

NELLIS AIR FORCE BASE

STUDENT CATALOG
2024-2026



**MYCOMPUTER
CAREER**

TRAINING FOR A BETTER LIFE

Branches and Affiliated Campuses

MyComputerCareer at Raleigh LLC Main Campus

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

MyComputerCareer at Charlotte LLC branch

(704) 302-1031
3701 Arco Corporate Dr. Suite 115
Charlotte, NC 28273

MyComputerCareer at Arlington LLC branch

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

MyComputerCareer at Dallas LLC branch

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

MyComputerCareer at North Houston LLC branch

(281) 245-0888
7908 N Sam Houston Pkwy W Ste. 300
Houston, TX 77064

MyComputerCareer at Sugar Land LLC branch

14141 SW Freeway Ste. 1010
Sugar Land, TX 77478

MyComputerCareer at Columbus LLC Main Campus

(614) 891-3200
4349 Easton Way Suite 145
Columbus, OH 43219

MyComputerCareer at Las Vegas LLC branch (Nellis Air Force Base)

(702) 659-7652
4475 England Ave. Bldg. #20
Nellis AFB, NV 89191

MyComputerCareer at Columbus LLC Non-Instructional Branch

(919) 278-7944
346 Raleigh Street
Holly Springs, NC 27540

MyComputerCareer at Indianapolis LLC Main Campus

(317) 550-3044
2601 Fortune Cir East Ste.100c
Indianapolis, IN 46241

Website – www.mycomputercareer.edu

History – MyComputerCareer was founded by Tony Galati in Raleigh, North Carolina in 2007.

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Statement of Accuracy

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

Darren L. Nelson
Executive Director of Compliance

Governing Board of Directors

James A. Galati – Chairman of the Board, Amy Onuska – CEO, Bruce Ackerman – Chief Marketing Officer, Dan Pryor – Chief Placement Officer, Matthew Mosley – Secretary. James A. Galati (96.39%) and Amy Onuska (3.61%) are the owners of the institution.

Class B nonvoting ownership percentages are as follows: James Galati 46.05% (51.08% total), James A. Galati Legacy Trust 26.77% (24.10% total), Ravenclaw Haven Trust 23.57% (21.21% total) and Amy Onuska 3.61% (3.61% total).

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. You may request electronic or paper copies of our Accreditation and/or State license activity by emailing compliance@mycomputercareer.edu.

**The Licensing Body of MyComputerCareer in the state of Nevada is:**

State of Nevada Commission on Postsecondary Education
2800 E. St. Louis Las Vegas, N 89104 ~ (702) 486-7330 ~ <https://cpe.nv.gov>

Program Description

MyComputerCareer offers a comprehensive educational experience through its computer certification programs and associate degree program. 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 located towards the end of this catalog.

- (a) The programs with a distance education teaching methodology originate from the Las Vegas, NV campus for students who enroll through the Las Vegas, NV campus.

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.

CWP attends all program hours on campus**CWP Class Schedule Monday – Friday: PST**

8:00am – 5:00pm

CWP Tutoring Availability: PST

5:00pm – 9:00pm Mon-Thurs.

9:00am – 1:00pm Sat.

ITSA IDL Lecture Schedule Monday – Thursday: EST

Morning 9:00am - 3:00pm 2x/wk.

Late Morning 10:00am - 4:00pm 2x/wk.

Evening 6:00pm - 11:00pm or 6:30pm - 11:30pm or 7:00pm-12:00am 2x/wk, +2 hr Learning Lab.

CSS, CSE Schedule 6:30pm - 11:30pm 2x/wk +2 hr Learning Lab.

Associate Degree Schedule 6:30pm-8:45pm

Facility

The school is located at 4475 England Ave. Bldg. #20 Nellis AFB, NV, 89191. Our facilities comprise of a 597 square feet classroom and three offices on the Nellis Air Force Base. Student to Faculty ratio will not exceed 23:1 in the current classroom. The Base allocates a temporary classroom (451 square feet) on the same floor to accommodate an additional

class, if needed. All facilities are compliant with the 2010 ADA Standards for Accessible Design. Should a student need specific physical or intellectual accommodations, prospective student should refer to the [Policy on Non-Discrimination](#)

Nevada 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 or equivalent and must be issued by a school which is recognized by a governmental agency regulating education in the location where the diploma was issued.
- 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.

Nevada Veteran Benefits Enrollment

MyComputerCareer follows the requirements as listed in PL 115-407 Section 103 and 104 Compliance: Title 38 USC 3679 (e). As an institution, MyComputerCareer does not impose any penalty, including assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds while awaiting payment of VA funds under chapter 31 and 33. A student requesting to use benefits must submit a COE before the first day of class, a written request to use such entitlement, provide additional information necessary to certify enrollment, and may impose a fee for the amount that is different between the VA payment.

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.

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 and may be unofficial. Students seeking credit for any course that provides training towards a certification must provide proof that they have passed the Industry 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 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. MyComputerCareer will maintain a written record of previous education and training,

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 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, and transcript may be unofficial.

Tuition Payment

MyComputerCareer accepts tuition payment in the form of check, money order, credit card and student loans where available. MyComputerCareer accepts the following Federal Student Aid (Note: Cyber Warrior Program is not Title IV eligible):

- 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 2023/24 award year is \$7,395 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.

Eligible Title IV disbursements will be made at the beginning of each program except for Direct Loans, which are delayed by 30 days from the first day of the payment period, and again at the program midpoint once the student has successfully completed the credit hours attempted in the payment period and half of the academic year in instructional weeks (i.e., 15 weeks or 21 weeks). Title IV disbursements for the Associate Degree program on the Columbus, OH campus occur at the end of each payment period when the student has successfully completed the weeks of instruction in the payment period and 18 quarter credits.

MyComputerCareer also accepts WIA & TAA vouchers, and the GI Bill®. (GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.) 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. MyComputerCareer will also charge a \$50.00 service fee for any returned checks that are given to the school as payment for tuition.

Institutional Grants:

Scarlett Scholarship – an annual scholarship to a Veteran, Veteran Spouse or Veteran Dependent with no military benefits remaining or has never had benefits to use for education. Must meet the general admission requirements outlined above, complete the application with an essay and provide verification of military affiliation. The Scholarship recipient will be chosen each year by Scarlett's parents. To learn more about Scarlett and details of the scholarship please visit our website. <https://www.mycomputercareer.edu/scarlettsscholarship/>

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 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>.

Academic Calendar

The enrollment 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 5/12 weeks, based on program. The following table contains approximate start dates for enrollment terms for the 2024-2026 academic year.

