learn how intruders escalate privileges and what steps can be taken to secure a system. This course also focuses on addressing security issues to the latest operating systems and addresses developments in mobile and web technologies.

Networking and Security V (6 FIN AID QCH, 7.5 ACAD QCH, 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hrs, 120 Total Clock Hrs): Students will learn how to secure and manage all facets of your network from CPU cycles to software used by individuals or across a network. Students will learn how to implement and maintain an effective security strategy within your company's network infrastructure. This includes learning the knowledge of systems security, network infrastructure, access control, assessments, and audits.

Networking and Security VI (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours): Students will learn how to identify malware and gain an understanding of the approach required to mitigate these threats. Students will also learn about Advanced Persistent Threats (APTs) allowing for them to gain an enhanced ability to recognize threats across a broad attack surface. Students will learn to configure and use threat detection tools, perform data analysis, and interpret results to identify vulnerabilities, threats, and risks to an organization.

Networking and Security VIII (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours): Students will gain the technical knowledge and skills required to conceptualize, engineer, integrate and implement secure solutions across complex environments to support a resilient enterprise. Students will learn how to summarize business and industry influences and identify the security risks associated with those relationships. Students will also learn how to apply security mitigation strategies and controls in an Enterprise environment.

Networking and Security X (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours): Students will learn how to apply security governance principles in alignment with business goals and organizational processes in an Enterprise environment. The legal and regulatory concerns related to information technology security enforcement will be reviewed in this course. Physical and virtual asset security is defined along with the concepts relative to applying security engineering in the business environment.

Information Technology Security Specialist (ITSS)

Learning Methodology: Resident, Hybrid IDL, Full IDL

Program Clock Hours: 720

Quarter Credit Hours: 36

Enrollment Term: 30 or 42 Weeks

Award Attainment: Certificate

Program Cost	\$24,805.00
Tuition	\$21,113.00
CEH Curriculum*	\$1,072.00
Curriculum*	\$2,520.00
Registration Fee*	\$100.00
* These items are non-refundable once issued to the student	

The IT Security Specialist program includes six courses to prepare students to achieve System Administrator and Network Security skills and knowledge. Completion of these courses will demonstrate skills in Network Infrastructure and Security. Upon completion of the program, the candidate will know how to plan, configure, and operate simple WAN and switched LAN networks as well as know how intruders escalate privileges and what steps can be taken to secure a system.

Vocational Objectives: The IT Security Specialist program is designed for individuals seeking a career as an information technology (IT) professional working in the typically complex computing environment of medium to large organization. Occupations include, but are not limited to: Security Consultant, Systems Analyst, Firewall Engineer, Cisco Network Engineer, Infrastructure Network Engineer, Security Analyst, Data Security Engineer, IT Security Risk Management, Security Supervisor, Information System Security Specialist, Security Engineer, Information Security Officer, Threat & Vulnerability Analyst, Information Security Consultant, Protection & Control Specialist, Windows Security.

Course Sequence and Descriptions: Each course is typically 5-7 weeks long at 17-24 hours per week. Courses can be taken in any order.

Server I (6 FIN AID QCH, 7.5 ACAD QCH, 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours, 120 Total Clock Hours):

To provide the student with the knowledge necessary to implement, administer and troubleshoot a server environment.

Client (6 FIN AID QCH, 7.5 ACAD QCH, 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours, 120 Total Clock Hours):

Students will learn to install, upgrade, and configure in demand work station operating systems. Students will learn skills involving network connectivity, user account, security, and Internet Explorer configuration and troubleshooting. Students will be prepared to take certification exams related to operating systems (OS) and be prepared for employment requirements that involve supporting and troubleshooting users and OS's.

Networking and Security I (6 FIN AID QCH, 7.5 ACAD QCH, 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours, 120 Total Clock Hours): To provide the student with the knowledge necessary to plan, configure, and operate simple WAN and switched LAN networks. Topics such as IPv6 basics, network device security, and establishing internet connectivity are covered. This course also focuses on securing business networks in the BYOD environment that exists today.

Networking and Security III (6 FIN AID QCH, 7.5 ACAD QCH, 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours, 120 Total Clock Hours): Students will learn how to configure, manage, and maintain routers in a complex networking environment. Students will learn to recognize and evaluate the following terms: VLSM, OSPF, and EIGRP protocols in relation to network configuration and how to use Access Control Lists and NAT to secure a network environment. The primary objective for this course is for students to gain an understanding of what it takes to install and maintain routing devices in an Enterprise environment.

Networking and Security V (6 FIN AID QCH, 7.5 ACAD QCH, 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hrs, 120 Total Clock Hrs): Students will learn how to secure and manage all facets of your network from CPU cycles to software used by individuals or across a network. Students will learn how to implement and maintain an effective security strategy within your company's network infrastructure. This includes learning the knowledge of systems security, network infrastructure, access control, assessments, and audits.

Networking and Security IV (6 FIN AID QCH, 7.5 ACAD QCH, 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours, 120 Total Clock Hours): This course will provide the knowledge and practical experience with the current essential security systems. Students will learn how intruders escalate privileges and what steps can be taken to secure a system. This course also focuses on addressing security issues to the latest operating systems and addresses developments in mobile and web technologies.

Arlington Programs and Campus Staff

1701 E. Lamar Blvd. Suite 250 Arlington, TX 76006 ~ 817-210-6308

Faculty

- Jarvis Hill - Campus Director
- Samantha Weber – Asst. Campus Director
- Matt Mosley – VP of Online Operations
- Brian Lewis - Military Education Benefits Director
- Ashley Rapp – Career Services Director
- Andrea Hicks – Financial Aid Analyst
- Financial Aid Counselor – Susan Borgesi
- Dawn Polk – Admissions Director
- Tramaine Murray – Admissions Advisor
- Rachael Davis – Admissions Advisor
- George DeHaven – Instructor
- Sean Callinan – Instructor
- Austin Olide– Flextime Instructor
- Virginia Casablanca – Flextime Instructor
- Anthony Anderson – Lab Assistant
- Joe Glenn – Lab Assistant
- Crystal Sickels – Office Administrator (PM)
- Shannon Jurado – Office Administrator (AM)
- Tricia Franconi – Office Administrator

Programs

Arlington Gainful Employment Program Disclosures:

<http://www.mycomputercareer.edu/arlington-campus-disclosure-statements/>

Information Technology Security and Administration (ITSA)

Learning Methodology: Resident, Hybrid IDL, Full IDL

Program Clock Hours: 720

Quarter Credit Hours: 36

Enrollment Term: 30, 42 or 48 Weeks

Award Attainment: Certificate

Program Cost	\$ 22,805.00
Tuition	\$ 19,251.00
Computer*	\$ 728.00
Curriculum*	\$ 2,726.00
Registration Fee*	\$ 100.00
* These items are non-refundable once issued to the student	

The IT Systems Administrator program includes six courses to prepare students to earn numerous computer industry certifications. Upon completion of the program, the candidate will have valuable understanding and skills in basic hardware installation, troubleshooting and maintenance, networking and topology support, security configuration and analysis, as well as the configuration, securing, maintenance and troubleshooting of a computer network. This includes security measures, web authentication, and extensive TCP/IP familiarity.

Vocational Objectives:

The Systems Administrator program is designed for individuals seeking a career as an information technology (IT) professional working in the typically complex computing environment of medium to large organizations.

- Technical support engineers
- Systems Administrators
- Technical consultants
- PC Repair Technicians
- Level I, II and III Help Desk Support

The objective of this program is to provide the technical skills and knowledge identified below along with the professional soft skills needed to start and maintain a career in the IT Industry.

Course Sequence and Descriptions: Each course is typically 5-7 weeks long at 17-24 hours per week. Students will complete the first three courses listed below in any order before advancing to the final three courses which also can be taken in any order.

Computer and Security Essentials (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

To provide the student with the knowledge necessary to identify, install, configure, upgrade and troubleshoot personal computer components, laptops and portable devices, operating systems, printers and scanners, networks, security, understand safety and environmental issues, upgrade and troubleshoot personal computer components, operating systems, laptop/portable computers, printers and scanners. As well as, identify the fundamental principles of wired/wireless networks, computer security, safety, environmental issues, and proper employee communication and professionalism for business operations.

Networking I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

To provide the student with technical competency in networking administration and support. The student will demonstrate critical knowledge of network technologies, media and topologies, network devices, network management, network tools and network security.

Operating Systems I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

This course introduces students to various types of operating systems. Emphasis is placed on overall concepts, installation, maintenance, management, resources, and security. Students will be introduced to operating systems from both a client and a server perspective.

Server I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

To provide the student with the knowledge necessary to implement, administer and troubleshoot a server environment.

Client: (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours): Students will learn to install, upgrade, and configure in demand work station operating systems. Students will learn skills involving network connectivity, user account, security, and Internet Explorer configuration and troubleshooting. Students will be prepared to take certification exams related to operating systems and be prepared for employment requirements that involve supporting and troubleshooting users and operating systems.

Networking and Security I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

To provide the student with the knowledge necessary to plan, configure, and operate simple WAN and switched LAN networks. Topics such as IPv6 basics, network device security, and establishing internet connectivity are covered. This course also focuses on securing business networks in the BYOD environment that exists today.

Cyber Security Engineer (CSE)

Learning Methodology: Resident, Hybrid IDL, Full IDL

Program Clock Hours: 720

Quarter Credit Hours: 36

Enrollment Term: 30 or 42 Weeks

Award Attainment: Certificate

Program Cost	\$24,805.00
Tuition	\$20,548.00
CEH Curriculum*	\$1,072.00
Curriculum*	\$2,435.00
CFRCurriculum*	\$650.00
Registration Fee*	\$100.00
* These items are non-refundable once issued to the student	

Program Description: The Cyber Security Engineer program includes six courses to prepare students to achieve Network Security skills and knowledge. These courses demonstrate a student's skills in Network Infrastructure and Security. Upon completion of the program, the candidate will know how to plan, configure, and operate simple WAN and switched LAN networks. Students will also understand VLSM, IPv6, OSPF, and EIGRP protocols and learn to use access lists using NAT and DHCP. Students will be able to make the design and technology decisions necessary to ensure successful technology implementation projects. Students will learn how to summarize business and industry influences and identify the security risks associated with those relationships. Students will also learn how to apply security mitigation strategies and controls in an Enterprise environment. Students will also learn how to apply security mitigation strategies and controls in an Enterprise environment.

Vocational Objectives: The Cyber Security Engineer program is designed for individuals seeking a career as an information technology (IT) professional working in the typically complex computing environment of medium to large organizations. The student will also have developed professional skills to assist in the obtainment of work and promotion in the IT industry. Examples of occupations include, but are not limited to:

- Cisco Network Engineers
- Information System Security Specialist
- Network Engineer
- Systems Administrators
- Threat & Vulnerability Analyst
- Security Analyst

Course Sequence and Descriptions: Each course is typically 5-7 weeks long at 17-24 hours per week. Courses can be taken in any order.

Networking and Security III (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours): Students will learn how to configure, manage, and maintain routers in a complex networking environment. Students will learn to recognize and evaluate the following terms: VLSM, OSPF, and EIGRP protocols in relation to network configuration and how to use Access Control Lists and NAT to secure a network environment. The primary objective for this course is for students to gain an understanding of what it takes to install and maintain routing devices in an Enterprise environment.

Networking and Security IV (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours): This course will provide the knowledge and practical experience with the current essential security systems. Students will learn how intruders escalate privileges and what steps can be taken to secure a system. This course also focuses on addressing security issues to the latest operating systems and addresses developments in mobile and web technologies.

Networking and Security V (6 FIN AID QCH, 7.5 ACAD QCH, 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hrs, 120 Total Clock Hrs): Students will learn how to secure and manage all facets of your network from CPU cycles to software used by individuals or across a network. Students will learn how to implement and maintain an effective security strategy within your company's network infrastructure. This includes learning the knowledge of systems security, network infrastructure, access control, assessments, and audits.

Networking and Security VI (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours): Students will learn how to identify malware and gain an understanding of the approach required to mitigate these threats. Students will also learn about Advanced Persistent Threats (APTs) allowing for them to gain an enhanced ability to recognize threats across a broad attack surface. Students will learn to configure and use threat detection tools, perform data analysis, and interpret results to identify vulnerabilities, threats, and risks to an organization.

Networking and Security VIII (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours): Students will gain the technical knowledge and skills required to conceptualize, engineer, integrate and implement

secure solutions across complex environments to support a resilient enterprise. Students will learn how to summarize business and industry influences and identify the security risks associated with those relationships. Students will also learn how to apply security mitigation strategies and controls in an Enterprise environment.

Networking and Security X (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours): Students will learn how to apply security governance principles in alignment with business goals and organizational processes in an Enterprise environment. The legal and regulatory concerns related to information technology security enforcement will be reviewed in this course. Physical and virtual asset security is defined along with the concepts relative to applying security engineering in the business environment.

