



COMPUTERMINDS.COM

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Euless TX 76040

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WWW.COMPUTERMINDS.COM

ComputerMinds.Com Course Catalog

INFORMATION TECHNOLOGY TRAINING

112 South Ector Drive

Eules TX 76040

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www.facebook.com/computermindstraining

www.computerminds.com

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September 2026

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**"Approved and Regulated by the Texas
Workforce Commission, Career Schools and
Colleges, Austin, Texas."**

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About ComputerMinds.Com (CMC)

Dedicated to Bringing You One Step Closer to Computer Mastery and Excellence

ComputerMinds.com is an approved career school under Texas Workforce Commission Career Schools and Colleges program (formerly Proprietary Schools) and has operated under the TWC school requirements since April 2003. As an independently operated, family-owned business, ComputerMinds.com has established partnerships with industry-leading information technology training companies and certification providers.

Texas Workforce Commission Approved Career School

Texas Veteran Commission Approved School for GI Bill® Benefits

Veteran Readiness and Employment (Chapter 31) Approved Training Facility

Microsoft Certified Partner for Learning Solutions (CPLS)

CompTIA Authorized Training Partner

VUE Authorized Testing Center

Kryterion Approved Testing Center

Certiport Authorized Testing Center

Our Staff

Prabath S. Boteju – Director, MCP

Piyuma Boteju – School Representative, Vice President

John Matczynski – School Representative, Director of Admissions

Kimer Laster Jr. – School Representative

Peyton Griffith – Program Coordinator

Zarina Fonua – Test Proctor

Lance Brown – Test Proctor

Dr. Thomas Bell III, PhD – CISA, ITIL, Agile Scrum PMP – Director Designee, Instructor

Dr. Trisha Andersen, PhD – Supply Chain, Project Management – Instructor

Indika S. Boteju – MCSE+I, MCT, A+, Cisco CCNA – Instructor

Ashley Bell – MBA, PMP, ScPro, ITIL – Instructor

Ena Colon – Microsoft Office Expert – Instructor

Christopher Jones – CompTIA CASP, CSA+, Cisco CCNP, MCSE, MCT, CEH, CISSP – Instructor

Samuel Talavera – CCNA, CCNA Security, CCNA, MCSA, Security+, Network+ – Instructor

Larry Simpson – CompTIA A+, Network+, Security+, Server+, Cisco CCNA – Instructor

Samuel Lynn – CompTIA A+, Network+ – Instructor

William Nash – CompTIA Linux+, Database, PMP – Instructor

Joshua Earp – Logistics & Supply Chain Instructor

Mary Myers-DeVlugt – Microsoft Database Instructor

Hermilo Avila – Medical & Phlebotomy Instructor

Duane Long – Project Management Instructor

Facility

Type of construction: commercial brick & mortar

Total capacity: 46

Total square footage: 7540

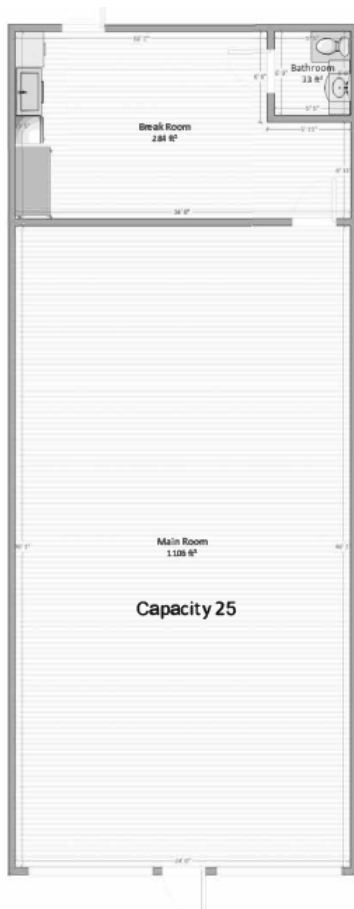
Training center and admissions office: 100 S Ector Dr., Ste. 100, 102, & 104, Euless, TX 76040