CWP		ITSA			CSS		CSE	
5/21/2024	7/8/2024	5/27/2024	5/28/2024	7/1/2024	5/20/2024	6/24/2024	4/30/2024	6/4/2024
8/16/2024	10/1/2024	7/2/2024	8/5/2024	8/6/2024	7/29/2024	9/2/2024	7/9/2024	8/13/2024
11/13/2024	1/8/2025	9/9/2024	9/10/2024	10/14/2024	10/7/2024	11/11/2024	9/17/2024	10/22/2024
2/19/2025	4/4/2025	10/15/2024	11/18/2024	11/19/2024	12/16/2024	1/27/2025	11/26/2024	1/7/2025
5/14/2025	7/1/2025	12/30/2024	12/31/2024	2/3/2025	3/3/2025	4/7/2025	2/11/2025	3/18/2025
8/11/2025	9/25/2025	2/4/2025	3/10/2025	3/11/2025	5/12/2025	6/16/2025	4/22/2025	5/27/2025
11/5/2025	12/29/2025	4/14/2025	4/15/2025	5/19/2025	7/21/2025	8/25/2025	7/1/2025	8/5/2025
2/12/2026	3/27/2026	5/20/2025	6/23/2025	6/24/2025	9/29/2025	11/3/2025	9/9/2025	10/14/2025
5/8/2026	6/23/2026	7/28/2025	7/29/2025	9/1/2025	12/8/2025	1/19/2026	11/18/2025	12/29/2025
8/4/2026	9/17/2026	9/2/2025	10/6/2025	10/7/2025	2/23/2026	3/30/2026	2/2/2026	3/9/2026
10/29/2026	12/16/2026	11/10/2025	11/11/2025	12/15/2025	5/4/2026	6/8/2026	4/13/2026	5/18/2026
NACS		12/16/2025	1/26/2026	1/27/2026	7/13/2026	8/17/2026	6/22/2026	7/27/2026
4/23/2024	10/15/2024	3/2/2026	3/3/2026	4/6/2026	9/21/2026	10/26/2026	8/31/2026	10/5/2026
4/15/2025	10/7/2025	4/7/2026	5/11/2026	5/12/2026	11/30/2026	1/4/2026	11/9/2026	12/14/2026
4/7/2026	9/29/2026	6/15/2026	6/16/2026	7/20/2026				
		7/21/2026	8/24/2026	8/25/2026				
		9/28/2026	9/29/2026	11/2/2026				
		11/3/2026	12/7/2026	12/8/2026				

School Holidays

MyComputerCareer will be closed and not hold classes on the following holidays: New Year's Eve, New Year's Day, Martin Luther King Day (CWP only), Presidents Day (CWP only), Memorial Day, Juneteenth (CWP only), Fourth of July, Labor Day, Columbus Day (CWP only), Veterans Days (CWP only), Thanksgiving Day and the day following, and a week around 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. A maximum of 20% of excused absences is permitted by the school towards the attendance completion requirement.

MyComputerCareer will record all attendance for students. A student must complete 80% of their scheduled clock hours by the program's midpoint, lab end date or MTF. Students not meeting the attendance standards at any evaluation point will be notified via email of their Academic Termination. The student may submit a written Appeal (email is an acceptable) to the Director within 10 calendar 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 the attendance standards and what has changed in the student's situation that will allow him/her to meet attendance standards at the next evaluation. Documentation should be submitted with the Appeal.

Cyber Warrior Program Attendance Policy

The Cyber Warrior clock hour program requires that students who miss more than **2 consecutive class days be subject to dismissal for violations of the Cyber Warrior attendance policy**. Dismissed students must submit an appeal to the Director within two days of dismissal. Approval of appeals is at the discretion of the Appeals Committee.

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 will 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, or 2 consecutive class days for CWP, are subject to dismissal for violation of the attendance policy. Dismissed students must submit an appeal to the Director within 5 days of termination (within 2 days of termination for CWP). Approval of appeal is at the discretion of the Appeals Committee. See [Cyber Warrior Attendance Policy](#) for program-specific policy.

Make-up Work

Students who need to complete missed assignments and receive additional review of topics missed in class should make arrangements with their Lead Instructor or Instructor. Students must complete the required minimum number of hours, assignments and/or make-up work by the end date of each course. A student who misses multiple classes in a course due to an extreme circumstance, may request to make-up the class time with his/her Instructor or Lead Instructor. The Lead Instructor will create the academic plan with the student to use during make-up time. An Academic Recovery Plan form will be used for this purpose. Once the student agrees to the plan, the Lead Instructor will approve the make-up time. If the student does not agree, the make-up time will not be approved. Students who do not complete the minimum required hours and/or assignments by the end of each course will receive a failing grade for that course. Students who receive a failing grade in a course will be required to repeat the course as discussed in the "Repeating Courses" section below. Students who fail two courses in the first payment period or more than two courses in the program are subject to Academic Termination. Associate Degree courses are evaluated on each evaluation period in the catalog.

For the Cyber Warrior Program, 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](#). 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 two 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 the maximum time frame 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, and Veteran students will be terminated from using their benefits.

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 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 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 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 the 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. The Cyber Warrior Program (CWP) determines Leaves of Absence on a case-by-case basis as it correlates to the student's military service timeline.

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

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 Grade Credit Hour	% of Grade Clock Hour
Final Exam	40%	40%
Post Assessments	30%	30%
Graded Labs	20%	30%
Homework Assignments	10%	n/a

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 143% of the published length of the program.

~ All graduates of will receive a Certificate of Completion or Diploma, based on program of enrollment

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 Director. There is no transcript release fee at this time.

Student records are maintained for at least seven years, while transcripts are kept indefinitely.

Satisfactory Academic Progress

Progress Standards for CREDIT HOUR Programs:

- A. Quantitative progress is based upon the successful completion of credit hours. A student must have earned 70 percent of the attempted credit hours.
- B. Qualitative progress is based upon the cumulative grade point average. The minimum cumulative GPA required is 70 percent.
- C. Students must be progressing at a rate which would allow them to complete their program within 143 percent of the scheduled weeks for the program. For VA students in the Cyber Warrior Program, students must complete all coursework by the end of service date.

Evaluation Points:

All Certificate Programs are one academic year in length. SAP will be evaluated at the scheduled program midpoint, the program end date and the program's maximum time frame. For the Cyber Warrior Certification Program, SAP will be evaluated at the end of the third course, the end of the program, and the program's maximum time frame. For the Associate's Degree Program, SAP will be evaluated at the end of each payment period, and the program's maximum time frame. At each evaluation period, both quantitative and qualitative progress will be measured, which specifically includes

the cumulative GPA and pace as outlined above in the Progress Standards description. Students that do not meet SAP standards at midpoint or lab end date may be Academically Terminated as defined below. The Evaluation process applies to all students without regarding to funding source.

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 certificate 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. 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. The Cyber Warrior Program is not title IV eligible.

Academic Termination and Financial Aid Probation:

Students not meeting the SAP standards at the scheduled evaluation point will be notified via email of their Academic Termination. When a student loses Title IV eligibility and is academically terminated because he or she fails to make Satisfactory Academic Progress, the student may submit an Appeal as described in the next section. If an Appeal is approved, the student will be placed on Financial Aid Probation. When the student is placed on Financial Aid Probation, an Academic Plan will be developed and provided to the student. This Academic Plan must allow the student to meet SAP standards by the Maximum Time Frame of the program. The student's Satisfactory Academic Progress will be evaluated at the end of the next payment period, as is required of a student on Financial Aid Probation status, to determine if the student is meeting the minimum standards of SAP or if the student is meeting the requirements of the Academic Plan. The student is eligible to receive Title IV aid while on Financial Aid Probation and the Academic Plan, as long as the student continues to meet the minimum standards of SAP or is meeting the requirements of the Academic Plan. Students not meeting the minimum requirements following the payment period when the student is on Financial Aid Probation will no longer be eligible for Title IV aid and will be terminated unless a subsequent appeal is submitted and granted. The Cyber Warrior Program is not title IV eligible.