IT ProBasic Program

Learning Methodology: Resident, Hybrid IDL or Full IDL

Program Clock Hours: 360

Quarter Credit Hours: 18

Enrollment Term: 15, 21 or 24 weeks

Award Attainment: Certificate

Program Cost	\$ 14,887.00
Tuition	\$ 12,745.00
Computers*	\$ 728.00
Curriculum*	\$ 1,314.00
Registration Fee*	\$ 100.00

*These items are non-refundable once issued to the student.

The IT ProBasic Program consists of three courses that provide the knowledge and skills to help students obtain a well-rounded education. Upon completion of the program, the candidate will have valuable understanding and skills in basic hardware installation, troubleshooting and maintenance and networking.

Vocational Objectives:

The objective of this program is to provide the technical skills and knowledge identified in the course descriptions below along with the professional soft skills needed to start and maintain a career in the IT Industry. Job opportunities exist within all levels of the economy from government employment, employment with Fortune 100 and 500 companies, and small businesses. Opportunities exist in all types of settings for these types of positions such as:

- Level I, II and III Help Desk Support
- Technical Support Engineers
- PC Repair Technicians
- Technical Consultants

Course Sequence and Descriptions: Courses can be taken in any order.

Computer Essentials (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

To provide the student with the knowledge necessary to identify, install, configure, upgrade and troubleshoot personal computer components, laptops and portable devices, operating systems, printers and scanners, networks, security, understand safety and environmental issues, upgrade and troubleshoot personal computer components, operating systems, laptop/portable computers, printers and scanners. As well as, identify the fundamental principles of wired/wireless networks, computer security, safety, environmental issues, and proper employee communication and professionalism for business operations.

Networking I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

To provide the student with technical competency in networking administration and support. The student will demonstrate critical knowledge of network technologies, media and topologies, network devices, network management, network tools and network security.

Operating Systems I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

This course introduces students to various types of operating systems. Emphasis is placed on overall concepts, installation, maintenance, management, resources, and security. Students will be introduced to operating systems from both a client and a server perspective.

Charlotte Programs and Campus Staff

3701 Arco Corporate Dr. Suite 500 Charlotte, NC 28273 ~ 704-302-1031

Faculty and Staff

Karen Gore – Campus Director
 J. McCain – Assistant Campus Director
 Matt Mosley – VP of Online Operations
 Jennifer Price – Financial Aid Analyst
 Tiffani Leach – Financial Aid Counselor
 Anita Suttles – Admissions Advisor
 Tokisha Wilson – Admissions Advisor
 Josh Pendergraft – Admissions Advisor
 Carlos Lewis – Instructor
 James Atria – Instructor
 Andrew Collins – Lead Instructor
 Matthew Nelson – Flex Instructor
 David Lewis – Lab Assistant
 Robin Mathews – Lab Assistant
 Erika Parter – Office Administrator
 Dustin Onuska – Office Administrator
 Kaleena Waters – Office Administrator
 Melissa Kuhn – Office Administrator

Programs

Charlotte Gainful Employment Program Disclosures:

<http://www.mycomputercareer.edu/additional-disclosure-documents/>

IT ProBasic Program

Learning Methodology: Resident, Hybrid IDL or Full IDL

Program Clock Hours: 360

Quarter Credit Hours: 18

Enrollment Term: 15, 21 or 24 weeks

Award Attainment: Certificate

Program Cost	\$	14,887.00
Tuition	\$	12,745.00
Computers*	\$	728.00
Curriculum*	\$	1,314.00
Registration Fee*	\$	100.00

*These items are non-refundable once issued to the student.

The IT ProBasic Program consists of three courses that provide the knowledge and skills to help students obtain a well-rounded education. Upon completion of the program, the candidate will have valuable understanding and skills in basic hardware installation, troubleshooting and maintenance and networking.

Vocational Objectives:

The objective of this program is to provide the technical skills and knowledge identified in the course descriptions below along with the professional soft skills needed to start and maintain a career in the IT Industry. Job opportunities exist within all levels of the economy from government employment, employment with Fortune 100 and 500 companies, and small businesses. Opportunities exist in all types of settings for these types of positions such as:

- Level I, II and III Help Desk Support
- PC Repair Technicians
- Technical Support Engineers
- Technical Consultants

Course Sequence and Descriptions: Courses can be taken in any order.

Computer Essentials (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

To provide the student with the knowledge necessary to identify, install, configure, upgrade and troubleshoot personal computer components, laptops and portable devices, operating systems, printers and scanners, networks, security, understand safety and environmental issues, upgrade and troubleshoot personal computer components, operating systems, laptop/portable computers, printers and scanners. As well as, identify the fundamental principles of wired/wireless networks, computer security, safety, environmental issues, and proper employee communication and professionalism for business operations.

Networking I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

To provide the student with technical competency in networking administration and support. The student will demonstrate critical knowledge of network technologies, media and topologies, network devices, network management, network tools and network security.

Networking II (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

To provide the student with the knowledge necessary to maintain and troubleshoot wireless and cellular networking technologies. This will include training on how current operating systems along with cloud technologies provide a functional business environment for businesses today. This course also focuses on securing business networks in the BYOD environment.

Information Technology Security and Administration (ITSA)

Learning Methodology: Resident, Hybrid IDL, Full IDL

Program Clock Hours: 720

Quarter Credit Hours: 36

Enrollment Term: 30, 42 or 48 Weeks

Award Attainment: Certificate

Program Cost	\$ 22,805.00
Tuition	\$ 19,251.00
Computer*	\$ 728.00
Curriculum*	\$ 2,726.00
Registration Fee*	\$ 100.00
* These items are non-refundable once issued to the student	

The IT Systems Administrator program includes six courses to prepare students to earn numerous computer industry certifications. Upon completion of the program, the candidate will have valuable understanding and skills in basic hardware installation, troubleshooting and maintenance, networking and topology support, security configuration and analysis, as well as the configuration, securing, maintenance and troubleshooting of a computer network. This includes security measures, web authentication, and extensive TCP/IP familiarity.

Vocational Objectives:

The Systems Administrator program is designed for individuals seeking a career as an information technology (IT) professional working in the typically complex computing environment of medium to large organizations.

- Technical support engineers
- Systems Administrators
- Technical consultants

- PC Repair Technicians
- Level I, II and III Help Desk Support

The objective of this program is to provide the technical skills and knowledge identified below along with the professional soft skills needed to start and maintain a career in the IT Industry.

Course Sequence and Descriptions: Each course is typically 5-7 weeks long at 17-24 hours per wk. Students will complete the first 3 courses listed below in any order before advancing to the final 3 courses which also can be taken in any order.

Computer and Security Essentials (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):
 To provide the student with the knowledge necessary to identify, install, configure, upgrade and troubleshoot personal computer components, laptops and portable devices, operating systems, printers and scanners, networks, security, understand safety and environmental issues, upgrade and troubleshoot personal computer components, operating systems, laptop/portable computers, printers and scanners. As well as, identify the fundamental principles of wired/wireless networks, computer security, safety, environmental issues, and proper employee communication and professionalism for business operations.

Networking I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):
 To provide the student with technical competency in networking administration and support. The student will demonstrate critical knowledge of network technologies, media and topologies, network devices, network management, network tools and network security.

Operating Systems I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):
 This course introduces students to various types of operating systems. Emphasis is placed on overall concepts, installation, maintenance, management, resources, and security. Students will be introduced to operating systems from both a client and a server perspective.

Server I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):
 To provide the student with the knowledge necessary to implement, administer and troubleshoot a server environment.

Client: (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):
 Students will learn to install, upgrade, and configure in demand work station operating systems. Students will learn skills involving network connectivity, user account, security, and Internet Explorer configuration and troubleshooting. Students will be prepared to take certification exams related to operating systems and be prepared for employment requirements that involve supporting and troubleshooting users and operating systems.

Networking and Security I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):
 To provide the student with the knowledge necessary to plan, configure, and operate simple WAN and switched LAN networks. Topics such as IPv6 basics, network device security, and establishing internet connectivity are covered. This course also focuses on securing business networks in the BYOD environment that exists today.

Cyber Security Engineer (CSE)

Learning Methodology: Resident, Hybrid IDL, Full IDL

Program Clock Hours: 720

Quarter Credit Hours: 36

Enrollment Term: 30 or 42 Weeks

Award Attainment: Certificate

Program Cost	\$24,805.00
Tuition	\$20,548.00
CEH Curriculum*	\$1,072.00
Curriculum*	\$2,435.00
CFR Curriculum*	\$650.00
Registration Fee*	\$100.00

* These items are non-refundable once issued to the student

Program Description: The Cyber Security Engineer program includes six courses to prepare students to achieve Network Security skills and knowledge. These courses demonstrate a student's skills in Network Infrastructure and Security. Upon completion of the program, the candidate will know how to plan, configure, and operate simple WAN and switched LAN networks. Students will also understand VLSM, IPv6, OSPF, and EIGRP protocols and learn to use access lists using NAT and DHCP. Students will be able to make the design and technology decisions necessary to ensure successful technology implementation projects. Students will learn how to summarize business and industry influences and identify the security risks associated with those relationships. Students will also learn how to apply security mitigation strategies and controls in an Enterprise environment. Students will also learn how to apply security mitigation strategies and controls in an Enterprise environment.

Vocational Objectives: The Cyber Security Engineer program is designed for individuals seeking a career as an information technology (IT) professional working in the typically complex computing environment of medium to large organizations. The student will also have developed professional skills to assist in the obtainment of work and promotion in the IT industry. Examples of occupations include, but are not limited to:

- Cisco Network Engineers
- Information System Security Specialist
- Network Engineer
- Systems Administrators
- Threat & Vulnerability Analyst
- Security Analyst

Course Sequence and Descriptions: Each course is typically 5-7 weeks long at 17-24 hours per week. Courses can be taken in any order.

Networking and Security III (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours): Students will learn how to configure, manage, and maintain routers in a complex networking environment. Students will learn to recognize and evaluate the following terms: VLSM, OSPF, and EIGRP protocols in relation to network configuration and how to use Access Control Lists and NAT to secure a network environment. The primary objective for this course is for students to gain an understanding of what it takes to install and maintain routing devices in an Enterprise environment.

Networking and Security IV (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours): This course will provide the knowledge and practical experience with the current essential security systems. Students will learn how intruders escalate privileges and what steps can be taken to secure a system. This course also focuses on addressing security issues to the latest operating systems and addresses developments in mobile and web technologies.

Networking and Security V (6 FIN AID QCH, 7.5 ACAD QCH, 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hrs, 120 Total Clock Hrs): Students will learn how to secure and manage all facets of your network from CPU cycles to software used by individuals or across a network. Students will learn how to implement and maintain an effective security strategy within your company's network infrastructure. This includes learning the knowledge of systems security, network infrastructure, access control, assessments, and audits.

Networking and Security VI (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours): Students will learn how to identify malware and gain an understanding of the approach required to mitigate these threats. Students will also learn about Advanced Persistent Threats (APTs) allowing for them to gain an enhanced ability to recognize threats across a broad attack surface. Students will learn to configure and use threat detection tools, perform data analysis, and interpret results to identify vulnerabilities, threats, and risks to an organization.

Networking and Security VIII (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours): Students will gain the technical knowledge and skills required to conceptualize, engineer, integrate and implement secure solutions across complex environments to support a resilient enterprise. Students will learn how to summarize business and industry influences and identify the security risks associated with those relationships. Students will also learn how to apply security mitigation strategies and controls in an Enterprise environment.

Networking and Security X (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours): Students will learn how to apply security governance principles in alignment with business goals and organizational processes in an Enterprise environment. The legal and regulatory concerns related to information technology security enforcement will be reviewed in this course. Physical and virtual asset security is defined along with the concepts relative to applying security engineering in the business environment.

Information Technology Security Specialist (ITSS)

Learning Methodology: Resident, Hybrid IDL, Full IDL

Program Clock Hours: 720

Quarter Credit Hours: 36

Enrollment Term: 30 or 42 Weeks

Award Attainment: Certificate

Program Cost	\$24,805.00
Tuition	\$21,113.00
CEH Curriculum*	\$1,072.00
Curriculum*	\$2,520.00
Registration Fee*	\$100.00
* These items are non-refundable once issued to the student	

The IT Security Specialist program includes six courses to prepare students to achieve System Administrator and Network Security skills and knowledge. Completion of these courses will demonstrate skills in Network Infrastructure and Security. Upon completion of the program, the candidate will know how to plan, configure, and operate simple WAN and switched LAN networks as well as know how intruders escalate privileges and what steps can be taken to secure a system.