Testing center and main administration office: 112 S Ector Dr., Euless, TX 76040

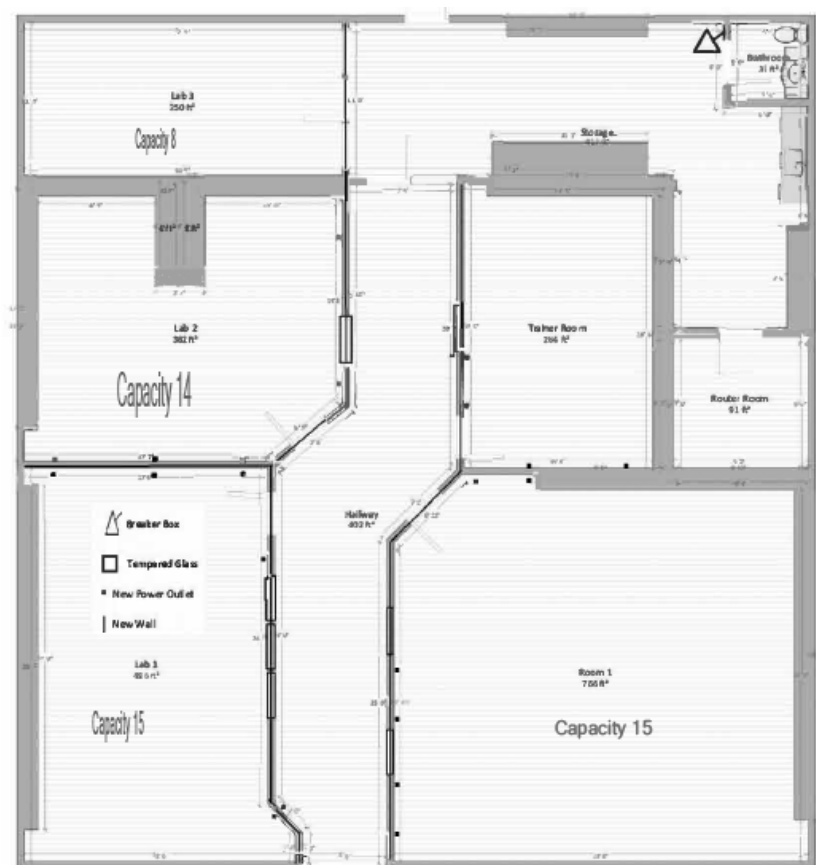


100 South Ector Drive Euless, TX 76040

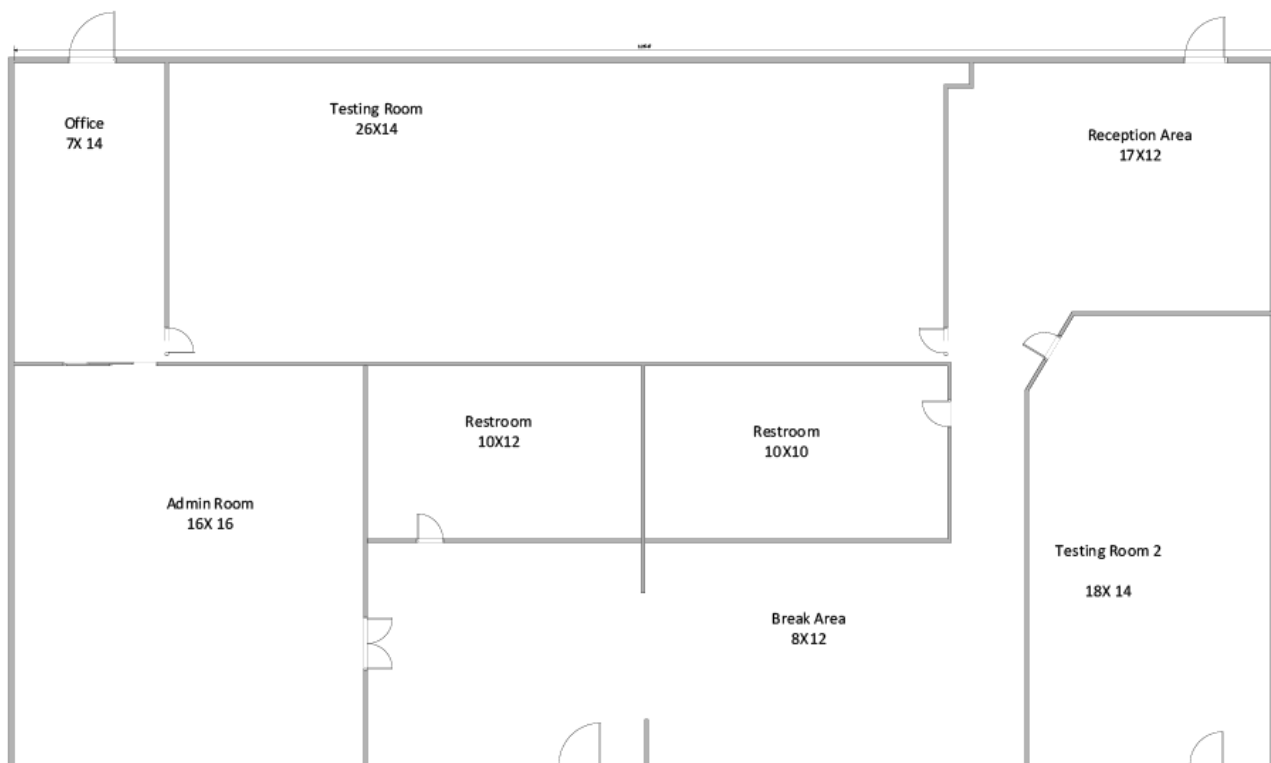
Total 46 capacity for 100, 102 & 104



102 South Ector Dr Eules TX 76040



104 South Ector Drive Eules, TX 76040 Total 46 capacity for 100, 102 & 104



ComputerMinds.Com - Main Office / Testing center 112 South Ector Drive Eules TX 76040

Business Hours

Office Hours

Monday thru Friday 8:00 AM – 5:00 PM

Classroom Hours

Monday thru Saturday 8:00 AM – 10:00 PM

Day 8:00 AM – 5:00 PM

Day Breaks 8:55 AM to 9:05 AM – 10 Minutes
10:00 AM to 10:05 AM – 5 Minutes
11:00 AM to 11:05 AM – 5 Minutes

Lunch 12:00 PM – 1:00 PM
1:55 PM to 2:05 PM – 10 Minutes
3:00 PM to 3:05 PM – 5 Minutes
4:00 PM to 4:05 PM – 5 Minutes

Evening 6:00 PM – 10:00 PM

Evening Breaks 6:55 PM to 7:00 PM – 5 Minutes
7:55 PM to 8:00 PM – 5 Minutes
8:55 PM to 9:00 PM – 5 Minutes

Seminar Clock hour length – One clock hour is a minimum of 50 minutes of instruction out of a 60-minute period.

School Holidays

New Year's Day
Birthday of Martin Luther King, Jr.
Washington's Birthday
Memorial Day
Juneteenth Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Christmas Day

Academic Calendar

ComputerMinds.Com runs classes on a rolling enrollment basis as opposed to traditional semester dates. Terms start on demand based on enrolled students, and the school maintains a projected schedule for the following 6 months based on current and projected enrollment information. Current and future term start and end dates for specific programs are available to prospective students by contacting the school.