Academic Termination, VA Benefits Probation & Financial Aid Probation:

Students not meeting the SAP standards at the scheduled evaluation point will be notified via email of the Academic Termination. When a student is terminated, their VA benefits will be terminated for unsatisfactory conduct, attendance, or progress. If an appeal is approved, the student will be placed on Academic Probation. While on academic probation, an academic plan will be developed and provided to the student. The student is eligible to continue to receive VA benefits while one Academic Probation and the academic plan, as long as the student continues to meet the minimum standards of SAP or is meeting the requirements of the Academic Plan. Students not meeting the minimum requirements as of the subsequent evaluation point will be terminated unless a subsequent appeal is submitted and granted.

When a student loses Title IV eligibility and is academically terminated because he or she fails to make Satisfactory Academic Progress, the student may submit an Appeal as described in the next section. If an Appeal is approved, the student will be placed on Financial Aid Probation. When the student is placed on Financial Aid Probation, an Academic Plan will be developed and provided to the student. This Academic Plan must allow the student to meet SAP standards by the Maximum Time Frame of the program. The student's Satisfactory Academic Progress will be evaluated at the end of the next payment period, as is required of a student on Financial Aid Probation status, to determine if the student is meeting the minimum standards of SAP or if the student is meeting the requirements of the Academic Plan. The student is eligible to receive Title IV aid while on Financial Aid Probation and the Academic Plan, as long as the student continues to meet the minimum standards of SAP or is meeting the requirements of the Academic Plan. Students not meeting the minimum requirements following the payment period when the student is on Financial Aid Probation will no longer be eligible for Title IV aid and will be terminated unless a subsequent appeal is submitted and granted. If the student previously appealed on the basis of one circumstance and intends to appeal again based on the same circumstance, the student must provide information about what has changed to permit the student to make satisfactory academic progress at the next evaluation. The Cyber Warrior Program is not title IV eligible.

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 Director within 5 calendar days of the dismissal notification (within 2 days of dismissal notification for CWP). 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. Documentation should be submitted with the Appeal. Should the Appeal be successful, the student will be placed on

Financial Aid Probation and an Academic Plan, which clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed.

The Appeals Committee, composed of the 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 Appeals Committee. The student will be sent the Appeals Committee's decision within 5 days of the Director's receipt of the appeal (within 2 days of receipt for the CWP). The decision of the Appeals 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 credits will have their enrollment term adjusted based on the number of Quarter Credit Hours remaining in the program. Transfer credits will be counted toward the maximum timeframe and will count as credits attempted and credits earned in the quantitative evaluation of SAP.

Repeats, Uncompleted Courses, Remedial Courses and Course Withdrawals:

Repeat courses in the classroom training environment must be discussed with the instructor for the class and the Director. Students who repeat courses will not be eligible for additional federal financial assistance for the repeat courses.

If a student has an uncompleted course that the student has not successfully completed by the end of the course's scheduled end date, MyComputerCareer counts the credits in the course as attempted credit hours toward the student's Quantitative progress. MyComputerCareer generally does not allow individual course withdrawals, nor does it offer remedial programs. All periods of enrollment count towards the determination of SAP including periods when a student does not receive Title IV aid. Additionally, when a student pursues another program at MyComputerCareer, only those credits for the courses that apply toward the second program count in the calculation of SAP for the second program. The Cyber Warrior Program does not offer Repeat course policy.

ACCET Cancellation and Refund Policy

The Student has the right to cancel this Agreement at any time. Refunds shall be issued as follows:

- (i). If MyComputerCareer rejects the Student's application, the School will refund all tuition and fees to the Student, although the School may, at its option, deduct the non-refundable registration fee in the amount of \$100 from the Student's refund.
- (ii). If MyComputerCareer cancels the Program subsequent to a Student's enrollment, the School will refund all tuition and fees paid by the Student.
- (iii). If an enrolled Student is determined to be a "no-show," the School shall issue a full refund of tuition and fees to the Student. The School may, at its option, deduct the non-refundable registration fee in the amount of \$100 from the Student's refund. A "no-show" is defined as any cancellation of enrollment prior to the first day of class (the "Lab Start Date"), or failure to attend class on the Lab Start Date.
- (iv). For a Student that cancels his or her enrollment after the Lab Start Date or is terminated due to violations in academics, attendance (14 consecutive days of no attendance, 2 for CWP), code of conduct, drug and alcohol, etc., refunds shall be computed and issued as follows (sample calculations can be reviewed on the ACCET website):
 1. Refund computations will be based on a Student's last day of attendance. When determining the number of weeks completed by the Student, the School shall consider a partial week the same as if a whole week were completed, provided the Student was present at least One (1) day during the scheduled week. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
 2. During the first week of classes, MyComputerCareer will withhold tuition charges not exceed Ten Percent (10%) of the stated tuition, up to a maximum of One Thousand Dollars (\$1,000).
 3. After the first week and Through Fifty Percent (50%) of the period of financial obligation, MyComputerCareer will withhold tuition charges that shall not exceed a pro rata portion of tuition for the period of class completed, plus Ten Percent (10%) of the unearned tuition for the portion of the Program that was not completed, up to a maximum of One Thousand Dollars (\$1,000).
 4. After Fifty Percent (50%) of the period of financial obligation is completed by the Student, the School will retain the full tuition for that period.

State of Nevada Cancellation and Refund Policy

NRS 394.449 Requirements of policy for refunds by postsecondary educational institutions.

1. Each postsecondary educational institution shall have a policy for refunds which at least provides:
 - (a) That if the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money the student has paid.
 - (b) That if a student cancels his or her enrollment before the start of the training program, the institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment

- agreement or \$150, whichever is less, and that if the institution is accredited by a regional accrediting agency recognized by the United States Department of Education, the institution may also retain any amount paid as a nonrefundable deposit to secure a position in the program upon acceptance so long as the institution clearly disclosed to the applicant that the deposit was nonrefundable before the deposit was paid.
- (c) That if a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.
 - (d) That if a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.
2. If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:
 - (a) Date of cancellation by a student of his or her enrollment;
 - (b) Date of termination by the institution of the enrollment of a student;
 - (c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
 - (d) Last day of attendance of a student, whichever is applicable.
 3. Books, educational supplies or equipment for individual use are not included in the policy for refund required by subsection 1, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds required by this subsection on a case-by-case basis.
 4. For the purposes of this section:
 - (a) The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.
 - (b) The period of time for a training program is the period set forth in the enrollment agreement.
 - (c) Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.
 5. As used in this section, "substantially failed to furnish" includes cancelling or changing a training program agreed upon in the enrollment agreement without:
 - (a) Offering the student a fair chance to complete the same program or another program with a demonstrated possibility of placement equal to or higher than the possibility of placement of the program in which the student is enrolled within approximately the same period at no additional cost; or
 - (b) Obtaining the written agreement of the student to the specified changes and a statement that the student is not being coerced or forced into accepting the changes, unless the cancellation or change of a program is in response to a change in the requirements to enter an occupation.