Vocational Objectives: The IT Security Specialist program is designed for individuals seeking a career as an information technology (IT) professional working in the typically complex computing environment of medium to large organization. Occupations include, but are not limited to: Security Consultant, Systems Analyst, Firewall Engineer, Cisco Network Engineer, Infrastructure Network Engineer, Security Analyst, Data Security Engineer, IT Security Risk Management, Security Supervisor, Information System Security Specialist, Security Engineer, Information Security Officer, Threat & Vulnerability Analyst, Information Security Consultant, Protection & Control Specialist, Windows Security.

Course Sequence and Descriptions: Each course is typically 5-7 weeks long at 17-24 hours per wk. Courses can be taken in any order.

Server I (6 FIN AID QCH, 7.5 ACAD QCH, 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours, 120 Total Clock Hours):

To provide the student with the knowledge necessary to implement, administer and troubleshoot a server environment.

Client (6 FIN AID QCH, 7.5 ACAD QCH, 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours, 120 Total Clock Hours):

Students will learn to install, upgrade, and configure in demand work station operating systems. Students will learn skills involving network connectivity, user account, security, and Internet Explorer configuration and troubleshooting. Students will be prepared to take certification exams related to operating systems (OS) and be prepared for employment requirements that involve supporting and troubleshooting users and OS's.

Networking and Security I (6 FIN AID QCH, 7.5 ACAD QCH, 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours, 120 Total Clock Hours): To provide the student with the knowledge necessary to plan, configure, and operate simple WAN and switched LAN networks. Topics such as IPv6 basics, network device security, and establishing internet connectivity are covered. This course also focuses on securing business networks in the BYOD environment that exists today.

Networking and Security III (6 FIN AID QCH, 7.5 ACAD QCH, 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours, 120 Total Clock Hours): Students will learn how to configure, manage, and maintain routers in a complex networking environment. Students will learn to recognize and evaluate the following terms: VLSM, OSPF, and EIGRP protocols in relation to network configuration and how to use Access Control Lists and NAT to secure a network environment. The primary objective for this course is for students to gain an understanding of what it takes to install and maintain routing devices in an Enterprise environment.

Networking and Security V (6 FIN AID QCH, 7.5 ACAD QCH, 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours, 120 Total Clock Hours): Students will learn how to secure and manage all facets of your network from CPU cycles to software used by individuals or across a network. Students will learn how to implement and maintain an effective security strategy within your company's network infrastructure. This includes learning the knowledge of systems security, network infrastructure, access control, assessments, and audits.

Networking and Security IV (6 FIN AID QCH, 7.5 ACAD QCH, 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours, 120 Total Clock Hours): This course will provide the knowledge and practical experience with the current essential security systems. Students will learn how intruders escalate privileges and what steps can be taken to secure a system. This course also focuses on addressing security issues to the latest operating systems and addresses developments in mobile and web technologies.

Dallas Programs and Campus Staff

12225 Greenville Ave. Suite 500 Dallas, TX 75243 ~ 214-272-2772

Faculty and Staff

- Jermaine Smith - Campus Director
- Denesha Tucker – Assistant Campus Director
- Matt Mosley – VP of Online Operations
- Brian Lewis - Military Education Benefits Director
- Courtney Thompson – Career Services Director
- Jennifer Price – Financial Aid Analyst
- Austin Murphy – Financial Aid Counselor
- Schreese Fontaine – Admissions Director
- Ashley Day – Admissions Advisor
- Robert Paris – Admissions Advisor
- Anthony Fisher – Admissions Advisor
- Michael Weekes – Instructor
- Alpesh Patel – Instructor
- Brian Carter – Instructor
- Mark Mallot – Instructor
- John Currie – Flextime Instructor
- Ron Riegel – Flextime Instructor
- Servando Hernandez – Lab Assistant
- Karisma Thompson – Office Administrator (AM)
- Miriam Thornley – Office Administrator (PM)
- Amber Word – Office Administrator (PM)

Programs

Dallas Gainful Employment Program Disclosures:

<http://www.mycomputercareer.edu/dallas-campus-disclosure-documents/>

IT ProCareer Program

Weeks in Program: 33

Clock Hours: 432

Program Tuition

The IT ProCareer 08 Program consists of courses that provide the knowledge and skills to help students obtain a well-rounded education. This program is also designed to assist them in their preparation to take certification exams. The total cost for the program is \$19,515, which includes the following software and materials.

Total Program Cost	\$19,515.00
Tuition	\$16,036.00
Computer*	\$600.00
Software Package*	\$300.00
Curriculum*	\$1,440.00
IT Practice Exams*	\$1,039.00
Registration Fee	\$100.00

*These items are non-refundable once issued to the student.

Program Curriculum with Course Titles and Hours

The clock hours are distributed over the weeks of instruction. All program clock hours must be completed on-site at the institution. At the completion of the program, if all requirements for graduation as found under the “Graduation” section of the Catalog have been met, students will receive a Certificate of Completion from MyComputerCareer.

Course Number	Course Title	Lecture Hours*	Laboratory Hours**	Total Hours
C10108	Computer Hardware	52	30	82
C20108	Introduction to Networking	48	30	78
M70108	Operating Systems	48	30	78
M40108	Server	40	25	65
M50108	Network Infra. and Config.	40	24	64
M60108	Server Administration	40	25	65
	TOTAL HOURS	268	164	432

Program Course Objectives and Descriptions

The objective of this program is to provide the technical skills and knowledge identified below along with the professional soft skills needed to start and maintain a career in the IT Industry.

C10108 – Computer Hardware (82 Hours): Students will learn multiple skills including installing, building, upgrading, repairing, configuring, troubleshooting, optimizing, and diagnosing computer hardware & operating systems. Students will also learn to remotely services computers and other devices. Upon successful completion of this course students will be prepared for entry level jobs involving computer setup and repair. Common job titles for positions with these skills are: Help Desk Technician, Support Specialist, and Repair Technician.

C20108 – Introduction to Networking (78 Hours): Students will learn networking fundamentals including installing, operating, & troubleshooting enterprise networks. Students will also learn to implement network security with different types of equipment. Students will be prepared to take certification exams related to networking and will be prepared for entry level job requirements involving computer networking and connectivity. Common job titles for positions with these skills are: Help Desk Technician, Network Operations Technician, and Jr. Network Admin.

M10708 – Operating Systems (78 Hours): Students will learn to install, upgrade, and configure the Windows 7 operating system. A review of other operating systems is also included. Students will learn skills involving network connectivity, user account, security, and Internet Explorer configuration and troubleshooting. Students will be prepared to take certification exams related to operating systems and be prepared for employment requirements that involve supporting and troubleshooting users and operating systems. Common job titles for positions with these skills are: Help Desk Technician, System Support Specialist, and Workstation Support Analyst.

M40108 – Server (65 Hours): Students will learn to install, configure, and manage servers, network resource management control, and troubleshooting. User account implementation and resource access control are also taught in a simulated business environment. Various types of servers are discussed as well as the functions related to each. Students will be prepared to take certification exams related to Servers and Active Directory functions. Students will be prepared for employment opportunities involving supporting network servers and related functions. Common job titles for positions with these skills are: Server Analyst, Configuration Specialist, Sr. Help Desk Technician, and Network Operations Technician.

M50108 – Network Infrastructure and Configuration (64 Hours): Students will learn advanced server management techniques including TCP/IP and other protocols, DNS, DHCP, WINS, VPN, RRAS, subnetting, security templates, and software updates commonly used in a network involving communication between servers and workstations. Students will be prepared to take exams related to Network Infrastructure and be prepared for employment requirements in positions such as a Network Administrator, Systems Management Specialist, LAN Administrator, and Network Support Analyst.

M60108 – Server Administration (65 Hours): Student will learn to network architecture and administration techniques including managing the server operating system, file, security, directory services, software distribution and updates, and profiling and monitoring assigned servers. Students will be prepared to take certification exams related to Server

Administration. Common job titles for these skills are: Systems Security Administrator, Network Design Analyst, and Network Administrator.

Job opportunities exist within all levels of the economy from government employment, employment with Fortune 100 and 500 companies, and small businesses. Opportunities exist in all types of settings for these types of positions.

IT ProBasic Program

Learning Methodology: Resident, Hybrid IDL or Full IDL

Program Clock Hours: 360

Quarter Credit Hours: 18

Enrollment Term: 15, 21 or 24 weeks

Award Attainment: Certificate

Program Cost	\$ 14,887.00
Tuition	\$ 12,745.00
Computers*	\$ 728.00
Curriculum*	\$ 1,314.00
Registration Fee*	\$ 100.00

*These items are non-refundable once issued to the student.

The IT ProBasic Program consists of three courses that provide the knowledge and skills to help students obtain a well-rounded education. Upon completion of the program, the candidate will have valuable understanding and skills in basic hardware installation, troubleshooting and maintenance and networking.

Vocational Objectives:

The objective of this program is to provide the technical skills and knowledge identified in the course descriptions below along with the professional soft skills needed to start and maintain a career in the IT Industry. Job opportunities exist within all levels of the economy from government employment, employment with Fortune 100 and 500 companies, and small businesses. Opportunities exist in all types of settings for these types of positions such as:

- Level I, II and III Help Desk Support
- PC Repair Technicians
- Technical Support Engineers
- Technical Consultants

Course Sequence and Descriptions: Courses can be taken in any order.

Computer Essentials (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

To provide the student with the knowledge necessary to identify, install, configure, upgrade and troubleshoot personal computer components, laptops and portable devices, operating systems, printers and scanners, networks, security, understand safety and environmental issues, upgrade and troubleshoot personal computer components, operating systems, laptop/portable computers, printers and scanners. As well as, identify the fundamental principles of wired/wireless networks, computer security, safety, environmental issues, and proper employee communication and professionalism for business operations.

Networking I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

To provide the student with technical competency in networking administration and support. The student will demonstrate critical knowledge of network technologies, media and topologies, network devices, network management, network tools and network security.

Operating Systems I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

This course introduces students to various types of operating systems. Emphasis is placed on overall concepts, installation, maintenance, management, resources, and security. Students will be introduced to operating systems from both a client and a server perspective.

Information Technology Security and Administration (ITSA)

Learning Methodology: Resident, Hybrid IDL, Full IDL

Program Clock Hours: 720
Quarter Credit Hours: 36
Enrollment Term: 30, 42 or 48 Weeks
Award Attainment: Certificate

Program Cost	\$ 22,805.00
Tuition	\$ 19,251.00
Computer*	\$ 728.00
Curriculum*	\$ 2,726.00
Registration Fee*	\$ 100.00
* These items are non-refundable once issued to the student	

*These items are non-refundable once issued to the student.

The IT Security and Administration program includes six courses to prepare students to earn numerous computer industry certifications. Upon completion of the program, the candidate will have valuable understanding and skills in basic hardware installation, troubleshooting and maintenance, networking and topology support, security configuration and analysis, as well as the configuration, securing, maintenance and troubleshooting of a computer network. This includes security measures, web authentication, and extensive TCP/IP familiarity.

Vocational Objectives:

The IT Security and Administration program is designed for individuals seeking a career as an information technology (IT) professional working in the typically complex computing environment of medium to large organizations.

- Technical support engineers
- Systems Administrators
- Technical consultants
- PC Repair Technicians
- Level I, II and III Help Desk Support

The objective of this program is to provide the technical skills and knowledge identified below along with the professional soft skills needed to start and maintain a career in the IT Industry.

Course Sequence and Descriptions: Each course is typically 5-7 weeks long at 17-24 hours per week. Students will complete the first three courses listed below in any order before advancing to the final three courses which also can be taken in any order.

Computer and Security Essentials (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):
 To provide the student with the knowledge necessary to identify, install, configure, upgrade and troubleshoot personal computer components, laptops and portable devices, operating systems, printers and scanners, networks, security, understand safety and environmental issues, upgrade and troubleshoot personal computer components, operating systems, laptop/portable computers, printers and scanners. As well as, identify the fundamental principles of wired/wireless networks, computer security, safety, environmental issues, and proper employee communication and professionalism for business operations.

Networking I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):
 To provide the student with technical competency in networking administration and support. The student will demonstrate critical knowledge of network technologies, media and topologies, network devices, network management, network tools and network security.

Operating Systems I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):
 This course introduces students to various types of operating systems. Emphasis is placed on overall concepts, installation, maintenance, management, resources, and security. Students will be introduced to operating systems from both a client and a server perspective.

Server I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):
 To provide the student with the knowledge necessary to implement, administer and troubleshoot a server environment.

Client: (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):
 Students will learn to install, upgrade, and configure in demand work station operating systems. Students will learn skills involving network connectivity, user account, security, and Internet Explorer configuration and troubleshooting. Students will be

prepared to take certification exams related to operating systems and be prepared for employment requirements that involve supporting and troubleshooting users and operating systems.

Networking and Security I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

To provide the student with the knowledge necessary to plan, configure, and operate simple WAN and switched LAN networks. Topics such as IPv6 basics, network device security, and establishing internet connectivity are covered. This course also focuses on securing business networks in the BYOD environment that exists today.