School Rules (Conduct Policy)

In order to manage the school in an effective, fair, professional, and safe manner, professional conduct is mandatory in every circumstance. All students must sign the school's enrollment agreement and any funding sponsor-specific (IWC, VA, VRS, etc.) agreements and abide by any further policies outlined therein.

Any form of the following will not be tolerated: harassment of fellow students, damage to school property, profanity, fighting, use of tobacco, carrying firearms, failure to follow teacher's directions, and any behavior that might cause injury to the student himself or others.

The following will result in immediate termination:

- Unlawful possession, use, or distribution of illicit drugs and alcohol.
- Providing false information during the enrollment process.
- Violation of the terms and conditions of the enrollment agreement.
- Falsifying student records.

ComputerMinds.Com follows a progressive discipline system for all other breaches of conduct consisting of the following:

- 1) Written warning
- 2) Suspension
- 3) Termination of enrollment

Enrollment Procedure

Enrollment for CMC classes is available during normal business hours. Prospective students should complete the registration at least 3 days prior to the scheduled starting date to ensure a seat in the class.

CMC recommends auditing classes prior to enrollment. Auditing sessions are no obligation & free of charge.

Prospective students must call & make arrangements with the admission staff for auditing sessions.

Prior to enrollment, prospective students must familiarize themselves with the training course outlines, schedule of tuition fees, other charges such as examination fees, refund policies, regulations pertaining to attendance, and rules of operation.

Prospective students will not be denied admission on the basis of race, religion, color, national origin, sex, handicap, age or veteran status.

Admissions Requirements

ComputerMinds.Com maintains the following as base admissions requirements for all seminars:

- 1) Interview with an approved school admissions counselor (in person or phone)
- 2) Submit a current resume

ComputerMinds.Com maintains the following as base admissions requirements for all programs:

- 1) Interview with an approved school admissions counselor (in person or phone)
- 2) Submit a current resume
- 3) High school diploma or equivalent

Additional admissions requirements are listed as applicable per seminar or program page.

Textbooks

ComputerMinds.Com maintains a proprietary Learning Management System (LMS) containing the necessary courseware for all seminars and programs. Additional textbooks will be provided via E-book/PDF and/or paper copy where required. Textbooks are only available for purchase through the school at the cost outlined for each seminar/program.

Career Services

ComputerMinds.Com provides career services to students currently enrolled in or graduated from any vocational program. These services are designed to enhance students' employability and support their career development.

Here are the key services offered:

- Guidance on crafting resumes, cover letters, and LinkedIn profiles that stand out from the competition.
- Guidance to help students prepare for interviews.
- Assistance in identifying and targeting companies using internet-based job/resume sites.
- Organization of job fairs and workshops in partnership with local area TWC workforce centers, military recruiters, and nonprofits.
- Job leads and referrals through alumni networks.

Attendance Policy

Students are required to attend class every day and to follow in class study guide parameters, successfully completing all assigned projects as directed by their instructor. Instructors will maintain a daily attendance sheet containing the course title, class date, class hours, instructor name, student names, and present (P) tardy (T) or absent (A) per student. Students must complete the required course hours to receive completion certificates. Students may make up missed clock hours and assignments by attending a subsequent class within 90 days. Students will be reported to their respective funding providers when they accumulate the lesser of the following amounts of absences:

- 1) More than 05 consecutive school days
- 2) More than 20% of the total course time of the seminar

Students enrolled under VA funding will be terminated from VA benefits if they fail to meet 80% class attendance in the current period.

A leave of absence (LOA) may be permitted when a student faces a temporary problem such as a military deployment, accident, death in the family, or other emergency. Any student who seeks a LOA must submit the signed, dated request in writing and specify a reason to the School Director prior to the start date of the LOA, unless unforeseen circumstances prevent the student from doing so. All LOA requests will be handled on a case-by-case basis.

Grading Scale for Programs

Grading is on a scale of pass/fail as required by vendor certification. Student must be present in 80% of each class to receive a passing grade in the course/program.

Policy for Satisfactory Progress

ComputerMinds.Com maintains a proprietary Learning Management System (LMS) to facilitate instructor-led training, homework assignments, and practice exams. The LMS maintains activity and reports related to student progress and will be used along with attendance records and any related communications to determine students' progress at the discretion of the instructor and school director.

In the event that a student fails to meet satisfactory progress, students will be given the opportunity to repeat a course or make up missed assignments in order to achieve a satisfactory grade. Evaluation will be conducted at the end of the makeup period to determine if the student has met satisfactory progress requirements.

Student has access to their progress via the LMS portal at any time. Progress reports are submitted to the funding sponsors (VA, WIOA, etc – where applicable) as requested or at the end of the program.

Record Retention Policy

ComputerMinds.Com maintains records of grades and transcripts for a minimum of three (3) calendar years following cessation of services.

Policy for Granting Credit

ComputerMinds.Com will consider credit for previous training and education that a student has received at another institution (including military training) that is related to the program in which they are enrolled. The student must notify their Admissions Counselor prior to enrollment of any previous training or education that they would like to have considered for transfer. Transcripts must be provided for any previous training or education being requested for transfer. Students seeking credit for any course that provides training towards an industry certification must provide proof that they have passed the industry certification exam, that the certification is still active, and must pass an equivalent course practice exam with a 90% or better.

Any transfer credit that is deemed equivalent and acceptable for transfer will accordingly shorten and reduce the cost of the program in which the student is enrolled, as applicable per program.

VA Payment Statement

ComputerMinds.Com will not prohibit attendance nor impose any penalties (including but not limited to the assessment of late fees; denial of access to classes, class material, or school facilities; and/or require that the student borrow funds) upon any student under chapters 31 or 33 funding that has provided a valid Certificate of Eligibility, Statement of Benefits, or VAF 28-1905 form obtained from VA, for whom VA payments are pending due to administrative delays from VA and not due to any action or inaction from the student.