How to Request a Cancellation, Withdrawal and Refund. A request for withdrawal can be delivered or sent to MyComputerCareer's training center in writing or via electronic mail or can be verbally conferred to the Local Director or Director Military Operations, in person or telephonically. Per NRS 394.441, the Enrollment Agreement may be cancelled not later than 3 days after signing the agreement.

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
- Violating the Copyright Infringement Policy
- Falsifying student records
- Not meeting Satisfactory Academic Progress
- Failure to attend for 14 consecutive calendar days (2 consecutive for Cyber Warrior Program).
- Nonpayment of any student loan

Failure to comply with these reasons will result in termination upon identification. 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 in the Nevada Enrollment Policy. Approval for reenrollment is at the sole discretion of MyCC.

Grievance Procedure

All student complaints should be communicated to the Director. Students that have addressed their concern to the Director and have not reached their desired outcome, or have an issue directly related to the Director are encouraged to write a letter to Tony, founder and CEO 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:

Nevada

Student may file a complaint against MyComputerCareer regarding this tuition policy or otherwise, by submitting the Nevada Commission on Postsecondary Education complaint form located on their website at http://cpe.nv.gov/Students/Students_Home/. You can submit it; by mail: 2800 E. St Louis Ave, Las Vegas, NC 89104; by email or by fax: 702-486-7340

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.

All Campuses and state-by-state complaint procedures for non-SARA schools can also be found on our website at - <https://www.mycomputercareer.edu/additional-disclosure-statements/>

Agreement to Arbitrate

As a condition of enrollment, Student and MyComputerCareer agree to resolve through binding and mandatory arbitration any dispute, claim, controversy, cause of action, lawsuit, or proceeding (including, but not limited to, any statutory, tort, contract or equity claim) between Student and MyComputerCareer or any current or former employee(s) of MyComputerCareer (collectively, the "Parties") that arises, arose, or has arisen out of, or is or was in any way related to, this Enrollment Agreement, the subject matter of this Enrollment Agreement, or Student's enrollment, attendance, or educational experience at MyComputerCareer (individually and collectively, a "Dispute"). The Parties are encouraged to make an initial attempt, in good faith, to resolve the Dispute through MyComputerCareer's student complaint process or other informal means. If the Dispute is not resolved pursuant to MyComputerCareer's student complaint process or other informal means, then the Dispute will be resolved by binding arbitration between the Parties.

1. **Explanation of Arbitration.** Arbitration is the referral of a Dispute to an impartial person (an arbitrator) for a final and binding determination of the Dispute. In agreeing to binding and mandatory arbitration, the Parties voluntarily give up certain rights, including the right to pursue a Dispute in court, the right to a trial by a judge or jury, rights to appeal, and other rights that may be available in a court, such as broader discovery rights. As provided by this arbitration provision, the Parties also give up the right to bring or participate in any class action, collective action, private attorney general action, or any other type of action or proceeding in which anyone acts or proposes to act in a representative capacity on behalf of others.

2. Arbitration Procedures.

(a) The arbitration will be administered by the American Arbitration Association ("AAA") or, in the event the AAA declines or is unable to administer the arbitration, by an arbitration forum or arbitrator that the Parties mutually agree upon. If, after making a reasonable effort, the Parties are unable to agree upon an arbitration forum or arbitrator, a court having proper jurisdiction will appoint an arbitration forum or arbitrator. The arbitration will be conducted in accordance with the AAA's Consumer Arbitration Rules, or the appropriate rules of any alternative arbitration forum selected by the Parties or appointed by a court, except as modified by this arbitration provision. The AAA's Consumer Arbitration Rules and other information regarding the AAA's arbitration procedures are available from the AAA, which can be contacted by mail at 120 Broadway, Floor 21, New York, New York 10271, by telephone at 212-716-5800, or through its website at www.adr.org.

(b) Any Dispute shall be heard by a single arbitrator who is an attorney. As a condition of appointment, the arbitrator shall follow all applicable substantive laws (except as otherwise provided in this arbitration provision), shall agree to the terms of this arbitration provision, and shall lack authority not to enforce the terms of this arbitration provision. The arbitrator shall have the exclusive authority to determine and adjudicate any issue relating to the existence, formation, validity, enforceability, applicability, or interpretation of this Enrollment Agreement and this arbitration provision, provided, however, that a court shall have exclusive authority to enforce the Class Action Prohibition. The arbitrator's decision shall be accompanied by a reasoned opinion from which there shall be no appeal.

(c) The place of arbitration shall be the location (city and state) of the campus where the Dispute arose ("Campus"). Judgment on the arbitral award may be entered exclusively in the location of the Campus. The law of the state of the Campus shall apply.

(d) The Parties shall each bear their own attorney's fees, costs, and expenses, except that the costs of arbitration, as set forth in the AAA Consumer Arbitration Rules, shall be determined by the AAA Consumer Arbitration Rules.

e) This arbitration provision governs if there is a conflict with the rules of the arbitral forum.

3. **Class Action Prohibition.** The scope of the arbitration shall be limited to the Dispute between the Parties. The Parties expressly waive all rights to bring any class action, collective action, private attorney general action, or any other type of action or proceeding in which anyone acts or proposes to act in a representative capacity on behalf of others. The arbitrator shall have no authority or jurisdiction to compel, hear, or permit any class action, collective action, private attorney general action, or any other type of action or proceeding in which anyone acts or proposes to act in a representative capacity on behalf of others. By way of illustration and not limitation, neither Student nor MyComputerCareer can bring a class action against each other or participate in a class action against the other, whether as a named class representative or an absent or putative class member.

4. **Federal Arbitration Act.** The Parties agree that this Arbitration Agreement involves interstate commerce and that the enforceability of this Arbitration Agreement shall be governed, both procedurally and substantively, by the Federal Arbitration Act, 9 U.S.C. §§ 1-9.

5. **Severability.** If the Class Action Prohibition is found to be illegal or unenforceable as to all or some parts of a Dispute, then those parts will not be arbitrated but will be resolved in court, with the balance of the Dispute resolved through arbitration. If any other part of this arbitration provision is found to be illegal or unenforceable, then that part will be severed; however, the remaining parts shall still apply and shall be interpreted to as nearly as possible achieve the original intent of this arbitration provision.

6. **Small Claims Lawsuits Permitted.** Notwithstanding anything to the contrary, this arbitration provision does not prevent the Parties from filing a lawsuit in any small claims court of competent jurisdiction.