Cyber Security Engineer (CSE)

Learning Methodology: Resident, Hybrid IDL, Full IDL

Program Clock Hours: 720

Quarter Credit Hours: 36

Enrollment Term: 30, 42 or 48 Weeks

Award Attainment: Certificate

Program Cost	\$24,805.00
Tuition	\$20,548.00
CEH Curriculum*	\$1,072.00
Curriculum*	\$2,435.00
CFR Curriculum*	\$650.00
Registration Fee*	\$100.00
* These items are non-refundable once issued to the student	

Program Description: The Cyber Security Engineer program includes six courses to prepare students to achieve Network Security skills and knowledge. These courses demonstrate a student’s skills in Network Infrastructure and Security. Upon completion of the program, the candidate will know how to plan, configure, and operate simple WAN and switched LAN networks. Students will also understand VLSM, IPv6, OSPF, and EIGRP protocols and learn to use access lists using NAT and DHCP. Students will be able to make the design and technology decisions necessary to ensure successful technology implementation projects. Students will learn how to summarize business and industry influences and identify the security risks associated with those relationships. Students will also learn how to apply security mitigation strategies and controls in an Enterprise environment. Students will also learn how to apply security mitigation strategies and controls in an Enterprise environment.

Vocational Objectives: The Cyber Security Engineer program is designed for individuals seeking a career as an information technology (IT) professional working in the typically complex computing environment of medium to large organizations. The student will also have developed professional skills to assist in the obtainment of work and promotion in the IT industry. Examples of occupations include, but are not limited to:

- Cisco Network Engineers
- Information System Security Specialist
- Network Engineer
- Systems Administrators
- Threat & Vulnerability Analyst
- Security Analyst

Course Sequence and Descriptions: Each course is typically 5-7 weeks long at 17-24 hours per week. Courses can be taken in any order.

Networking and Security III (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours): Students will learn how to configure, manage, and maintain routers in a complex networking environment. Students will learn to recognize and evaluate the following terms: VLSM, OSPF, and EIGRP protocols in relation to network configuration and how to use Access Control Lists and NAT to secure a network environment. The primary objective for this course is for students to gain an understanding of what it takes to install and maintain routing devices in an Enterprise environment.

Networking and Security IV (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours): This course will provide the knowledge and practical experience with the current essential security systems. Students

will learn how intruders escalate privileges and what steps can be taken to secure a system. This course also focuses on addressing security issues to the latest operating systems and addresses developments in mobile and web technologies.

Networking and Security V (6 FIN AID QCH, 7.5 ACAD QCH, 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hrs, 120 Total Clock Hrs): Students will learn how to secure and manage all facets of your network from CPU cycles to software used by individuals or across a network. Students will learn how to implement and maintain an effective security strategy within your company's network infrastructure. This includes learning the knowledge of systems security, network infrastructure, access control, assessments, and audits.

Networking and Security VI (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours): Students will learn how to identify malware and gain an understanding of the approach required to mitigate these threats. Students will also learn about Advanced Persistent Threats (APTs) allowing for them to gain an enhanced ability to recognize threats across a broad attack surface. Students will learn to configure and use threat detection tools, perform data analysis, and interpret results to identify vulnerabilities, threats, and risks to an organization.

Networking and Security VIII (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours): Students will gain the technical knowledge and skills required to conceptualize, engineer, integrate and implement secure solutions across complex environments to support a resilient enterprise. Students will learn how to summarize business and industry influences and identify the security risks associated with those relationships. Students will also learn how to apply security mitigation strategies and controls in an Enterprise environment.

Networking and Security X (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours): Students will learn how to apply security governance principles in alignment with business goals and organizational processes in an Enterprise environment. The legal and regulatory concerns related to information technology security enforcement will be reviewed in this course. Physical and virtual asset security is defined along with the concepts relative to applying security engineering in the business environment.

Information Technology Security Specialist (ITSS)

Learning Methodology: Resident, Hybrid IDL, Full IDL

Program Clock Hours: 720

Quarter Credit Hours: 36

Enrollment Term: 30, 42 or 48 Weeks

Award Attainment: Certificate

Program Cost	\$24,805.00
Tuition	\$21,113.00
CEH Curriculum*	\$1,072.00
Curriculum*	\$2,520.00
Registration Fee*	\$100.00
* These items are non-refundable once issued to the student	

The IT Security Specialist program includes six courses to prepare students to achieve System Administrator and Network Security skills and knowledge. Completion of these courses will demonstrate skills in Network Infrastructure and Security. Upon completion of the program, the candidate will know how to plan, configure, and operate simple WAN and switched LAN networks as well as know how intruders escalate privileges and what steps can be taken to secure a system.

Vocational Objectives: The IT Security Specialist program is designed for individuals seeking a career as an information technology (IT) professional working in the typically complex computing environment of medium to large organization. Occupations include, but are not limited to: Security Consultant, Systems Analyst, Firewall Engineer, Cisco Network Engineer, Infrastructure Network Engineer, Security Analyst, Data Security Engineer, IT Security Risk Management, Security Supervisor, Information System Security Specialist, Security Engineer, Information Security Officer, Threat & Vulnerability Analyst, Information Security Consultant, Protection & Control Specialist, Windows Security.

Course Sequence and Descriptions: Each course is typically 5-7 weeks long at 17-24 hours per week. Courses can be taken in any order.

Server I (6 FIN AID QCH, 7.5 ACAD QCH, 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours, 120 Total Clock Hours):

To provide the student with the knowledge necessary to implement, administer and troubleshoot a server environment.

Client (6 FIN AID QCH, 7.5 ACAD QCH, 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours, 120 Total Clock Hours):

Students will learn to install, upgrade, and configure in demand work station operating systems. Students will learn skills involving network connectivity, user account, security, and Internet Explorer configuration and troubleshooting. Students will be prepared to take certification exams related to operating systems (OS) and be prepared for employment requirements that involve supporting and troubleshooting users and OS's.

Networking and Security I (6 FIN AID QCH, 7.5 ACAD QCH, 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours, 120 Total Clock Hours): To provide the student with the knowledge necessary to plan, configure, and operate simple WAN and switched LAN networks. Topics such as IPv6 basics, network device security, and establishing internet connectivity are covered. This course also focuses on securing business networks in the BYOD environment that exists today.

Networking and Security III (6 FIN AID QCH, 7.5 ACAD QCH, 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours, 120 Total Clock Hours): Students will learn how to configure, manage, and maintain routers in a complex networking environment. Students will learn to recognize and evaluate the following terms: VLSM, OSPF, and EIGRP protocols in relation to network configuration and how to use Access Control Lists and NAT to secure a network environment. The primary objective for this course is for students to gain an understanding of what it takes to install and maintain routing devices in an Enterprise environment.

Networking and Security V (6 FIN AID QCH, 7.5 ACAD QCH, 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours, 120 Total Clock Hours): Students will learn how to secure and manage all facets of your network from CPU cycles to software used by individuals or across a network. Students will learn how to implement and maintain an effective security strategy within your company's network infrastructure. This includes learning the knowledge of systems security, network infrastructure, access control, assessments, and audits.

Networking and Security IV (6 FIN AID QCH, 7.5 ACAD QCH, 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours, 120 Total Clock Hours): This course will provide the knowledge and practical experience with the current essential security systems. Students will learn how intruders escalate privileges and what steps can be taken to secure a system. This course also focuses on addressing security issues to the latest operating systems and addresses developments in mobile and web technologies.

Houston Programs and Campus Staff

7908 North Sam Houston Parkway West Suite 300 Houston, TX 77064 ~ 281-245-0888

Faculty and Staff

Richard Barroso – Campus Director
 Derrell Sheelor – Assistant Campus Director
 Matt Mosley – VP of Online Operations
 Brian Lewis - Military Education Benefits Director
 Troy Morlan – Military Program Director
 Jerold Green – Admissions Director
 Melanie Hannah – Admissions Advisor
 Russell Norris – Admissions Advisor
 Andrea Hicks – Financial Aid Analyst
 Tiffani Leach – Financial Aid Counselor
 Tammie-Michael Williams – Career Services Director
 Marty Mulsow – Lead Instructor
 Assad Jumshyd - Instructor
 Frank Elsaleh – Instructor
 Rehan Ahmed – Instructor
 Leos Segura – Instructor
 Kenneth Dismuke – Lab Assistant
 Gerald Washington – Flextime Instructor
 Antoinette Johnson – Office Administrator (AM)
 Opemipo Bada – Office Administrator (PM)
 Travone Butler – Office Administrator
 Deborah Edwards – Office Administrator

Programs

Houston Gainful Employment Program Disclosures:

<http://www.mycomputercareer.edu/houston-campus-disclosure-documents/>

IT ProCareer 08 Program

Weeks in Program: 33

Clock Hours: 432

Program Tuition

The IT ProCareer 08 Program consists of courses that provide the knowledge and skills to help students obtain a well-rounded education. This program is also designed to assist them in their preparation to take certification exams. The total cost for the program is \$19,515, which includes the following software and materials.

Total Program Cost	\$19,515.00
Tuition	\$16,036.00
Computer*	\$600.00
Software Package*	\$300.00
Curriculum*	\$1,440.00
IT Practice Exams*	\$1,039.00
Registration Fee	\$100.00

*These items are non-refundable once issued to the student.

Program Curriculum with Course Titles and Hours

The clock hours are distributed over the weeks of instruction. All program clock hours must be completed on-site at the institution. At the completion of the program, if all requirements for graduation as found under the “Graduation” section of the Catalog have been met, students will receive a Certificate of Completion from MyComputerCareer.

Course Number	Course Title	Lecture Hours*	Laboratory Hours**	Total Hours
C10108	Computer Hardware	52	30	82
C20108	Introduction to Networking	48	30	78
M70108	Operating Systems	48	30	78
M40108	Server	40	25	65
M50108	Network Infra. and Config.	40	24	64
M60108	Server Administration	40	25	65
	TOTAL HOURS	268	164	432

Program Course Objectives and Descriptions

The objective of this program is to provide the technical skills and knowledge identified below along with the professional soft skills needed to start and maintain a career in the IT Industry.

C10108 – Computer Hardware (82 Hours): Students will learn multiple skills including installing, building, upgrading, repairing, configuring, troubleshooting, optimizing, and diagnosing computer hardware & operating systems. Students will also learn to remotely services computers and other devices. Upon successful completion of this course students will be prepared for entry level jobs involving computer setup and repair. Common job titles for positions with these skills are: Help Desk Technician, Support Specialist, and Repair Technician.

C20108 – Introduction to Networking (78 Hours): Students will learn networking fundamentals including installing, operating, & troubleshooting enterprise networks. Students will also learn to implement network security with different types of equipment. Students will be prepared to take certification exams related to networking and will be prepared for entry level job requirements involving computer networking and connectivity. Common job titles for positions with these skills are: Help Desk Technician, Network Operations Technician, and Jr. Network Admin.

M10708 – Operating Systems (78 Hours): Students will learn to install, upgrade, and configure the Windows 7 operating system. A review of other operating systems is also included. Students will learn skills involving network connectivity, user account, security, and Internet Explorer configuration and troubleshooting. Students will be prepared to take certification exams related to operating systems and be prepared for employment requirements that involve supporting and troubleshooting users and operating systems. Common job titles for positions with these skills are: Help Desk Technician, System Support Specialist, and Workstation Support Analyst.

M40108 – Server (65 Hours): Students will learn to install, configure, and manage servers, network resource management control, and troubleshooting. User account implementation and resource access control are also taught in a simulated business environment. Various types of servers are discussed as well as the functions related to each. Students will be prepared to take certification exams related to Servers and Active Directory functions. Students will be prepared for employment opportunities involving supporting network servers and related functions. Common job titles for positions with these skills are: Server Analyst, Configuration Specialist, Sr. Help Desk Technician, and Network Operations Technician.

M50108 – Network Infrastructure and Configuration (64 Hours): Students will learn advanced server management techniques including TCP/IP and other protocols, DNS, DHCP, WINS, VPN, RRAS, subnetting, security templates, and software updates commonly used in a network involving communication between servers and

workstations. Students will be prepared to take exams related to Network Infrastructure and be prepared for employment requirements in positions such as a Network Administrator, Systems Management Specialist, LAN Administrator, and Network Support Analyst.

M60108 – Server Administration (65 Hours): Student will learn to network architecture and administration techniques including managing the server operating system, file, security, directory services, software distribution and updates, and profiling and monitoring assigned servers. Students will be prepared to take certification exams related to Server Administration. Common job titles for these skills are: Systems Security Administrator, Network Design Analyst, and Network Administrator.

Job opportunities exist within all levels of the economy from government employment, employment with Fortune 100 and 500 companies, and small businesses. Opportunities exist in all types of settings for these types of positions.