Tuition Installment Payment Plan

The installment payment plan enables students to pay the tuition portion of the course cost in easy payments. The tuition payment plan option allows the students to make easy payments on the tuition portion of the course. The cost of books, supplies, and exam fees must be paid in full at the time of purchase. Contact student enrollment to get detailed information on the tuition payment plan for a specific course. ComputerMinds.com tuition payment plan requires the following:

Down payment – Monthly payments through Bank savings or Checking Account

Sign Bank ACH agreement or monthly credit card payment agreement

Driver's License

No credit check is required.

Refund Policies

Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

Refunds will be totally consummated within 60 days after the effective date of termination.

All refunds are made through ComputerMinds.Com, Inc. company checks. No cash refunds will be provided.

Refund Policies for Seminars & Programs

1. Refund computations will be based on the period of enrollment computed on basis of course time (contact hours).
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) the last date of attendance; or
 - (b) the date of receipt of written notice from the student.
3. If tuition and fees are collected in advance of entrance, and the student does not enter school, not more than \$100 shall be retained by the school.
4. If the student fails to enter the seminar, withdraws, or is discontinued at any time before completion of the seminar, the student will be refunded the pro rata portion of tuition, fees, and other charges that the number of class hours remaining in the seminar after the effective date of termination bears to the total number of class hours in the seminar.
5. A full refund of all tuition and fees is due in each of the following cases:
 - (a) an enrollee is not accepted by the school
 - (b) if the seminar of instruction is discontinued by the school and thus prevents the student from completing the seminar; or
 - (c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

Refund Policy for Asynchronous Distance Education Courses

1. Refund computations will be based on the number of lessons in the program.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) the date of notification to the student if the student is terminated.
 - (b) the date of receipt of written notice from the student.
 - (c) the end of the third calendar month following the month in which the student's last lesson assignment was received unless notification has been received from the student that he wishes to remain enrolled.
3. If tuition and fees are collected before any lessons have been completed, and if, after expiration of the 72-hour cancellation privilege, the student fails to begin the program, not more than \$50 shall be retained by the school.
4. If the student who enters an asynchronous distance education course terminates or withdraws after the expiration of the 72-hour cancellation privilege, the school may retain \$50 of the tuition and fees and the minimum refund policy must provide that the student will be refunded the pro rata portion of the remaining tuition, fees, and other charges that the number of lessons completed and serviced by the school or college bears to the total number of lessons in the program.
5. A full refund of all tuition and fees is due in each of the following cases:
 - (a) an enrollee is not accepted by the school
 - (b) the program of instruction is discontinued by the school, and this prevents the student from completing the program; or
 - (c) the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

Refund Policy for Students Called to Active Military Service

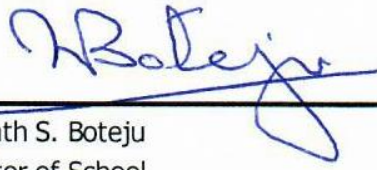
A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

1. if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal.
2. a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
3. the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - (a) satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (b) demonstrated sufficient mastery of the program material to receive credit for completing the program.

"Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas."

ComputerMinds.com owner and Director Statement

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

X 

Prabath S. Boteju
Director of School

Contact

Office 817-858-9670

Fax 817-358-1242

Email s1776director@computerinds.com

Open Door Policy

Computerinds.com management maintains an open-door policy to handle your concerns and complaints. If you have any concerns about the training Course/Seminar, quality of instruction, equipment, facility conditions please feel free to meet with the Director of School.

Direct Unresolved Grievances to:

Texas Workforce Commission
Career Schools and Colleges
101 E. 15th Street, Room 226T.
Austin, Texas 78778-0001
512-936-3100

NOTICE:
STUDENT COMPLAINT POLICY

Dear Students:

This school has a Certificate of Approval from the Texas Workforce Commission (TWC).

The TWC-assigned school number is: ***S1776***

The school's programs are approved by TWC.

Students must address their concerns about this school or any of its educational programs by following the grievance process outlined in the school's catalog.

Students dissatisfied with this school's response to their complaint or who are not able to file a complaint with the school, can file a formal complaint with TWC, as well as with other relevant agencies or accreditors, if applicable.

Information on filing a complaint with TWC can be found on TWC's Career Schools and Colleges Website at <http://csc.twc.state.tx.us/>.

Career Schools and Colleges
101 East 15th Street
Austin, TX 78778-0001
Office Phone Number: 512-936-3100
Office FAX Number: 512-936-3111

CompTIA A+ Training

Admissions Requirements: At least 6 months of verifiable work experience in a business environment and submit a current resume

Objective: To prepare participants for the CompTIA A+ certification exams

Completion Time: 80 Clock Hours

Methodology: Resident, Hybrid

Main Skills to be learned & Time Spent on Each Main Topic

Topic	Hours
Mobile Devices Install and configure laptop hardware and components; compare and contrast characteristics of various types of other mobile devices, configure basic mobile device network connectivity and application support.	10
Networking Compare and contrast common networking hardware devices; install and configure a basic wired/wireless SOHO network; use appropriate networking tools; summarize the properties and purposes of services provided by networked hosts.	10
Hardware Explain basic cable types, features, and their purposes; identify common connector types; select, install and configure storage devices.	10
Virtualization and Cloud Computing Compare and contrast cloud computing concepts; set up and configure client-side virtualization.	10
Hardware and Network Troubleshooting Use the best practice methodology to resolve problems; troubleshoot problems related to motherboards, RAM, CPUs, and power; troubleshoot hard drives and RAID arrays.	12
Operating Systems Compare and contrast features of Microsoft Windows versions; use Microsoft operating system features and tools; configure Microsoft Windows networking on a client/desktop.	10
Security Summarize the importance of physical security measures; compare and contrast wireless security protocols and authentication methods; compare and contrast social engineering, threats, and vulnerabilities; implement appropriate data destruction and disposal methods.	06
Software Troubleshooting Given a scenario, troubleshoot Microsoft Windows OS problems; troubleshoot and resolve PC security issues; use best practice procedures for malware removal; troubleshoot mobile OS and application security issues.	06
Operational Procedures Implement basic change management best practices; implement basic disaster prevention and recovery methods; compare and contrast best practices associated with types of documentation; explain the processes for addressing prohibited content / activity; describe privacy, licensing, and policy concepts.	06

Tuition & Fees

Registration	\$100.00
Tuition	\$3495.00
Books & Supplies	\$800.00
Total	\$4395.00

CompTIA Network+ Training

Admissions requirements: At least 6 months of verifiable work experience Computer Networking support in a business environment.