7. **Modifications to Arbitration Agreement.** As required by 34 C.F.R. § 685.300(e) and (f), regulations promulgated by the United States Department of Education in 2022, we agree to the following modifications of this arbitration agreement, but only to the extent and so long as the regulations requiring the modifications remain in effect. To the extent the regulation is declared invalid by a court of competent jurisdiction or is rescinded by the United States Department of Education, the modification associated with the invalidated or rescinded regulation shall immediately become null and void:

Modification Required by 34 C.F.R. § 685.300(e). We agree that this agreement cannot be used to stop you from being part of a class action lawsuit in court. You may file a class action lawsuit in court, or you may be a member of a class action lawsuit even if you do not file it. This provision applies only to class action claims concerning our acts or omissions regarding the making of the Direct Loan or our provision of educational services for which the Direct Loan was obtained. We agree that the court has exclusive jurisdiction to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained.

Modification Required by 34 C.F.R. § 685.300(f). We agree that neither we nor anyone else will use this agreement to stop you from bringing a lawsuit concerning our acts or omissions regarding the making of the Federal Direct Loan or the provision by us of educational services for which the Federal Direct Loan was obtained. You may file a lawsuit for such a claim, or you may be a member of a class action lawsuit for such a claim even if you do not file it. This provision does not apply to lawsuits concerning other claims. We agree that only the court is to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained.

Modification Required by NC-SARA Membership, effective 7/1/2024. MyComputerCareer participates in NC-SARA and is not permitted to enforce this Arbitration Agreement on students enrolled under NC-SARA provisions.

This Arbitration Agreement is not applied when a student files a complaint or dispute that falls within the scope of the NC-SARA Policy Manual.

Account for Student Indemnification

In an event of a schools discontinued operation or a violation by the institution per NRS 394.383 to NAC 394.560, an account for student indemnification may be used to indemnify a current student or enrollee who has suffered damage as a result of: discontinuance of operation or violation by such institution of any provision of NRS 394.383 to 394.560.

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.

Student recording of classroom lectures, discussions, and/or activities is not permitted unless a student has an approved accommodation prior to starting their full program. It is expected that all students regularly and actively participate in their

scheduled classroom sessions in order to best engage with the learning material, openly explore with their co-student key concepts, and have their questions answered for understanding in real-time.

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.

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:

- | | |
|---|--|
| (a) Resume preparation assistance | (f) Application Assistance |
| (b) Cover Letter preparation assistance | (g) On-site Certification Test Center |
| (c) Interview preparation | (h) Refresher Courses (see Alumni Services Dept. for details and limited timeframe*) |
| (d) Job referrals | |
| (e) Career counseling | |

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.

Background checks are a standard part of the hiring process for many employers. If you have a criminal history it will impact your job search. MyComputerCareer cannot define that impact for you.

Student counseling resources for personal growth, financial and legal issues and Mental Health Resources are available in their Learning Management System. Topics include, but not limited to, Stress, Anxiety, Depression, Finances, Trauma, Relationships, parenting, Drug & Alcohol, etc.

Visitors

The 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.

Instructional Equipment

Technology is essential to your success! Whether you are taking classes online or on-campus you will need a laptop. All MyComputerCareer Information Technology courses do not require you to purchase any textbooks. All course materials are available electronically. MyComputerCareer provides an option to opt-in and purchase a laptop for an additional \$550.00 for the ITPB, ITSA, CSS, CSE and the Associate Degree Programs. This is not a required fee as we understand that you may already have a personal laptop and would like to avoid charges that are not necessary based on your current technological needs. During the enrollment process, you will have the opportunity to opt-in to purchase a non-refundable laptop, which will increase the total cost by an additional \$550.00. If you already have a laptop, it should meet the minimum requirements outlined below.

The Cyber Warrior Program students receive a laptop as part of their program.

Students who opt-in to receive the laptop will also have at least the minimum spec requirements below:

- | | |
|--------------------------------------|--|
| • Webcam | • At least 100 GB of available storage |
| • Microphone | • 8 GB of RAM |
| • 13-inch or larger screen preferred | • Intel i3, AMD Ryzen 3, or better |
| • Windows 10 or higher | • Wi-Fi adapter (802.11n or better) |

We reevaluate laptop configurations frequently to keep our students up to date with the latest technology. If you plan to purchase a laptop on your own with the above minimum requirements you will find many affordable options at any of the following stores or on their website: www.bestbuy.com, www.newegg.com, www.microcenter.com, www.amazon.com.

Certification Exams - Test Pass Assistance Policy

All active students receive one certification exam attempt for each course completed at no cost. Our goal at MyComputerCareer is to help our students make a career change into the computer industry by providing the education and hands on skills to obtain industry certifications. Certifications are your educational credentials that will help you obtain your new career in the computer industry. We are confident in the quality of training provided at MyComputerCareer and in the ability of our students to succeed. Therefore, we offer students who enroll in programs at MyComputerCareer the following TEST PASS ASSISTANCE: ***If you do not earn the required score to pass an industry certification exam, MyComputerCareer will allow you to take the exam an additional time at no cost.***

A student qualifies for the Test Pass Assistance by meeting all of the following criteria:

- The student must currently be enrolled in a program at MyComputerCareer that is associated with the certification exam being taken or must have completed said program within the maximum time frame.
- Prior to taking a certification exam the student must attend all classes related to the course associated with the certification exam being taken. If the student misses any time in class that time must be made up through tutoring with an instructor supplied by MyComputerCareer to the satisfaction of MyComputerCareer prior to taking the certification exam.
- Prior to taking a certification exam the student must finish all instructional training, quizzes, lab simulations, final exams, homework, and in-class lab activities related to the course associated with the certification exam being taken.
- Prior to taking a certification exam the student must receive a score of 85% or better on the practice tests supplied by MyComputerCareer that are associated with the certification exam being taken. The practice tests must be taken at the location specified by the instructor.

A student will be granted as many as three exam attempts:

1. If a student takes both the *first attempt* and *second attempt* within the three weeks (21 days) from the date specified in the course syllabus and is not successful in passing the exam, then the student will be given a third attempt after their program end date at no cost.
2. The *third* and *final attempt* must be taken by the student's maximum time frame. The student must attend a mandatory boot camp which will make them eligible for this attempt, and any other requirements set forth by the Instructor.
 - a. Before a student can request a second or third attempt; they must show proof that they were unsuccessful at passing the certification exam. Providing exam results is a way to show proof and is 100% voluntary upon the student.

Certification Conditions

All students should review the EC-Council Code of Ethics in the CEH Handbook before enrolling any program offering EC Council Certifications found here - <https://www.eccouncil.org/code-of-ethics/>. The infringement of any exam policies, rules, NDA, certification agreement or the involvement in misdemeanor that may harm the integrity and image of EC-Council certification program, may result in the candidate's temporary or permanent ban, at EC-Council's discretion, from taking any future EC-Council certification exams, revocation or decertification of current certifications. Such infringements include but are not limited to:

1. The publication of any exam contents or parts with any person without a prior written approval from EC-Council.
2. The recreation, imitation, or replication of any exam content through any means including memory recalling whether free or paid through any media including Web forums, instant messaging, study guides, etc.
3. Harnessing any materials or devices not explicitly authorized by EC-Council during the exam.
4. Taking out any materials that hold any exam contents outside the exam room, using for example, scratch paper, notebook, etc.
5. The impersonation of a candidate.
6. Meddling with the exam equipment in an unauthorized way.
7. Giving or being receptive of any assistance unauthorized by EC-Council.
8. Acting in an uncivil, disturbing, mobbish, or unprofessional manner that may disregard or disrespect other candidates or exam officials during the exam.
9. Communicating by whatever verbal or non-verbal means with other candidates in the exam room.
10. Not adhering to EC-Council Exam Retake Policy and other candidate agreements.
11. Not adhering to EC-Council Code of Ethics.
12. Felony conviction in the court of law.