IT ProBasic Program

Learning Methodology: Resident, Hybrid IDL or Full IDL

Program Clock Hours: 360

Quarter Credit Hours: 18

Enrollment Term: 15, 21 or 24 weeks

Award Attainment: Certificate

Program Cost	\$ 14,887.00
Tuition	\$ 12,745.00
Computers*	\$ 728.00
Curriculum*	\$ 1,314.00
Registration Fee*	\$ 100.00

*These items are non-refundable once issued to the student.

The IT ProBasic Program consists of three courses that provide the knowledge and skills to help students obtain a well-rounded education. Upon completion of the program, the candidate will have valuable understanding and skills in basic hardware installation, troubleshooting and maintenance and networking.

Vocational Objectives:

The objective of this program is to provide the technical skills and knowledge identified in the course descriptions below along with the professional soft skills needed to start and maintain a career in the IT Industry. Job opportunities exist within all levels of the economy from government employment, employment with Fortune 100 and 500 companies, and small businesses. Opportunities exist in all types of settings for these types of positions such as:

- Level I, II and III Help Desk Support
- PC Repair Technicians
- Technical Support Engineers
- Technical Consultants

Course Sequence and Descriptions: Courses can be taken in any order.

Computer Essentials (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

To provide the student with the knowledge necessary to identify, install, configure, upgrade and troubleshoot personal computer components, laptops and portable devices, operating systems, printers and scanners, networks, security, understand safety and environmental issues, upgrade and troubleshoot personal computer components, operating systems, laptop/portable computers, printers and scanners. As well as, identify the fundamental principles of wired/wireless networks, computer security, safety, environmental issues, and proper employee communication and professionalism for business operations.

Networking I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

To provide the student with technical competency in networking administration and support. The student will demonstrate critical knowledge of network technologies, media and topologies, network devices, network management, network tools and network security.

Operating Systems I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

This course introduces students to various types of operating systems. Emphasis is placed on overall concepts, installation, maintenance, management, resources, and security. Students will be introduced to operating systems from both a client and a server perspective.

Information Technology Security and Administration (ITSA)

Learning Methodology: Resident, Hybrid IDL, Full IDL

Program Clock Hours: 720

Quarter Credit Hours: 36

Enrollment Term: 30, 42 or 48 Weeks

Award Attainment: Certificate

Program Cost	\$ 22,805.00
Tuition	\$ 19,251.00
Computer*	\$ 728.00
Curriculum*	\$ 2,726.00
Registration Fee*	\$ 100.00
* These items are non-refundable once issued to the student	

The IT Security and Administration program includes six courses to prepare students to earn numerous computer industry certifications. Upon completion of the program, the candidate will have valuable understanding and skills in basic hardware installation, troubleshooting and maintenance, networking and topology support, security configuration and analysis, as well as the configuration, securing, maintenance and troubleshooting of a computer network. This includes security measures, web authentication, and extensive TCP/IP familiarity.

Vocational Objectives:

The IT Security and Administration program is designed for individuals seeking a career as an information technology (IT) professional working in the typically complex computing environment of medium to large organizations.

- Technical support engineers
- Systems Administrators
- Technical consultants
- PC Repair Technicians
- Level I, II and III Help Desk Support

The objective of this program is to provide the technical skills and knowledge identified below along with the professional soft skills needed to start and maintain a career in the IT Industry.

Course Sequence and Descriptions: Each course is typically 5-7 weeks long at 17-24 hours per week. Students will complete the first three courses listed below in any order before advancing to the final three courses which also can be taken in any order.

Computer and Security Essentials (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

To provide the student with the knowledge necessary to identify, install, configure, upgrade and troubleshoot personal computer components, laptops and portable devices, operating systems, printers and scanners, networks, security, understand safety and environmental issues, upgrade and troubleshoot personal computer components, operating systems, laptop/portable computers, printers and scanners. As well as, identify the fundamental principles of wired/wireless networks, computer security, safety, environmental issues, and proper employee communication and professionalism for business operations.

Networking I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

To provide the student with technical competency in networking administration and support. The student will demonstrate critical knowledge of network technologies, media and topologies, network devices, network management, network tools and network security.

Operating Systems I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

This course introduces students to various types of operating systems. Emphasis is placed on overall concepts, installation, maintenance, management, resources, and security. Students will be introduced to operating systems from both a client and a server perspective.

Server I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

To provide the student with the knowledge necessary to implement, administer and troubleshoot a server environment.

Client: (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

Students will learn to install, upgrade, and configure in demand work station operating systems. Students will learn skills involving network connectivity, user account, security, and Internet Explorer configuration and troubleshooting. Students will be prepared to take certification exams related to operating systems and be prepared for employment requirements that involve supporting and troubleshooting users and operating systems.

Networking and Security I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

To provide the student with the knowledge necessary to plan, configure, and operate simple WAN and switched LAN networks. Topics such as IPv6 basics, network device security, and establishing internet connectivity are covered. This course also focuses on securing business networks in the BYOD environment that exists today.

Cyber Security Engineer (CSE)

Learning Methodology: Resident, Hybrid IDL, Full IDL

Program Clock Hours: 720

Quarter Credit Hours: 36

Enrollment Term: 30 or 42 Weeks

Award Attainment: Certificate

Program Cost	\$24,805.00
Tuition	\$20,548.00
CEH Curriculum*	\$1,072.00
Curriculum*	\$2,435.00
CFRCurriculum*	\$650.00
Registration Fee*	\$100.00
* These items are non-refundable once issued to the student	

Program Description: The Cyber Security Engineer program includes six courses to prepare students to achieve Network Security skills and knowledge. These courses demonstrate a student’s skills in Network Infrastructure and Security. Upon completion of the program, the candidate will know how to plan, configure, and operate simple WAN and switched LAN networks. Students will also understand VLSM, IPv6, OSPF, and EIGRP protocols and learn to use access lists using NAT and DHCP. Students will be able to make the design and technology decisions necessary to ensure successful technology implementation projects. Students will learn how to summarize business and industry influences and identify the security risks associated with those relationships. Students will also learn how to apply security mitigation strategies and controls in an Enterprise environment. Students will also learn how to apply security mitigation strategies and controls in an Enterprise environment.

Vocational Objectives: The Cyber Security Engineer program is designed for individuals seeking a career as an information technology (IT) professional working in the typically complex computing environment of medium to large organizations. The student will also have developed professional skills to assist in the obtainment of work and promotion in the IT industry. Examples of occupations include, but are not limited to:

- Cisco Network Engineers
- Systems Administrators

- Information System Security Specialist
- Network Engineer
- Threat & Vulnerability Analyst
- Security Analyst

Course Sequence and Descriptions: Each course is typically 5-7 weeks long at 17-24 hours per week. Courses can be taken in any order.

Networking and Security III (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hrs): Students will learn how to configure, manage, and maintain routers in a complex networking environment. Students will learn to recognize and evaluate the following terms: VLSM, OSPF, and EIGRP protocols in relation to network configuration and how to use Access Control Lists and NAT to secure a network environment. The primary objective for this course is for students to gain an understanding of what it takes to install and maintain routing devices in an Enterprise environment.

Networking and Security IV (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours): This course will provide the knowledge and practical experience with the current essential security systems. Students will learn how intruders escalate privileges and what steps can be taken to secure a system. This course also focuses on addressing security issues to the latest operating systems and addresses developments in mobile and web technologies.

Networking and Security V (6 FIN AID QCH, 7.5 ACAD QCH, 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hrs, 120 Total Clock Hrs): Students will learn how to secure and manage all facets of your network from CPU cycles to software used by individuals or across a network. Students will learn how to implement and maintain an effective security strategy within your company's network infrastructure. This includes learning the knowledge of systems security, network infrastructure, access control, assessments, and audits.

Networking and Security VI (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hrs): Students will learn how to identify malware and gain an understanding of the approach required to mitigate these threats. Students will also learn about Advanced Persistent Threats (APTs) allowing for them to gain an enhanced ability to recognize threats across a broad attack surface. Students will learn to configure and use threat detection tools, perform data analysis, and interpret results to identify vulnerabilities, threats, and risks to an organization.

Networking and Security VIII (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hrs, 6 QCH/90 Lab Hrs): Students will gain the technical knowledge and skills required to conceptualize, engineer, integrate and implement secure solutions across complex environments to support a resilient enterprise. Students will learn how to summarize business and industry influences and identify the security risks associated with those relationships. Students will also learn how to apply security mitigation strategies and controls in an Enterprise environment.

Networking and Security X (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours): Students will learn how to apply security governance principles in alignment with business goals and organizational processes in an Enterprise environment. The legal and regulatory concerns related to information technology security enforcement will be reviewed in this course. Physical and virtual asset security is defined along with the concepts relative to applying security engineering in the business environment.

Information Technology Security Specialist (ITSS)

Learning Methodology: Resident, Hybrid IDL, Full IDL

Program Clock Hours: 720

Quarter Credit Hours: 36

Enrollment Term: 30 or 42 Weeks

Award Attainment: Certificate

Program Cost	\$24,805.00
Tuition	\$21,113.00
CEH Curriculum*	\$1,072.00
Curriculum*	\$2,520.00
Registration Fee*	\$100.00
* These items are non-refundable once issued to the student	

The IT Security Specialist program includes six courses to prepare students to achieve System Administrator and Network Security skills and knowledge. Completion of these courses will demonstrate skills in Network Infrastructure and Security. Upon completion of the

program, the candidate will know how to plan, configure, and operate simple WAN and switched LAN networks as well as know how intruders escalate privileges and what steps can be taken to secure a system.

Vocational Objectives: The IT Security Specialist program is designed for individuals seeking a career as an information technology (IT) professional working in the typically complex computing environment of medium to large organization. Occupations include, but are not limited to: Security Consultant, Systems Analyst, Firewall Engineer, Cisco Network Engineer, Infrastructure Network Engineer, Security Analyst, Data Security Engineer, IT Security Risk Management, Security Supervisor, Information System Security Specialist, Security Engineer, Information Security Officer, Threat & Vulnerability Analyst, Information Security Consultant, Protection & Control Specialist, Windows Security.

Course Sequence and Descriptions: Each course is typically 5-7 weeks long at 17-24 hours per week. Courses can be taken in any order.

Server I (6 FIN AID QCH, 7.5 ACAD QCH, 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours, 120 Total Clock Hours):

To provide the student with the knowledge necessary to implement, administer and troubleshoot a server environment.

Client (6 FIN AID QCH, 7.5 ACAD QCH, 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours, 120 Total Clock Hours):

Students will learn to install, upgrade, and configure in demand work station operating systems. Students will learn skills involving network connectivity, user account, security, and Internet Explorer configuration and troubleshooting. Students will be prepared to take certification exams related to operating systems (OS) and be prepared for employment requirements that involve supporting and troubleshooting users and OS's.

Networking and Security I (6 FIN AID QCH, 7.5 ACAD QCH, 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours, 120 Total Clock Hours): To provide the student with the knowledge necessary to plan, configure, and operate simple WAN and switched LAN networks. Topics such as IPv6 basics, network device security, and establishing internet connectivity are covered. This course also focuses on securing business networks in the BYOD environment that exists today.

Networking and Security III (6 FIN AID QCH, 7.5 ACAD QCH, 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours, 120 Total Clock Hours): Students will learn how to configure, manage, and maintain routers in a complex networking environment. Students will learn to recognize and evaluate the following terms: VLSM, OSPF, and EIGRP protocols in relation to network configuration and how to use Access Control Lists and NAT to secure a network environment. The primary objective for this course is for students to gain an understanding of what it takes to install and maintain routing devices in an Enterprise environment.

Networking and Security V (6 FIN AID QCH, 7.5 ACAD QCH, 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours, 120 Total Clock Hours): Students will learn how to secure and manage all facets of your network from CPU cycles to software used by individuals or across a network. Students will learn how to implement and maintain an effective security strategy within your company's network infrastructure. This includes learning the knowledge of systems security, network infrastructure, access control, assessments, and audits.

Networking and Security IV (6 FIN AID QCH, 7.5 ACAD QCH, 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours, 120 Total Clock Hours): This course will provide the knowledge and practical experience with the current essential security systems. Students will learn how intruders escalate privileges and what steps can be taken to secure a system. This course also focuses on addressing security issues to the latest operating systems and addresses developments in mobile and web technologies.