Objective: To prepare participants for the CompTIA Network+ exam

Completion Time: 80 Hours

Methodology: Resident, Hybrid

Main Skills to be learned & Time Spent on Each Main Topic

Topic	Hours
Networking Concepts Explain the purposes and uses of ports and protocols; explain devices, applications, protocols and services at their appropriate OSI layers; explain the concepts and characteristics of routing and switching; configure the appropriate IP addressing components; compare and contrast the characteristics of network topologies, types, and technologies; implement the appropriate wireless technologies and configurations; summarize cloud concepts and their purposes; explain the functions of network services.	16
Infrastructure Deploy the appropriate cabling solution; determine the appropriate placement of networking devices on a network and install/configure them; explain the purposes of virtualization and network storage technologies; explain the purposes and use cases for advanced networking devices; compare and contrast WAN technologies.	16
Network Operations Use appropriate documentation and diagrams to manage a network; compare and contrast business continuity and disaster recovery concepts; explain common scanning, monitoring and patching processes and summarize their expected outputs; use remote access methods; identify policies and best practices.	16
Network Security Summarize the purposes of physical security devices; explain authentication and access controls; secure a basic wireless network; summarize common networking attacks; implement network device hardening; explain common mitigation techniques and their purposes.	16
Network Troubleshooting and Tools Explain the network troubleshooting methodology; use the appropriate troubleshooting tool; troubleshoot common wired connectivity and performance issues; troubleshoot common wireless connectivity and performance issues; troubleshoot common network service issues.	16

Tuition & Fees

Registration	\$100.00
Tuition	\$3495.00
Books & Supplies	\$800.00
Total	\$4395.00

IT Fundamentals Training

Admissions Requirements: At least 6 months of verifiable work experience in a business environment and submit a current resume

Objective: CMC ITF – IT Fundamentals training prepares participants for the Cisco IT Support Technician certification exams

Completion Time: 80 Clock Hours

Methodology: Resident, Hybrid

Main Skills to be learned & Time Spent on Each Main Topic

Topic	Hours
IT Support Job Tasks and Responsibilities Define key help desk concepts, queue management, time management, ticketing systems, service level agreement (SLA), and key performance indicators (KPIs); prepare documentation to summarize customer interaction; create a clear, concise, factual, and comprehensive description of the problem, the troubleshooting steps, and the results obtained; document in such a way that the documentation is useful for future interactions; describe the problem-solving process.	12
Hardware Issues Demonstrate how to follow basic safety procedures; assist end users in using tools to locate information about their device; assist end users in locating, identifying, and understanding the characteristics of various ports and cables; identify, install, and upgrade various components in a desktop computer; investigate commonly encountered hardware issues.	12
Connectivity and Resource Access Issues Assist users with establishing access to network-based resources. Troubleshoot commonly encountered connectivity issues with peripherals. Examine basic end-device connectivity to the network.	14
Operating System and Application Issues Assist users in resolving Windows, macOS, and mobile device operating system issues; describe virtualization and cloud terminology; assist users in resolving common application issues.	14
Common Threats and Preventions Describe security threats to the end user, perform basic investigation, and escalate to the appropriate team; recognize how to avoid becoming a victim of social engineering attacks; recognize how company policies and confidentiality guidelines protect user data.	14
Job Tools Use remote access software to connect to end-user devices and perform remote support tasks; use appropriate troubleshooting tools to research an issue and update internal documentation with findings.	14

Tuition & Fees

Registration	\$100.00
Tuition	\$3495.00
Books & Supplies	\$800.00
Total	\$4395.00

Security Fundamentals Training

Admissions Requirements: At least 6 months of verifiable work experience in Computer Network Administration in a business environment or hold a current networking certification

Objective: CMS 2101 – Security Fundamentals training prepares participants for the CompTIA Security+ and Microsoft Security Fundamentals certification exams

Completion Time: 80 Clock Hours

Methodology: Resident, Hybrid

Main Skills to be learned & Time Spent on Each Main Topic

Topic	Hours
General Security Concepts This module includes key cybersecurity terminology and concepts up front to provide a foundation for security controls. Compare and contrast various types of security controls; summarize fundamental security concepts; explain the importance of change management processes and the impact to security; explain the importance of using appropriate cryptographic solutions.	16
Security Operations This module includes applying and enhancing security and vulnerability management techniques, as well as security implications of proper hardware, software, and data management. Given a scenario, apply common security techniques to computing resources; explain the security implications of proper hardware, software, and data asset management; explain various activities associated with vulnerability management; explain security alerting and monitoring concepts and tools	16
Threats, Vulnerabilities, & Mitigations This module focuses on responding to common threats, cyberattacks, vulnerabilities, and security incidents and appropriate mitigation techniques to monitor and secure hybrid environments. Compare and contrast common threat actors and motivations; explain common threat vectors and attack surfaces; explain various types of vulnerabilities; analyze indicators of malicious activity; explain the purpose of mitigation techniques used to secure an enterprise environment.	16
Security Program Management & Oversight This module focuses on the reporting and communication skills required for security job roles relating to governance, risk management, compliance, assessment, and security awareness.	16
Security Architecture This module includes security implications of different architecture models, principles of securing enterprise infrastructure, and strategies to protect data. Compare and contrast security implications of different architecture models; apply security principles to secure enterprise infrastructure; compare and contrast concepts and strategies to protect data; explain the importance of resilience and recovery in security architecture.	16