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/>.

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/

Vocational Program Offerings

Program Updates:

MyComputerCareer will change the curriculum of a program as new technologies and certifications become available within the industry. These changes are for the benefit of the student to ensure students are receiving relevant training. All applicable agencies such as the State and Accreditor will approve any course changes before they are implemented. MyComputerCareer will not be obligated to update the program as new technologies emerge within the industry.

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.
 - a. Effective 7/1/2021, VA Enrollments will be certified under Academic Quarter Credit Hours for all IHL Institutions/Programs.
4. Academic Year Definition - 36QCH's for 30 Weeks and/or 36QCH's for 42 Weeks
5. Full Interactive Distance Learning (IDL) = 100% distance education
6. Hybrid Interactive Distance Learning (IDL) = 50% distance education and 50% on-campus resident training
7. Payment Period is defined as the successful completion of 18 FA QCHs or 22.5 AQCHs (3 courses).

Enrollment Prerequisites – CSS & CSE

Cyber Security Specialist:

1. Graduate of the ITSA Program, **or**
2. Two years of IT Industry work experience, **or**
3. One year of IT Industry work with a min. of an Associate's Degree, **or**
4. Proof of an Active A+ Certification

Cyber Security Engineer:

1. Graduate of the CSS Program, **or**
2. Three years of IT Industry work experience, **or**
3. Two years of IT Industry work experience with a min. of an Associate's Degree, **or**
4. Proof of an Active Security+ Certification

An updated resume is required to show proof of work experience. Military work experience in computer technology is applicable for work experience. Proof of Degree and/or Active Certification is required for criteria 3 and 4.

Las Vegas Programs and Campus Staff

4475 England Ave. Bldg. #20 Nellis AFB, NV 89191 ~ (702) 659-7652

Faculty & Staff

Timothy Sean Giberson – ADOE (Local Director)
James Parriett – Instructor
Hod Berman – PT Instructor
David Sierra – PT Instructor

Chantel Hawkins – Admissions Advisor
Brittany Woodall – Admissions Agent
David Sturgeon – Admissions Agent
Terrell Tinson – Career Services Specialist

Las Vegas, Nevada Nellis Air Force Base Program Information pursuant to NRS 394.441				
Program	Jan.-Jun. 2024	Jan.-Jun. 2024	Jan.-Jun. 2024	Jan.-Jun. 2024
	Enrollment	Graduates	Placement	Avg. Wage
Cyber Warrior Program	30	46	30	\$30.59/hr, \$63,627
ITSA	0	n/a	n/a	n/a
CSS	0	n/a	n/a	n/a
CSE	0	n/a	n/a	n/a
Associates of Applied Science NACS	0	n/a	n/a	n/a

Cyber Warrior Program (CWP)

Learning Methodology: Resident, Hybrid IDL, Full IDL
Academic QCH: 30, Clock Hours: 480,
Enrollment Term: 12 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 Cyber Warrior program includes five courses that provide the knowledge and skills to help students obtain a well-rounded IT education. 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, web authentication, and extensive TCP/IP familiarity. 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. The coursework and practice tests within the program prepare students to sit for the following Industry exams: CompTIA A+, CompTIA N+, CompTIA Security+ and CySA+. All eligible students may receive at least one certification exam voucher upon request for each exam at no cost.

Vocational Objectives: ONet Code: 15-1142.00

The Cyber Warrior 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 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.

- Technical support engineers
- Security Analyst
- PC Repair Technicians
- Technical consultants
- Threat & Vulnerability Analyst
- Level I, II and III Help Desk Support

Course Sequence and Descriptions:

Each course is typically 2-3 weeks long at approximately 40 hours per week.

Networking Concepts (5 Academic QCHs, 80 Total Clock Hours):

The purpose of this course is to provide students with technical competency in networking administration and support. Students will demonstrate critical knowledge of network technologies, media and topologies, network devices, network management, network tools, and network security.

Computer and Security Concepts (5 Academic QCHs, 80 Total Clock Hours):

The purpose of this course is to provide students with the knowledge necessary to identify, install, configure, upgrade and troubleshoot personal computer components, laptops and portable devices, operating systems, printers and scanners, and networks. Students will be exposed to security concerns, safety and environmental issues, and fundamental troubleshooting skills in the areas of: Personal computers (PCs), Operating systems (OSs), Laptop/portable computers,

Printers and scanners. Upon completion of this course, students will also be able to identify and explain the various concepts: Wired/wireless networks, Computer and network security, Proper employee communication and professionalism for business operations

Security I (7.5 Academic QCHs, 120 Total Clock Hours):

The purpose of this course is to provide students with the requisite knowledge 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 “bring your own device” (BYOD) environment that exists today.

Security II (5 Academic QCHs, 80 Total Clock Hours):

In this course, students will learn how to secure and manage all facets of a 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 a company’s network infrastructure. This includes learning the knowledge of systems security, network infrastructure, access control, assessments, and audits.

Security III (7.5 Academic QCHs, 120 Total Clock 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

Information Technology Security and Administration (ITSA)

Learning Methodology: Full IDL

Academic QCHs: 45, Clock Hours: 720

Enrollment Term: 30 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 (ITSA) program includes six courses. Upon completion of the program, the student 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. The IT Security and Administration program is designed for individuals seeking a career as an IT professional working in the typically complex computing environment of medium to large organizations. The coursework and practice tests within the program prepare students to sit for the following Industry Certification exams: CompTIA A+, [Microsoft AZ-900](#) and [AI-900](#), [Linux Essentials](#), [CompTIA Net+](#) and [CompTIA Security+](#). All eligible students may receive at least one certification exam voucher upon request for each exam at no cost - Reference the Section: Certification Conditions.

Vocational Objectives: ONet Code: 15-1442.00

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 Analyst
- Service Desk Analyst
- IT Support Specialist
- Systems Administrator
- IT Support Technicians
- Field Service Technician

Course Sequence and Descriptions:

Each course is typically 5 weeks at 24 hours per week. Courses can be taken in any order.

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

Students will be instructed on how to install and configure major computer and mobile device operating systems. Students will acquire the knowledge needed to secure device software, troubleshoot software issues encountered by computing devices, and understand the operational procedures involved with these devices in an enterprise network environment. Students are introduced to the communication and professionalism standards that exist in business operations.