Columbus Programs and Campus Staff

380 Polaris Parkway Westerville, OH 43082 ~ 614-891-3200

Registration Number 12-03-1987T

Faculty and Staff

- Teresa Gary – Campus Director
- Jane Nebel – Assistant Campus Director
- Matt Mosley – VP of Online Operations
- Brian Lewis - Military Education Benefits Director
- Patricia Dioguardo – Financial Aid Analyst
- Susan Borgesi – Financial Aid Counselor
- Tricia Mosher – Sr. Career Services Director
- Taylor Maxson – Sr. Career Services Specialist
- Chris Deinlein – Admissions Advisor
- Antonio Williams – Admissions Advisor
- Michael Brown – Admissions Director
- Jerry Bastien – Lead Instructor
- Mark Lanning – Instructor
- Nick Hroncich – Instructor
- Nina Dade – Instructor
- Michael Traina - Instructor
- Jim Herbert – Flex Instructor
- Xavier Price – Lab Assistant
- James Hensen – Flex Instructor
- Tanica Edwards – Office Administrator
- Samantha Aguirre – Office Administrator
- Tiffany Hopkins – Office Administrator

Programs

Columbus Gainful Employment Program Disclosures:

<http://www.mycomputercareer.edu/columbus-campus-disclosure-documents/>

Columbus (Westerville), OH Accrediting Body Completion & Placement Results						
Program	2015	2015	2016	2016	2017	2017
	Completion Rate	Placement Rate	Completion Rate	Placement Rate	Completion Rate	Placement Rate
ITSA 30 week program	74.29%	80.65%	82.86%	76.19%	84.62%	90.00%
ITSA 42 week program	n/a	n/a	72.09%	76.00%	84.21%	78.57%
ITSA 48 week program	82.05%	80.68%	69.05%	84%	n/a	n/a
ITSA 30 week Hybrid IDL	n/a	n/a	70.59%	80.95%	76.25%	92.16%
ITSA 42 week Hybrid IDL	n/a	n/a	94.12%	84.85%	85.00%	78.57%
ITSA 30 week Full IDL	n/a	n/a	n/a	n/a	n/a	n/a
ITSA 42 week Full IDL	n/a	n/a	n/a	n/a	79.69%	82.14%
ITSS 30 week Full IDL	n/a	n/a	n/a	n/a	n/a	n/a
ITSS 42 week Full IDL	n/a	n/a	n/a	n/a	94.59%	100%
ITSS 30 & 40 wk Resident and Hybrid IDL	n/a	n/a	n/a	n/a	n/a	n/a
CSE and ITNAS all weeks and teaching methodologies	n/a	n/a	n/a	n/a	n/a	n/a

n/a - indicates the program was new and/or did not have any graduates

Information Technology Security and Administration (ITSA)

Learning Methodology: Resident, Hybrid IDL, Full IDL

Program Clock Hours: 720

Quarter Credit Hours: 36

Enrollment Term: 30, 42 or 48 Weeks

Award Attainment: Certificate

Program Cost	\$ 22,805.00
Tuition 1st Half	\$ 9,625.50
Tuition 2nd Half	\$ 9,625.50
Computer*	\$ 728.00
Curriculum*	\$ 2,726.00
Registration Fee*	\$ 100.00
*refunds will be made in accordance with OAC 3332-1-10.1	

The IT Security and Administration program includes six courses to prepare students to earn numerous computer industry certifications. Upon completion of the program, the candidate will have valuable understanding and skills in basic hardware installation, troubleshooting and maintenance, networking and topology support, security configuration and analysis, as well as the configuration, securing, maintenance and troubleshooting of a computer network. This includes security measures, web authentication, and extensive TCP/IP familiarity.

Vocational Objectives:

The IT Security and Administration program is designed for individuals seeking a career as an information technology (IT) professional working in the typically complex computing environment of medium to large organizations. The student will also have developed professional skills to assist in the obtainment of work and promotion in the IT industry. Examples of occupations include, but are not limited to:

- Technical support engineers
- Systems Administrators
- Technical consultants
- PC Repair Technicians
- Level I, II and III Help Desk

The objective of this program is to provide the technical skills and knowledge identified below along with the professional soft skills needed to start and maintain a career in the IT Industry.

Course Sequence and Descriptions: Each course is typically 5-7 weeks long at 17-24 hours per week. Students will complete the first three courses listed below in any order before advancing to the final three courses which also can be taken in any order.

Computer and Security Essentials (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

To provide the student with the knowledge necessary to identify, install, configure, upgrade and troubleshoot personal computer components, laptops and portable devices, operating systems, printers and scanners, networks, security, understand safety and environmental issues, upgrade and troubleshoot personal computer components, operating systems, laptop/portable computers, printers and scanners. As well as, identify the fundamental principles of wired/wireless networks, computer security, safety, environmental issues, and proper employee communication and professionalism for business operations.

Networking I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

To provide the student with technical competency in networking administration and support. The student will demonstrate critical knowledge of network technologies, media and topologies, network devices, network management, network tools and network security.

Operating Systems I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

This course introduces students to various types of operating systems. Emphasis is placed on overall concepts, installation, maintenance, management, resources, and security. Students will be introduced to operating systems from both a client and a server perspective.

Server I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

To provide the student with the knowledge necessary to implement, administer and troubleshoot a server environment.

Client: (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

Students will learn to install, upgrade, and configure in demand work station operating systems. Students will learn skills involving network connectivity, user account, security, and Internet Explorer configuration and troubleshooting. Students will be prepared to take certification exams related to operating systems and be prepared for employment requirements that involve supporting and troubleshooting users and operating systems.

Networking and Security I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

To provide the student with the knowledge necessary to plan, configure, and operate simple WAN and switched LAN networks. Topics such as IPv6 basics, network device security, and establishing internet connectivity are covered. This course also focuses on securing business networks in the BYOD environment that exists today.

Information Technology Security Specialist (ITSS)

Learning Methodology: Resident, Hybrid IDL, Full IDL

Program Clock Hours: 720

Quarter Credit Hours: 36

Enrollment Term: 30, 42 or 48 Weeks

Award Attainment: Certificate

Program Cost	\$ 24,805.00
Tuition 1st Half	\$ 10,556.50
Tuition 2nd Half	\$ 10,556.50
CEH Curriculum*	\$ 1,072.00
Curriculum*	\$ 2,520.00
Registration Fee*	\$ 100.00
*refunds will be made in accordance with OAC 3332-1-10.1	

Program Description: The IT Security Specialist program includes six courses to prepare students to achieve System Administrator and Network Security skills and knowledge. Completion of these courses will demonstrate skills in Network Infrastructure and Security. Upon completion of the program, the candidate will know how to plan, configure, and operate simple WAN and switched LAN networks as well as know how intruders escalate privileges and what steps can be taken to secure a system.

Vocational Objectives: The IT Security Specialist program is designed for individuals seeking a career as an information technology (IT) professional working in the typically complex computing environment of medium to large organization. The student will also have developed professional skills to assist in the obtainment of work and promotion in the IT industry. Examples of occupations include, but are not limited to: Security Consultant, Systems Analyst, Firewall Engineer, Cisco Network Engineer, Infrastructure Network Engineer, Security Analyst, Data Security Engineer, IT Security Risk Management, Security Supervisor, Information System Security Specialist, Security Engineer, Information Security Officer, Threat & Vulnerability Analyst, Information Security Consultant, Protection & Control Specialist, and Windows Security.

Course Sequence and Descriptions: Each course is typically 5-7 weeks long at 17-24 hours per week. Courses can be taken in any order.

Server I (6 FIN AID QCH, 7.5 ACAD QCH, 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours, 120 Total Clock Hours):

To provide the student with the knowledge necessary to implement, administer and troubleshoot a server environment.

Client (6 FIN AID QCH, 7.5 ACAD QCH, 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours, 120 Total Clock Hours):

Students will learn to install, upgrade, and configure in demand work station operating systems. Students will learn skills involving network connectivity, user account, security, and Internet Explorer configuration and troubleshooting. Students will be prepared to take certification exams related to operating systems (OS) and be prepared for employment requirements that involve supporting and troubleshooting users and OS's.

Networking and Security I (6 FIN AID QCH, 7.5 ACAD QCH, 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours, 120 Total Clock Hours): To provide the student with the knowledge necessary to plan, configure, and operate simple WAN and switched LAN

networks. Topics such as IPv6 basics, network device security, and establishing internet connectivity are covered. This course also focuses on securing business networks in the BYOD environment that exists today.

Networking and Security III (6 FIN AID QCH, 7.5 ACAD QCH, 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours, 120 Total Clock Hours): Students will learn how to configure, manage, and maintain routers in a complex networking environment. Students will learn to recognize evaluate the following terms: VLSM, OSPF, and EIGRP protocols in relation to network configuration and how to use Access Control Lists and NAT to secure a network environment. The primary objective for this course is for students to gain an understanding of what it takes to install and maintain routing devices in an Enterprise environment.

Networking and Security V (6 FIN AID QCH, 7.5 ACAD QCH, 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours, 120 Total Clock Hours): Students will learn how to secure and manage all facets of your network from CPU cycles to software used by individuals or across a network. Students will learn how to implement and maintain an effective security strategy within your company's network infrastructure. This includes learning the knowledge of systems security, network infrastructure, access control, assessments, and audits.

Networking and Security IV (6 FIN AID QCH, 7.5 ACAD QCH, 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours, 120 Total Clock Hours): This course will provide the knowledge and practical experience with the current essential security systems. Students will learn how intruders escalate privileges and what steps can be taken to secure a system. This course also focuses on addressing security issues to the latest operating systems and addresses developments in mobile and web technologies.

Cyber Security Engineer (CSE)

Learning Methodology: Resident, Hybrid IDL, Full IDL

Program Clock Hours: 720

Quarter Credit Hours: 36

Enrollment Term: 30, 42 or 48 Weeks

Award Attainment: Certificate

Program Cost	\$ 24,805.00
Tuition 1st Half	\$ 10,274.00
Tuition 2nd Half	\$ 10,274.00
CEH Curriculum*	\$ 1,072.00
Curriculum*	\$ 2,435.00
CFR Curriculum*	\$ 650.00
Registration Fee*	\$ 100.00
*refunds will be made in accordance with OAC 3332-1-10.1	

Program Description: The Cyber Security Engineer program includes six courses to prepare students to achieve Network Security skills and knowledge. These courses demonstrate a student's skills in Network Infrastructure and Security. Upon completion of the program, the candidate will know how to plan, configure, and operate simple WAN and switched LAN networks. Students will also understand VLSM, IPv6, OSPF, and EIGRP protocols and learn to use access lists using NAT and DHCP. Students will be able to make the design and technology decisions necessary to ensure successful technology implementation projects. Students will learn how to summarize business and industry influences and identify the security risks associated with those relationships. Students will also learn how to apply security mitigation strategies and controls in an Enterprise environment. Students will also learn how to apply security mitigation strategies and controls in an Enterprise environment.

Vocational Objectives: The Cyber Security Engineer program is designed for individuals seeking a career as an information technology (IT) professional working in the typically complex computing environment of medium to large organizations. The student will also have developed professional skills to assist in the obtainment of work and promotion in the IT industry. Examples of occupations include, but are not limited to:

- Cisco Network Engineers
- Information System Security Specialist
- Network Engineer
- Systems Administrators
- Threat & Vulnerability Analyst
- Security Analyst

Course Sequence and Descriptions: Each course is typically 5-7 weeks long at 17-24 hours per week. Courses can be taken in any order.

Networking and Security III (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours): Students will learn how to configure, manage, and maintain routers in a complex networking environment. Students will learn to recognize and evaluate the following terms: VLSM, OSPF, and EIGRP protocols in relation to network configuration and how to use Access Control Lists and NAT to secure a network environment. The primary objective for this course is for students to gain an understanding of what it takes to install and maintain routing devices in an Enterprise environment.

Networking and Security IV (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours): This course will provide the knowledge and practical experience with the current essential security systems. Students will learn how intruders escalate privileges and what steps can be taken to secure a system. This course also focuses on addressing security issues to the latest operating systems and addresses developments in mobile and web technologies.

Networking and Security V (6 FIN AID QCH, 7.5 ACAD QCH, 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hrs, 120 Total Clock Hrs): Students will learn how to secure and manage all facets of your network from CPU cycles to software used by individuals or across a network. Students will learn how to implement and maintain an effective security strategy within your company's network infrastructure. This includes learning the knowledge of systems security, network infrastructure, access control, assessments, and audits.

Networking and Security VI (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours): Students will learn how to identify malware and gain an understanding of the approach required to mitigate these threats. Students will also learn about Advanced Persistent Threats (APTs) allowing for them to gain an enhanced ability to recognize threats across a broad attack surface. Students will learn to configure and use threat detection tools, perform data analysis, and interpret results to identify vulnerabilities, threats, and risks to an organization.

Networking and Security VIII (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours): Students will gain the technical knowledge and skills required to conceptualize, engineer, integrate and implement secure solutions across complex environments to support a resilient enterprise. Students will learn how to summarize business and industry influences and identify the security risks associated with those relationships. Students will also learn how to apply security mitigation strategies and controls in an Enterprise environment.

Networking and Security X (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours): Students will learn how to apply security governance principles in alignment with business goals and organizational processes in an Enterprise environment. The legal and regulatory concerns related to information technology security enforcement will be reviewed in this course. Physical and virtual asset security is defined along with the concepts relative to applying security engineering in the business environment.