Tuition & Fees

Registration	\$100.00
Tuition	\$3995.00
Books & Supplies	\$900.00
Total	\$4995.00

Network Technologies Training

Admissions Requirements: At least 12 months of verifiable work experience Computer Networking skills in business environment

Objective: CMN-2102 – Network Technologies training prepares participants for the Cisco Certified Support Technician certification exam

Completion Time: 80 Clock Hours

Methodology: Resident, Hybrid

Main Skills to be learned & Time Spent on Each Main Topic

Topic	Hours
Standards and Concepts Identify the fundamental conceptual building blocks of networks; differentiate between bandwidth and throughput; differentiate between LAN, WAN, MAN, CAN, PAN, and WLAN; identify and illustrate common physical and logical network topologies; compare and contrast cloud and on-premises applications and services; describe common network applications and protocols.	14
Addressing and Subnet Formats Compare and contrast private addresses and public addresses; identify IPv4 addresses and subnet formats; identify IPv6 addresses and prefix formats.	14
Endpoints and Media Types Identify cables and connectors commonly used in local area networks; differentiate between Wi-Fi, cellular, and wired network technologies; describe endpoint devices; demonstrate how to set up and check network connectivity on Windows, Linux, Mac OS, Android, and Apple iOS.	14
Network Infrastructure Identify the status lights on a Cisco device when given instruction by an engineer; use a network diagram provided by an engineer to attach the appropriate cables; identify the various ports on network devices; explain basic routing concepts; explain basic switching concepts.	14
Diagnosing Problems Demonstrate effective troubleshooting methodologies and help desk best practices, including ticketing, documentation, and information gathering; perform a packet capture with Wireshark and save it to a file; run basic diagnostic commands and interpret the results; differentiate between different ways to access and collect data about network devices; run basic show commands on a Cisco network device.	12
Network Security Describe how firewalls operate to filter traffic; describe foundational security concepts; configure basic wireless security on a home router (WPAx).	12

Tuition & Fees

Registration	\$100.00
Tuition	\$3995.00
Books & Supplies	\$900.00
Total	\$4995.00

Microsoft Cloud Training

Admissions Requirements: At least 12 months of verifiable work experience Computer Networking skills in business environment

Objective: To prepare participants for the Microsoft Azure and Microsoft 365 Fundamentals certification exams

Completion Time: 80 Clock Hours

Methodology: Resident, Hybrid

Main Skills to be learned & Time Spent on Each Main Topic

Topic	Hours
Describe cloud concepts Describe cloud computing including the shared responsibility model, public, private, and hybrid cloud models and use cases for each; describe the benefits of using cloud services including high availability, scalability, reliability, predictability, security, governance, and manageability; describe cloud service types including infrastructure as a service (IaaS), platform as a service (PaaS), and software as a service (SaaS) and use cases for each.	14
Describe Azure architecture and services Describe the core architectural components of Azure including regions, region pairs, and sovereign regions, availability zones, datacenters, resources, resource groups, subscriptions, management groups, containers, virtual machines, functions, virtual machine scale sets, availability sets, Azure Virtual Desktop, Azure virtual networks, Azure virtual subnets, peering, Azure DNS, Azure VPN Gateway, and ExpressRoute; describe Azure storage services including storage tiers, redundancy options, storage types, and storage account options.	20
Describe Azure management and governance Describe cost management services in Azure including the pricing calculator, Total Cost of Ownership (TCO) calculator, and tags; describe features and tools in Azure for governance and compliance including Microsoft Purview, Azure Policy, and resource locks; describe tools for managing Azure resources including the Azure Portal, Azure Cloud Shell, the Azure CLI and PowerShell, Azure Arc, and Azure Resource Manager (ARM) templates; describe monitoring tools in Azure such as Azure Advisor, Azure Service Health, and Azure Monitor.	10
Describe Microsoft 365 apps and services Describe software as a service (SaaS) solutions of Microsoft 365 including Microsoft Outlook and Exchange, SharePoint, OneDrive, Word, Excel, PowerPoint, Outlook, OneNote, Project, Planner, Bookings, Forms, Lists, To Do, Stream, Teams, and Viva; describe the endpoint management capabilities of Microsoft Intune; compare Windows 365 and Azure Virtual Desktop; identify deployment and update channels for Microsoft 365 Apps and Windows-as-a-Service (WaaS); describe analytics capabilities including Viva Insights, the Microsoft 365 Admin center, and Microsoft 365 user portal.	20
Describe security, compliance, privacy, and trust in Microsoft 365 Describe identity and access management solutions of Microsoft 365 including Entra ID, concepts of cloud identity, on-premises identity, and hybrid identity; describe how Microsoft uses methods such as multi-factor authentication (MFA), self-service password reset (SSPR), and conditional access; describe threat protection solutions of Microsoft 365 such as Microsoft Defender XDR, Defender for Endpoint, Office 365, Identity, Cloud Apps, and the Defender Portal.	10
Describe Microsoft 365 pricing, licensing, and support Describe the pricing model for Microsoft cloud services including enterprise agreements, cloud solution providers, and direct billing; describe available billing management options including billing frequency and methods of payment; identify licensing options available in Microsoft 365; describe license management and the difference between base licensing and add-on licensing; identify support options for Microsoft 365 services; describe service-level agreements (SLAs) and service credits; determine service health status by using the Microsoft 365 or Microsoft Entra admin centers.	06