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

Students will be provided foundational information regarding computer hardware, associated components, and the techniques used to troubleshoot issues with these devices and components. Students will also be introduced to core networking concepts and troubleshooting, virtualization and cloud computing, and wireless technologies and will engage in further exploration of mobile device concepts.

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

Students will be instructed on the fundamentals of both cloud computing and artificial intelligence. Students will gain an understanding of Microsoft Azure's core services, including cloud concepts, security, compliance, and pricing models (AZ-900), while also delving into the basics of artificial intelligence and machine learning (AI-900). Students will be able to make informed decisions on how to use the tools of AI technology for efficiencies and problem-solving within organizations.

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

Students will be provided an overview of the Linux operating system and popular open-source applications. Students will understand the major components of Linux as well as security and administration-related topics and gain the knowledge to become technically proficient in working with Linux command lines, file management, and creating scripts.

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

Students will learn the foundational concepts of enterprise networking, including data center, cloud, and virtual networking operations, and will be familiar with the configuration of networking hardware and how these devices interconnect and operate. In-depth analysis of network security and troubleshooting methodologies is provided to ensure students have the skills necessary to configure, manage, and maintain a network environment.

Security I (7.5 ACAD QCH, 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hrs., 120 Total Clock Hrs.):

Students will acquire the core knowledge required for cybersecurity roles, including risk assessment and management, incident response, forensics, hybrid/cloud operations, and security controls. Emphasis is placed on the detection and remediation of security threats in an enterprise environment, as well as the development of practical security troubleshooting skills.

Cyber Security Specialist (CSS)

Learning Methodology: Full IDL

Academic QCHs: 45, Clock Hours: 720

Enrollment Term: 30 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 Cyber 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: ONet Code: 15-1212.00

The Cyber 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. The coursework and practice tests within the program prepare students to sit for the following Industry Certification exams: MTA Server Fundamentals, CompTIA Server+, MTA Networking, CompTIA Network+, CompTIA Security+, CCNA, CySA+, Certified Ethical Hacker. All eligible students may receive at least one certification exam voucher upon request for each exam at no cost Reference the Section: Certification Conditions .

Course Sequence and Descriptions:

Each course is typically 5 weeks at 24 hours per week. Courses can be taken in any order.

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

Students will be provided an overview of the Linux operating system and popular open-source applications. Students will understand the major components of Linux as well as security and administration-related topics and gain the knowledge to become technically proficient in working with Linux command lines, file management, and creating scripts.

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

Students will learn the foundational concepts of enterprise networking, including data center, cloud, and virtual networking operations, and will be familiar with the configuration of networking hardware and how these devices interconnect and operate. In-depth analysis of network security and troubleshooting methodologies is provided to ensure students have the skills necessary to configure, manage, and maintain a network environment.

Security I (7.5 ACAD QCH, 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hrs., 120 Total Clock Hrs.):

Students will acquire the core knowledge required for cybersecurity roles, including risk assessment and management, incident response, forensics, hybrid/cloud operations, and security controls. Emphasis is placed on the detection and remediation of security threats in an enterprise environment, as well as the development of practical security troubleshooting skills.

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

Students will expand their IT knowledge by learning focused switch and router configuration strategies. These strategies include the exploration of network segmentation and routing protocols. Students will also learn how network devices communicate with each other to complete the flow of data. An expanded discussion of IP addresses will allow students to comprehend how networks are created and deployed. Techniques used to secure network equipment will also be examined throughout the course.

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

Students will be introduced to the concepts of penetration testing. Students will be led through the practices used to gather information about network devices and the potential weaknesses that are present. An examination of the tools used by hackers and methods used to protect an infrastructure against them will be delivered. Students will be trained to recognize the governmental regulations that ensure company compliance and the industry frameworks used to design secure infrastructures.

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

Students will be trained to specifically identify, classify, and remediate threats to an organization using threat research techniques. Students will be exposed to the practice of reading the output of vulnerability assessment tools and how to identify threats to specific types of technology. Emphasis will be placed on the procedural requirements of responding to an incident. Students will be presented with the procedures required to conduct an effective digital forensic investigation.

Cyber Security Engineer (CSE)

Learning Methodology: Full IDL

Academic QCHs: 45, Clock Hours: 720

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	

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. The coursework and practice tests within the program prepare students to sit for the following Industry Certification exams: CCNA, CySA+, Certified Ethical Hacker, Cisco Certified CyberOps Assoc., CASP+ and the Cybersecurity First Responder. All eligible students may receive at least one certification exam voucher upon request for each exam at no cost. Reference the Section: [Certification Conditions](#)

Vocational Objectives: ONet Code: 13-1199.02

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

Course Sequence and Descriptions:

Each course is typically 5 weeks at 24 hours per week. Courses can be taken in any order.

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

Students will expand their IT knowledge by learning focused switch and router configuration strategies. These strategies include the exploration of network segmentation and routing protocols. Students will also learn how network devices communicate with each other to complete the flow of data. An expanded discussion of IP addresses will allow students to comprehend how networks are created and deployed. Techniques used to secure network equipment will also be examined throughout the course.

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

Students will be introduced to the concepts of penetration testing. Students will be led through the practices used to gather information about network devices and the potential weaknesses that are present. An examination of the tools used by hackers and methods used to protect an infrastructure against them will be delivered. Students will be trained to recognize the governmental regulations that ensure company compliance and the industry frameworks used to design secure infrastructures.

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

Students will be trained to specifically identify, classify, and remediate threats to an organization using threat research techniques. Students will be exposed to the practice of reading the output of vulnerability assessment tools and how to identify threats to specific types of technology. Emphasis will be placed on the procedural requirements of responding to an incident. Students will be presented with the procedures required to conduct an effective digital forensic investigation.

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

Students will learn the technical knowledge required to conceptualize, engineer, integrate, and implement secure solutions across complex environments to support a resilient enterprise. This knowledge will include secure access implementations, virtualization and cloud solutions, and threat management activities. Students will also be trained in the use of industry tools used to identify infrastructure vulnerabilities and the strategies to reduce them. Students will be able to recognize forensic tools and their functions.

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

Students will be given the opportunity to acquire the skills necessary to work in a Security Operations Center (SOC). The content presented addresses the ideas of defense-in-depth, attack vectors, attack surfaces, and data types. Students will also explore host-based security monitoring, malware analysis tools, and intrusion detection and prevention mechanisms.

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

Students will discuss the processes necessary to identify key areas of an organization's security posture, policies, and response methodology. Discussions related to hardware and software updates and patch management will enforce the importance of using defense-in-depth to protect assets. Students will learn to analyze log files and identify the appropriate responses to potential and actual breaches found within a network. The topics of Business Continuity and Disaster Recovery are explored to address the issue of business operations being maintained in the event of a breach.