Associate of Applied Science in IT Network Administration and Security

Program Clock Hours: 1890

FA Quarter Credit Hours: 94.5

Acad. Quarter Credit Hours: 135

Enrollment Term: 85 or 109 Weeks

Award Attainment: Associate of Applied Science

Teaching Methodology: Resident and Full IDL

Prerequisite: HS Diploma or equivalent

Program Cost	\$	52,646.82	Computer**	\$	728.00
Tuition term one		10,238.33	Term One Curriculum*		2,726.00
Tuition term two		10,238.33	Term Three Curriculum*		2,520.00
Tuition term three		10,238.33	Term Three CEH Cur.*		1,072.00
Tuition term four		10,238.33	Term Four Curriculum*		2,435.00
Tuition term five		1,170.00	Term Four CFR Cur.*		650.00
Tuition term six		292.50	Registration Fee*		100.00

*refunds will be made in accordance with OAC 3332-1-10.1

** Computer will not be provided and the fee will be excluded for students transferring in all ITSA courses.

Program Description:

The IT Network Administration and Security program includes 12 core IT courses to earn numerous computer industry certifications and five general education courses to obtain a well-rounded education. Upon completion of the first six courses, students will have valuable understanding and skills in basic hardware installation, troubleshooting and maintenance, networking and topology support, security configuration and analysis, as well as the configuration, securing, maintenance and troubleshooting of a computer network. This includes security measures, web authentication, and extensive TCP/IP familiarity. Upon completion of the next six IT courses, students will understand how to plan, configure, and operate simple WAN and switched LAN networks as well as know how intruders escalate privileges and what steps can be taken to secure a system. In addition, students will understand VLSM, IPv6, OSPF, and EIGRP protocols and learn to use access lists using NAT and DHCP. Students will be able to make the design and technology decisions necessary to ensure successful technology implementation projects. This includes Active Directory, security measures, web authentication, and extensive TCP/IP familiarity.

Course Descriptions:**ITPC 101 - Intro to PCs (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

To provide the student with the knowledge necessary to identify, install, configure, upgrade and troubleshoot personal computer components, laptops and portable devices, operating systems, printers and scanners, networks, security, understand safety and environmental issues, upgrade and troubleshoot personal computer components, operating systems, laptop/portable computers, printers and scanners. As well as, identify the fundamental principles of wired/wireless networks, computer security, safety, environmental issues, and proper employee communication and professionalism for business operations.

NET 101 - Intro to Networking (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

To provide the student with technical competency in networking administration and support. The student will demonstrate critical knowledge of network technologies, media and topologies, network devices, network management, network tools and network security.

ITOS 101 - Operating Systems (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

This course introduces students to various types of operating systems. Emphasis is placed on overall concepts, installation, maintenance, management, resources, and security. Students will be introduced to operating systems from both a client and a server perspective.

SER 101 - Intro to Server (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

To provide the student with the knowledge necessary to implement, administer and troubleshoot a server environment.

CLI 201 - Client (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

Students will learn to install, upgrade, and configure in demand work station operating systems. Students will learn skills involving network connectivity, user account, security, and Internet Explorer configuration and troubleshooting. Students will be prepared to take certification exams related to operating systems and be prepared for employment requirements that involve supporting and troubleshooting users and operating systems.

NSEC 101 - Intro to Security and Networking (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hrs.):

To provide the student with the knowledge necessary to plan, configure, and operate simple WAN and switched LAN networks. Topics such as IPv6 basics, network device security, and establishing internet connectivity are covered. This course also focuses on securing business networks in the BYOD environment that exists today.

NSEC 203 - Networking and Security III (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hrs. 6 QCH/90 Lab Hrs.):

Students will learn how to configure, manage, and maintain routers in a complex networking environment. Students will learn to recognize evaluate the following terms: VLSM, OSPF, and EIGRP protocols in relation to network configuration and how to use Access Control Lists and NAT to secure a network environment. The primary objective for this course is for students to gain an understanding of what it takes to install and maintain routing devices in an Enterprise environment.

NSEC 204 - Networking and Security IV (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hrs. 6 QCH/90 Lab Hrs.):

This course will provide the knowledge and practical experience with the current essential security systems. Students will learn how intruders escalate privileges and what steps can be taken to secure a system. This course also focuses on addressing security issues to the latest operating systems and addresses developments in mobile and web technologies.

NSEC 205 - Networking and Security V (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hrs, 6 QCH/90 Lab Hrs): Students will learn how to secure and manage all facets of your network from CPU cycles to software used by individuals or across a network. Students will learn how to implement and maintain an effective security strategy within your company's network infrastructure. This includes learning the knowledge of systems security, network infrastructure, access control, assessments, and audits.

NSEC 206 - Networking and Security VI (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hrs, 6 QCH/90 Lab Hrs): Students will learn how to identify malware and gain an understanding of the approach required to mitigate these threats. Students will also learn about Advanced Persistent Threats (APTs) allowing for them to gain an enhanced ability to recognize threats across a broad attack surface. Students will learn to configure and use threat detection tools, perform data analysis, and interpret results to identify vulnerabilities, threats, and risks to an organization.

NSEC 208 - Networking and Security VIII (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hrs: 1.5 QCH/30 Lecture Hrs, 6 QCH/90 Lab Hrs): Students will gain the technical knowledge and skills required to conceptualize, engineer, integrate and implement secure solutions across complex environments to support a resilient enterprise. Students will learn how to summarize business and industry influences and identify the security risks associated with those relationships. Students will also learn how to apply security mitigation strategies and controls in an Enterprise environment.

NSEC 210 - Networking and Security X (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hrs, 6 QCH/90 Lab Hrs): Students will learn how to apply security governance principles in alignment with business goals and organizational processes in an Enterprise environment. The legal and regulatory concerns related to information technology security enforcement will be reviewed in this course. Physical and virtual asset security is defined along with the concepts relative to applying security engineering in the business environment.

ENG 101 - English Composition I (4.5 FIN AID QCH, 9 ACAD QCH, 90 Clock Hours – all lecture) - This course helps students develop quality writing skills by explaining and identifying the steps involved in the writing process. The importance of proper grammar, punctuation, and spelling is highlighted, as emphasis is placed on editing and revising pieces of writing. Students also learn proper research techniques, utilizing the Modern Language Association (MLA) style.

COM 101 - Introduction to Communication (4.5 FIN AID QCH, 9 ACAD QCH, 90 Clock Hours – all lecture) - This course introduces students to the theories and principles of speech communication from a wide range of perspectives. The evolution of communication theory is examined and foundational principles, such as the communication process, perception, verbal and nonverbal communication and listening, are introduced. The dynamics of relationships, intercultural and gender communication issues, and conflict and negotiation are also explored, along with ethical issues inherent in the communication process.

GOV 101 - American Government (4.5 FIN AID QCH, 9 ACAD QCH, 90 Clock Hours – all lecture) - In this course, students will explore the ideals that the United States was founded upon, and discuss their lasting influence on the nation's politics. Students will discover how the founders created a representative democracy form of government based upon the ideals of liberty, equality, and self-government. Students will explore how the federal government is structured and how it operates, as well as examine the three branches of government (legislative, executive, and judicial) that make up the system of separation of powers and checks and balances.

PHI 101 - Philosophy (4.5 FIN AID QCH, 9 ACAD QCH, 90 Clock Hours – all lecture) - This course is a critical introduction to the field of philosophical inquiry. After defining philosophy and identifying the major fields of philosophical study, the course examines the history of Western thought, from the famous Greek philosophers up to the cutting-edge intellectuals of today.

MAT 101 - Introduction to Math (4.5 FIN AID QCH, 9 ACAD QCH, 90 Clock Hours – all lecture) - This course will provide evaluations of arithmetic and exponential expressions, algebraic expressions, and equations as well as use the order of operations and the properties of real numbers to simplify algebraic expressions. Students will perform operations with real numbers, fractions, decimals, and percentages as well as solve word problems involving formulas and linear equations.

Indianapolis Programs and Campus Staff

8909 Purdue Rd. suite 100 Indianapolis, IN 46268 ~ 317-550-3044

Faculty and Staff

Paul Wolf – Campus Director
 David Brunner – Asst. Campus Director
 Matt Mosley – VP of Online Operations
 Brian Lewis - Military Education Benefits Director
 Shannon Rivers – Sr. Career Services Director
 Taylor Nichols – Career Services Director
 Kortney Gonzalez – Admissions Advisor
 Donald Weathersbee – Admissions Director
 Andrea Hicks – Financial Aid Analyst
 Felicia Robinson – Financial Aid Counselor
 Chad Anderson – Instructor
 Eric Foster - Instructor
 David Berryman – Instructor
 Mike Harding – Instructor
 Anthony Queen – Instructor
 Jacob Burt – Flextime Instructor
 Kimberly Smith – PT Flextime Instructor
 Joseph Young – Lab Assistant
 Sam Cloud – Lab Assistant
 Jessy Hardway – PM Office Administrator
 Nidya Sanchez – AM Office Administrator
 Rebekah Elliott – Office Administrator

Programs

Indianapolis Gainful Employment Program Disclosures:

<http://www.mycomputercareer.edu/indianapolis-campus-disclosure-documents/>

Information Technology Security and Administration (ITSA)

Learning Methodology: Resident, Hybrid IDL, Full IDL

Program Clock Hours: 720

Quarter Credit Hours: 36

Enrollment Term: 30, 42 or 48 Weeks

Award Attainment: Certificate

Program Cost	\$ 22,805.00
Tuition	\$ 19,251.00
Computer*	\$ 728.00
Curriculum*	\$ 2,726.00
Registration Fee*	\$ 100.00
* These items are non-refundable once issued to the student	

The IT Security and Administration program includes six courses to prepare students to earn numerous computer industry certifications. Upon completion of the program, the candidate will have valuable understanding and skills in basic hardware installation, troubleshooting and maintenance, networking and topology support, security configuration and analysis, as well as the configuration, securing, maintenance and troubleshooting of a computer network. This includes security measures, web authentication, and extensive TCP/IP familiarity.

Vocational Objectives:

The IT Security and Administration program is designed for individuals seeking a career as an information technology (IT) professional working in the typically complex computing environment of medium to large organizations.

- Technical support engineers
- Systems Administrators
- Technical consultants
- PC Repair Technicians
- Level I, II and III Help Desk Support

The objective of this program is to provide the technical skills and knowledge identified below along with the professional soft skills needed to start and maintain a career in the IT Industry.

Course Sequence and Descriptions: Each course is typically 5-7 weeks long at 17-24 hours per week. Students will complete the first three courses listed below in any order before advancing to the final three courses which also can be taken in any order.

Computer and Security Essentials (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

To provide the student with the knowledge necessary to identify, install, configure, upgrade and troubleshoot personal computer components, laptops and portable devices, operating systems, printers and scanners, networks, security, understand safety and environmental issues, upgrade and troubleshoot personal computer components, operating systems, laptop/portable computers, printers and scanners. As well as, identify the fundamental principles of wired/wireless networks, computer security, safety, environmental issues, and proper employee communication and professionalism for business operations.

Networking I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

To provide the student with technical competency in networking administration and support. The student will demonstrate critical knowledge of network technologies, media and topologies, network devices, network management, network tools and network security.

Operating Systems I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

This course introduces students to various types of operating systems. Emphasis is placed on overall concepts, installation, maintenance, management, resources, and security. Students will be introduced to operating systems from both a client and a server perspective.

Server I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

To provide the student with the knowledge necessary to implement, administer and troubleshoot a server environment.

Client: (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

Students will learn to install, upgrade, and configure in demand work station operating systems. Students will learn skills involving network connectivity, user account, security, and Internet Explorer configuration and troubleshooting. Students will be prepared to take certification exams related to operating systems and be prepared for employment requirements that involve supporting and troubleshooting users and operating systems.

Networking and Security I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

To provide the student with the knowledge necessary to plan, configure, and operate simple WAN and switched LAN networks. Topics such as IPv6 basics, network device security, and establishing internet connectivity are covered. This course also focuses on securing business networks in the BYOD environment that exists today.

Information Technology Security Specialist (ITSS)

Learning Methodology: Resident, Hybrid IDL, Full IDL

Program Clock Hours: 720

Quarter Credit Hours: 36

Enrollment Term: 30, 42 or 48 Weeks

Award Attainment: Certificate

Program Cost	\$24,805.00
Tuition	\$21,113.00
CEH Curriculum*	\$1,072.00
Curriculum*	\$2,520.00
Registration Fee*	\$100.00
* These items are non-refundable once issued to the student	

The IT Security Specialist program includes six courses to prepare students to achieve System Administrator and Network Security skills and knowledge. Completion of these courses will demonstrate skills in Network Infrastructure and Security. Upon completion of the program, the candidate will know how to plan, configure, and operate simple WAN and switched LAN networks as well as know how intruders escalate privileges and what steps can be taken to secure a system.