Tuition & Fees

Registration	\$100.00
Tuition	\$4295.00
Books & Supplies	\$600.00
Total	\$4995.00

Artificial Intelligence Fundamentals Training

Admissions Requirements: At least 12 months of verifiable work experience in the IT field

Objective: To prepare participants for the Microsoft Azure AI Fundamentals certification exams

Completion Time: 60 Clock Hours

Methodology: Resident, Hybrid

Main Skills to be learned & Time Spent on Each Main Topic

Topic	Hours
Describe Artificial Intelligence workloads and considerations Identify features of common AI workloads including content moderation/personalization, computer vision, natural language processing, knowledge mining, document intelligence, and generative AI; identify guiding principles for responsible AI including fairness, reliability, safety, privacy, security, inclusiveness, transparency, and accountability	12
Describe fundamental principles of machine learning on Azure Identify common machine learning techniques including regression, classification, clustering, and deep learning; describe core machine learning concepts including features and labels in a machine learning dataset and training and validation datasets; describe Azure Machine Learning capabilities	12
Describe features of computer vision workloads on Azure Identify common types of computer vision solutions including image classification, object detection, optical character recognition, and facial detection/analysis; identify Azure tools and services for computer vision tasks including Azure AI Vision and Azure AI Face Detection	12
Describe features of Natural Language Processing (NLP) workloads on Azure Identify features of common NLP workload scenarios including key phrase extraction, entity recognition, sentiment analysis, language modeling, speech recognition/synthesis, and translation; identify Azure tools and services for NLP workloads including Azure AI Language and Azure AI Speech services	12
Describe features of generative AI workloads on Azure Identify features of generative AI solutions including generative AI models, common scenarios, and responsible AI considerations; identify capabilities of Azure OpenAI service including natural language generation capabilities, code generation capabilities, and image generation capabilities	12

Tuition & Fees

Registration	\$100.00
Tuition	\$2995.00
Books & Supplies	\$900.00
Total	\$3995.00

Linux Training

Admissions Requirements: At least 6 months of verifiable work experience in Server and Desktop environments

Objective: CMC LNX – Linux Technologies training prepares participants for the LPI Linux essentials certification exam.

Completion Time: 60 Clock Hours

Methodology: Resident, Hybrid

Main Skills to be learned & Time Spent on Each Main Topic

Topic	Hours
Familiarizing Yourself with Linux	03
Managing User and Group Accounts	04
Managing Partitions and the Linux File System	04
Managing Files in Linux	04
Working with Linux Permissions and Ownership	03
Printing Files	03
Managing Packages	04
Essential System Services Managing Kernel Services	04
Working with the Bash Shell and Shell Scripts	03
Managing Jobs and Processes	03
Managing System Services	04
Configuring Network Services	03
Configuring Basic Internet Services	03
Securing Linux	04
Managing Hardware	02
Troubleshooting Linux Systems	03
Installing Linux	03
Configuring the GUI	03

Tuition & Fees

Registration	\$100.00
Tuition	\$3795.00
Books & Supplies	\$600.00
Total	\$4495.00

Admissions requirements: Basic Networking experience – 12 months or more

Objective: To Prepare participants for the Cisco Security Certification Exam

Completion Time: 48 Hours

Methodology: Resident, Hybrid

Main Skills to be learned & Time Spent on Each Main Topic

Topic	Hours
Security Concepts Describe the CIA triad; compare security deployments, network, endpoint, and application security systems, agentless and agent-based protections, legacy antivirus and antimalware, SIEM, SOAR, and log management.	08
Security Monitoring Compare attack surface and vulnerability; identify the types of data provided by these technologies: TCP dump, NetFlow, next-gen firewall, traditional stateful firewall, application visibility and control, web content filtering, and email content filtering.	10
Host-Based Analysis Describe the functionality of these endpoint technologies in regard to security monitoring: host-based intrusion detection, antimalware and antivirus, host-based firewall, application-level allow listing/block listing, systems-based sandboxing (such as Chrome, Java, Adobe Reader).	10
Network Intrusion Analysis Map the provided events to source technologies: IDS/IPS, firewall, network application control, proxy logs, antivirus, transaction data (NetFlow).	10
Security Policies and Procedures Describe management concepts, asset management, configuration management, mobile device management, patch management, and vulnerability management.	10

Tuition & Fees

Registration	\$100.00
Tuition	\$3795.00
Books & Supplies	\$600.00
Total	\$4495.00

Network Support Technician – Entry

Admission Requirements: Individuals applying for this seminar are required to have at least 6 months of verifiable work experience in Computer Networking in a business environment

Objective: To Prepare participants for the Cisco Support Technician and Microsoft certification exams

Completion Time: 160 Hours

Methodology: Resident, Hybrid

Main Skills to be learned & Time Spent on Each Main Topic

Topic	Hours
CMC-CLD Cloud & AI Technologies	80
Understand the fundamentals of cloud computing, including cloud concepts, service models (IaaS, PaaS, SaaS), and the benefits and considerations of cloud-based technology solutions	10
Understand cloud infrastructure components, including virtualized compute resources, storage solutions, networking services, databases, and serverless workloads	12
Understand cloud security, compliance, governance, pricing, support models, identity management, and access control considerations for enterprise environments	08
Understand cloud-based productivity and collaboration services, including email, document management, team communication, file sharing, and information governance	08
Understand how Artificial Intelligence (AI) services are delivered through cloud environments, including AI workloads, machine learning services, generative AI capabilities, and common enterprise use cases	12
Apply AI technologies within cloud environments to analyze data, automate business processes, enhance productivity, and support decision-making while considering security, governance, and responsible use practices	14
Provision and configure cloud resources, including virtual infrastructure, networking services, and tenant-level productivity environments	08
Apply cloud technologies to evaluate solutions, plan migrations, and manage hybrid cloud and on-premises environments to support organizational business and technology requirements	08
CMN 2102 - Introduction to Networking	80
Network Architecture	16
Network Operations	16
Network Security	16
Troubleshooting	16
Industry Standards, Practices & Theory	16