Associate of Applied Science in Network Administration and Cyber Security

Academic QCHs: 112.5, Program Clock Hours: 1665

Enrollment Term: 85 - 119 Weeks

Award Attainment: Associate of Applied Science

Teaching Methodology: 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		1,462.50	Term Four CFR Cur.*		650.00
			Registration Fee*		100.00

* These items are non-refundable once the student starts the program and takes possession to the student

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

The Network Administration and Cyber 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 and the fundamentals of cloud computing and artificial intelligence. 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. The coursework and practice tests within the program prepare students to sit for the following Industry Certification exams: CompTIA A+, Microsoft AZ-900 and AI-900, Linux Essentials, CompTIA Network+, CompTIA Security+, Cisco CCNA, CySA+, Certified Ethical Hacker, CASP+, Cisco CyberOps Assoc, and the Cybersecurity First Responder. All eligible students may receive at least one certification exam voucher upon request for each exam at no cost - Reference the Section: Certification Conditions .

Course Descriptions:

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

Students will be instructed on how to install and configure major computer and mobile device operating systems. Students will acquire the knowledge needed to secure device software, troubleshoot software issues encountered by computing devices, and understand the operational procedures involved with these devices in an enterprise network environment. Students are introduced to the communication and professionalism standards that exist in business operations.

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

Students will be provided foundational information regarding computer hardware, associated components, and the techniques used to troubleshoot issues with these devices and components. Students will also be introduced to core networking concepts and troubleshooting, virtualization and cloud computing, and wireless technologies and will engage in further exploration of mobile device concepts.

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

Students will be instructed on the fundamentals of both cloud computing and artificial intelligence. Students will gain an understanding of Microsoft Azure's core services, including cloud concepts, security, compliance, and pricing models (AZ-900), while also delving into the basics of artificial intelligence and machine learning (AI-900). Students will be able to make informed decisions on how to use the tools of AI technology for efficiencies and problem-solving within organizations.

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

Students will be provided an overview of the Linux operating system and popular open-source applications. Students will understand the major components of Linux as well as security and administration-related topics and gain the knowledge to become technically proficient in working with Linux command lines, file management, and creating scripts.

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

Students will learn the foundational concepts of enterprise networking, including data center, cloud, and virtual networking operations, and will be familiar with the configuration of networking hardware and how these devices interconnect and operate. In-depth analysis of network security and troubleshooting methodologies is provided to ensure students have the skills necessary to configure, manage, and maintain a network environment.

CLI 201 – Security I (7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

Students will acquire the core knowledge required for cybersecurity roles, including risk assessment and management, incident response, forensics, hybrid/cloud operations, and security controls. Emphasis is placed on the detection and remediation of security threats in an enterprise environment, as well as the development of practical security troubleshooting skills.

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

Students will expand their IT knowledge by learning focused switch and router configuration strategies. These strategies include the exploration of network segmentation and routing protocols. Students will also learn how network devices communicate with each other to complete the flow of data. An expanded discussion of IP addresses will allow students to comprehend how networks are created and deployed. Techniques used to secure network equipment will also be examined throughout the course.

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

Students will be introduced to the concepts of penetration testing. Students will be led through the practices used to gather information about network devices and the potential weaknesses that are present. An examination of the tools used by hackers and methods used to protect an infrastructure against them will be delivered. Students will be trained to recognize the governmental regulations that ensure company compliance and the industry frameworks used to design secure infrastructures.

NSEC 206 - Networking and Security VI (7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hrs. 6 QCH/90 Lab Hrs.):

Students will be trained to specifically identify, classify, and remediate threats to an organization using threat research techniques. Students will be exposed to the practice of reading the output of vulnerability assessment tools and how to identify threats to specific types of technology. Emphasis will be placed on the procedural requirements of responding to an incident. Students will be presented with the procedures required to conduct an effective digital forensic investigation.

NSEC 208 - Networking and Security VIII (7.5 ACAD QCH/120 Clock Hrs.: 1.5 QCH/30 Lecture Hrs., 6 QCH/90 Lab Hrs.):

Students will learn the technical knowledge required to conceptualize, engineer, integrate, and implement secure solutions across complex environments to support a resilient enterprise. This knowledge will include secure access

implementations, virtualization and cloud solutions, and threat management activities. Students will also be trained in the use of industry tools used to identify infrastructure vulnerabilities and the strategies to reduce them. Students will be able to recognize forensic tools and their functions.

NSEC 209 - Networking and Security IX (7.5 ACAD QCH/120 Clock Hrs: 1.5 QCH/30 Lecture Hrs, 6 QCH/90 Lab Hrs):

Students will be given the opportunity to acquire the skills necessary to work in a Security Operations Center (SOC). The content presented addresses the ideas of defense-in-depth, attack vectors, attack surfaces, and data types. Students will also explore host-based security monitoring, malware analysis tools, and intrusion detection and prevention mechanisms.

NSEC 210 - Networking and Security X (7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hrs., 6 QCH/90 Lab Hrs.):

Students will discuss the processes necessary to identify key areas of an organization's security posture, policies, and response methodology. Discussions related to hardware and software updates and patch management will enforce the importance of using defense-in-depth to protect assets. Students will learn to analyze log files and identify the appropriate responses to potential and actual breaches found within a network. The topics of Business Continuity and Disaster Recovery are explored to address the issue of business operations being maintained in the event of a breach.

ENG 101 - English Composition I (4.5 ACAD QCH, 45 Clock Hours – lecture):

This course provides students the opportunity for extensive practice in critical reading and thinking as well as academic essay writing. Emphasis will be placed on the writing process and the organization and development of ideas. Students will develop their writing skills for the purpose of supporting a thesis statement. Students should also be able to respond critically to readings and demonstrate an understanding of the fundamentals of research and APA documentation.

COM 101 - Introduction to Communication (4.5 ACAD QCH, 45 Clock Hours – lecture):

This course introduces students to human communication. The theories and models that will be explored were selected to examine communication through a variety of contexts – including interpersonal and group relationships, discussions on intercultural and gender contexts – and concluding with public communication to an audience. Students will identify and differentiate aspects of human communication in academic, professional, and social settings as they engage in the course material. This course allows students to gain the knowledge needed to skillfully present a speech in a professional setting.

GOV 101 - American Government (4.5 ACAD QCH, 45 Clock Hours – lecture):

This course will introduce students to the United States' political history and improve students' understanding of political institutions, elections, rights, freedoms, and policy issues. The critical lens provided in this class will take students through the founding and development of the United States; students will debate the structure of the United States republican form of government, connect the branches of government to contemporary politics and elections, and critique the American constitutional system. The overarching goal is for students to arrive at a deeper and more comprehensive understanding of the players that shape American government and politics so that students may become better informed and knowledgeable participants in American society.

PHI 101 - Philosophy (4.5 ACAD QCH, 45 Clock Hours – 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 102 - Business Math (4.5 ACAD QCH, 45 Clock Hours – lecture):

This course is designed to provide students with a basic approach to business mathematics using a practical, skill-building approach. This course will provide students with basic business vocabulary and an understanding of financial statements, insurance, and investments. Students will conclude this course by creating amortization tables and constructing business charts based on statistical information.

Elective

PSY 101 - Introduction to Psychology (4.5 ACAD QCH, 45 Clock Hours – lecture):

This course is a survey of selected topics in psychology, including research methods, physiological psychology, sensation, perception, consciousness, learning, memory, motivation, gender roles, abnormal behavior, psychotherapy, and social psychology.

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