Vocational Objectives: The IT Security Specialist program is designed for individuals seeking a career as an information technology (IT) professional working in the typically complex computing environment of medium to large organization. Occupations include, but are not limited to: Security Consultant, Systems Analyst, Firewall Engineer, Cisco Network Engineer, Infrastructure Network Engineer, Security Analyst, Data Security Engineer, IT Security Risk Management, Security Supervisor, Information System Security Specialist, Security Engineer, Information Security Officer, Threat & Vulnerability Analyst, Information Security Consultant, Protection & Control Specialist, and Windows Security.

Course Sequence and Descriptions: Each course is typically 5-7 weeks long at 17-24 hours per week

Server I (6 FIN AID QCH, 7.5 ACAD QCH, 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours, 120 Total Clock Hours):

To provide the student with the knowledge necessary to implement, administer and troubleshoot a server environment.

Client (6 FIN AID QCH, 7.5 ACAD QCH, 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours, 120 Total Clock Hours):

Students will learn to install, upgrade, and configure in demand work station operating systems. Students will learn skills involving network connectivity, user account, security, and Internet Explorer configuration and troubleshooting. Students will be prepared to take certification exams related to operating systems (OS) and be prepared for employment requirements that involve supporting and troubleshooting users and OS's.

Networking and Security I (6 FIN AID QCH, 7.5 ACAD QCH, 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours, 120 Total Clock Hours): To provide the student with the knowledge necessary to plan, configure, and operate simple WAN and switched LAN networks. Topics such as IPv6 basics, network device security, and establishing internet connectivity are covered. This course also focuses on securing business networks in the BYOD environment that exists today.

Networking and Security III (6 FIN AID QCH, 7.5 ACAD QCH, 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours, 120 Total Clock Hours): Students will learn how to configure, manage, and maintain routers in a complex networking environment. Students will learn to recognize evaluate the following terms: VLSM, OSPF, and EIGRP protocols in relation to network configuration and how to use Access Control Lists and NAT to secure a network environment. The primary objective for this course is for students to gain an understanding of what it takes to install and maintain routing devices in an Enterprise environment.

Networking and Security V (6 FIN AID QCH, 7.5 ACAD QCH, 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours, 120 Total Clock Hours): Students will learn how to secure and manage all facets of your network from CPU cycles to software used by individuals or across a network. Students will learn how to implement and maintain an effective security strategy within your company's network infrastructure. This includes learning the knowledge of systems security, network infrastructure, access control, assessments, and audits.

Networking and Security IV (6 FIN AID QCH, 7.5 ACAD QCH, 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours, 120 Total Clock Hours): This course will provide the knowledge and practical experience with the current essential security systems. Students will learn how intruders escalate privileges and what steps can be taken to secure a system. This course also focuses on addressing security issues to the latest operating systems and addresses developments in mobile and web technologies.

Cyber Security Engineer (CSE)

Learning Methodology: Resident, Hybrid IDL, Full IDL

Program Clock Hours: 720

Quarter Credit Hours: 36

Enrollment Term: 30, 42 or 48 Weeks

Award Attainment: Certificate

Program Cost	\$24,805.00
Tuition	\$20,548.00
CEH Curriculum*	\$1,072.00
Curriculum*	\$2,435.00
CFRCurriculum*	\$650.00
Registration Fee*	\$100.00
* These items are non-refundable once issued to the student	

Program Description: The Cyber Security Engineer program includes six courses to prepare students to achieve Network Security skills and knowledge. These courses demonstrate a student's skills in Network Infrastructure and Security. Upon completion of the program, the candidate will know how to plan, configure, and operate simple WAN and switched LAN networks. Students will also understand VLSM, IPv6, OSPF, and EIGRP protocols and learn to use access lists using NAT and DHCP. Students will be able to make the design and technology decisions necessary to ensure successful technology implementation projects. Students will learn how to summarize business and industry influences and identify the security risks associated with those relationships. Students will also learn how to apply security mitigation strategies and controls in an Enterprise environment. Students will also learn how to apply security mitigation strategies and controls in an Enterprise environment.

Vocational Objectives: The Cyber Security Engineer program is designed for individuals seeking a career as an information technology (IT) professional working in the typically complex computing environment of medium to large organizations. The student will also have developed professional skills to assist in the obtainment of work and promotion in the IT industry. Examples of occupations include, but are not limited to:

- Cisco Network Engineers
- Information System Security Specialist
- Network Engineer
- Systems Administrators
- Threat & Vulnerability Analyst
- Security Analyst

Course Sequence and Descriptions: Each course is typically 5-7 weeks long at 17-24 hours per week. Courses can be taken in any order.

Networking and Security III (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hrs): Students will learn how to configure, manage, and maintain routers in a complex networking environment. Students will learn to recognize and evaluate the following terms: VLSM, OSPF, and EIGRP protocols in relation to network configuration and how to use Access Control Lists and NAT to secure a network environment. The primary objective for this course is for students to gain an understanding of what it takes to install and maintain routing devices in an Enterprise environment.

Networking and Security IV (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hrs): This course will provide the knowledge and practical experience with the current essential security systems. Students will learn how intruders escalate privileges and what steps can be taken to secure a system. This course also focuses on addressing security issues to the latest operating systems and addresses developments in mobile and web technologies.

Networking and Security V (6 FIN AID QCH, 7.5 ACAD QCH, 1.5 QCH/30 Lecture Hrs, 6 QCH/90 Lab Hrs, 120 Total Clock Hrs): Students will learn how to secure and manage all facets of your network from CPU cycles to software used by individuals or across a network. Students will learn how to implement and maintain an effective security strategy within your company's

network infrastructure. This includes learning the knowledge of systems security, network infrastructure, access control, assessments, and audits.

Networking and Security VI (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hrs):
 Students will learn how to identify malware and gain an understanding of the approach required to mitigate these threats. Students will also learn about Advanced Persistent Threats (APTs) allowing for them to gain an enhanced ability to recognize threats across a broad attack surface. Students will learn to configure and use threat detection tools, perform data analysis, and interpret results to identify vulnerabilities, threats, and risks to an organization.

Networking and Security VIII (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hrs, 6 QCH/90 Lab Hrs):
 Students will gain the technical knowledge and skills required to conceptualize, engineer, integrate and implement secure solutions across complex environments to support a resilient enterprise. Students will learn how to summarize business and industry influences and identify the security risks associated with those relationships. Students will also learn how to apply security mitigation strategies and controls in an Enterprise environment.

Networking and Security X (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):
 Students will learn how to apply security governance principles in alignment with business goals and organizational processes in an Enterprise environment. The legal and regulatory concerns related to information technology security enforcement will be reviewed in this course. Physical and virtual asset security is defined along with the concepts relative to applying security engineering in the business environment.

PC Technician (PC-T)

Learning Methodology: Resident
Program Clock Hours: 240
Quarter Credit Hours: 12
Enrollment Term: 10 or 14 Weeks
Award Attainment: Certificate

Program Cost	\$ 7,872.00
Tuition	\$ 5,184.00
Computers*	\$ 848.00
Software Package*	\$ 300.00
Curriculum*	\$ 1,440.00
Registration Fee	\$ 100.00

*These items are non-refundable once issued to the student

The PC Technician Program is designed for students who want to be able to perform basic hardware installation, troubleshooting and maintenance, networking and topology support, security configuration and analysis. In addition, students will gain a thorough understanding of important networking fundamentals concepts using the Open Systems Interconnect (OSI) seven layer model; and students will become familiar with commonly used networking terminology and technologies including routing and switching concepts, securing, maintaining and troubleshooting a Windows operating system.

Course Descriptions:

Computer Essentials (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):
 To provide the student with the knowledge necessary to identify, install, configure, upgrade and troubleshoot personal computer components, laptops and portable devices, operating systems, printers and scanners, networks, security, understand safety and environmental issues, upgrade and troubleshoot personal computer components, operating systems, laptop/portable computers, printers and scanners. As well as, identify the fundamental principles of wired/wireless networks, computer security, safety, environmental issues, and proper employee communication and professionalism for business operations.

Networking I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):
 To provide the student with technical competency in networking administration and support. The student will demonstrate critical knowledge of network technologies, media and topologies, network devices, network management, network tools and network security.

Full IDL Faculty and Campus Staff

Matt Mosley – VP of Online Operations
 Darlene Wicker-Cernoch – Campus Director – IDL
 Tirrell Anthony - - Campus Director – IDL
 Brian Lewis - Military Education Benefits Director
 Anita Richburg – Career Services Director
 Charrisa Ferguson – Career Services Director
 Jeneen Jefferson – Sr. Career Services Specialist
 Jessica Richey – Sr. Career Services Director
 Melissa Davis – C.S. Director / Dir. of Natl. Accounts
 Dominique Lynn– Success Coordinator
 Jeffery Edge – Sr. Success Coordinator
 Juanita Barkley-Head – Success Coordinator
 Nicholas Adams – Success Coordinator
 Tauri Bailey – Success Coordinator
 Tiffany Mack – Success Coordinator
 Beth Nichols – Pathways Director
 Dara Cox – Pathways Facilitator
 Kelly Dowling – Alumni Coordinator
 Corey White – Director of Admissions - IDL
 Anna Bullock – Admissions Specialist
 I’Keliha Williams – Admissions Specialist
 Joseph Galati – Admissions Specialist
 Amy Puckett – Admissions Advisor
 Bianca Wiggins – Admissions Advisor
 Brandy Humphrey – Admissions Advisor
 Brittany Rees – Sr. Military Admissions Director
 Cambria Yauger – Admissions Advisor
 Chantel Stanyer – Admissions Advisor
 Chas Cook – Admissions Advisor
 Christy Holder – Admissions Advisor
 Crystal Richardson – Admissions Advisor
 David Mendez – Admissions Advisor
 Daniel Marshall – Admissions Manager
 Dylan Stenulson – Admissions Advisor
 Jahron Hardy – Admissions Advisor
 Jonathan Lewis – Admissions Advisor
 Kathi Winter – Admissions Advisor
 Laura Morris Admissions Advisor
 Marko Zjadic – Admissions Advisor
 Matt Wallace – Admissions Advisor
 Nadia Martinez – Admissions Advisor
 Pedro Perez – Admissions Advisor
 Rachel Feldmann – Admissions Advisor
 Rick Trader – Admissions Advisor
 Sarah Ackerman – Admissions Advisor
 Shandon Davies – Admissions Advisor
 Sherri McManus – Sr. Admissions Advisor
 Steve DiBernard – Admissions Advisor
 Thelma Robinson – Admissions Advisor
 Theresa Church – Admissions Advisor
 Tiffany Weber – Admissions Advisor
 Austin Galati – Admissions Advisor
 Patricia Dioguardo – Financial Aid Analyst
 Carmela Cohen – Financial Aid Counselor
 Jonathan Morgan – Financial Aid Counselor
 John Rice – Financial Aid Counselor
 Russ Munisteri – Director of Education – IDL
 Alan Kuttner – Sr. Lead Instructor
 Andron Stallion – Lead Instructor
 Dan Ward – Lead Instructor
 David Perry – Lead Instructor
 Jill Schaumloeffel – Lead Instructor
 Ray Downing – Lead Instructor
 Rick Harrison – Lead Instructor
 Scott Porter – Lead Instructor
 Cory Sadler – Lead Instructor
 Ahmed Mohammed – Instructor Mentor
 Betsy Wilkins – Instructor Mentor
 Brian Tracy – Instructor Mentor
 Clifford Thompson – Instructor Mentor
 Codie McNamara – Instructor Mentor
 Darius Spiller – Instructor Mentor
 David Carter – Instructor Mentor
 David Hatch – Instructor Mentor
 Derrick Madison – Instructor Mentor
 Elizabeth Stapp – Sr. Instructor Mentor
 Fermin Cardenas – Instructor Mentor
 James Weider – Instructor Mentor
 Jerome Motley – Instructor Mentor
 John Currie – Instructor Mentor
 John Harwell – Instructor Mentor
 Kevin Shull – Instructor Mentor
 Kimberly Warwick – Sr. Instructor Mentor
 Leonard Nichols – Instructor Mentor
 Matthew Chaffee – Instructor Mentor
 Matt Lack – Network Administrator/Instructor Mentor
 Michael Coffey – Instructor Mentor
 Nathan Hopkins – Instructor Mentor
 Patrick Ransome – Instructor Mentor
 Paul Bailey – Instructor Mentor
 Robert McSween – Instructor Mentor
 Rocky Thomas – Sr. Instructor Mentor
 Steven Kalarites – Instructor Mentor
 Tami Berner – Sr. Instructor Mentor
 William Keffer – Instructor Mentor
 Aijah Mason – Office Administrator
 Annmarie Richards – Office Administrator
 Hope King – Office Administrator
 Toni Hunter – Office Administrator