Tuition & Fees

Registration	\$100.00
Tuition	\$4605.00
Books & Supplies	\$790.00
Total	\$5495.00

Information Systems Security Professional

Admissions Requirements: CompTIA Security+ certification

Objective: To Prepare participants for CISSP and COBIT certification exams

Completion Time: 64 Clock Hours

Methodology: Resident, Hybrid

Main Skills to be learned & Time Spent on Each Main Topic

Topic	Hours
Domain 1: Security and Risk Management Understand, adhere to, and promote professional ethics; understand and apply security concepts; evaluate and apply security governance principles; understand legal, regulatory, and compliance issues that pertain to information security in a holistic context; understand requirements for investigation types (i.e., administrative, criminal, civil, regulatory, industry standards); develop, document, and implement security policy, standards, procedures, and guidelines; identify, analyze, assess, prioritize, and implement Business Continuity (BC) requirements; contribute to and enforce personnel security policies and procedures; understand and apply risk management concepts; understand and apply threat modeling concepts and methodologies; apply Supply Chain Risk Management (SCRM) concepts; establish and maintain a security awareness, education, and training program.	10
Domain 2: Asset Security Identify and classify information and assets; establish information and asset handling requirements; provision information and assets securely; manage data lifecycle; ensure appropriate asset retention; determine data security controls and compliance requirements.	05
Domain 3: Security Architecture and Engineering Research, implement and manage engineering processes using secure design principles; understand the fundamental concepts of security models; select controls based upon systems security requirements; understand security capabilities of Information Systems (IS) (e.g., memory protection, Trusted Platform Module (TPM)); assess and mitigate the vulnerabilities of security architectures, designs, and solution elements.	05
Domain 4: Communication and Network Security Apply secure design principles in network architectures; secure network components; implement secure communication channels according to design.	05
Domain 5: Identity and Access Management (IAM) Control physical and logical access to assets; design identification and authentication strategies; federate identity with a third-party service; implement and manage authorization mechanisms; manage the identity and access provisioning lifecycle; implement authentication systems.	05
Domain 6: Security Assessment and Testing Design and validate assessment, test, and audit strategies; conduct security control testing; collect security process data; analyze test output and generate reports; conduct or facilitate security audits.	06
Domain 7: Security Operations Understand and comply with investigations; conduct logging and monitoring activities; perform Configuration Management; apply foundational security operations concepts; apply resource protection; conduct incident management; operate and maintain detection and preventative measures.	08
Domain 8: Software Development Security Understand and integrate security in the Software Development Life Cycle (SDLC); identify and apply security controls in software development ecosystems; assess the effectiveness of software security; assess security impact of acquired software; define and apply secure coding guidelines and standards.	06
CMC CBT – IT Enterprise Governance - COBIT: A Business Framework for the Governance and Management of Enterprise IT; Chapter 1. Overview of COBIT; Chapter 2. Principle 1: Meeting Stakeholder Needs; Chapter 3. Principle 2: Covering the Enterprise End-to-end; Chapter 4. Principle 3: Applying a Single Integrated Framework; Chapter 5. Principle 4: Enabling a Holistic Approach; Chapter 6. Principle 5: Separating Governance from Management; Chapter 7. Implementation Guidance; Chapter 8. The COBIT Process Capability Model	24

Tuition & Fees

Registration	\$100.00
Tuition	\$6000.00
Books & Supplies	\$1850.00
Total	\$7950.00

ITIL Foundations Training

Admissions requirements: Business IT Experience – 6 months or more

Objective: CMC IT101 – IT Service Management training prepares participants for ITIL Foundations certification exam

Completion Time: 24 Clock Hours

Methodology: Resident, Hybrid

Main Skills to be learned & Time Spent on Each Main Topic

Topic	Hours
Understand the key concepts of service management Describe the key concepts of creating value with services; describe the key concepts of service relationships; recall the definitions of: Service, Utility, Warranty, Customer, User, Service management, and Sponsor.	04
Understand how ITIL guiding principles can help an organization adopt and adapt Service Management Describe the nature, use and interaction of the guiding principles; explain the use of the guiding principles: focus on value, start where you are, progress iteratively with feedback, collaborate and promote visibility, think and work holistically, keep it simple and practical, and optimize and automate.	04
Understand the four dimensions of service management Describe the four dimensions of service management: Organizations and people, Information and technology, Partners and suppliers, Value streams and processes.	02
Understand the purpose and components of the ITIL service value system Describe the ITIL service value system.	02
Understand the activities of the service value chain, and how they interconnect Describe the interconnected nature of the service value chain and how this supports value streams; describe the purpose of each value chain activity: Plan, Improve, Engage, Design & transition, Obtain/build, Deliver & support.	04
Know the purpose and key terms of 15 ITIL practices Information security management, Relationship management, Supplier management, IT asset management, Monitoring and event management, Release management, Service configuration management, Deployment management, Continual improvement, Change enablement, Incident management, Problem management, Service request management, Service desk, and Service level management; recall definitions of the following ITIL terms: IT asset, Event, Configuration item, Change, Incident, Problem, Known error.	04
Understand 7 ITIL practices Explain the following ITIL practices in detail, excluding how they fit within the service value chain: The continual improvement model, Change enablement, Incident management Problem management, Service request management, Service desk, Service level management	04

Tuition & Fees

Registration	\$100.00
Tuition	\$1995.00
Books & Supplies	\$900.00
Total	\$2995.00

COBIT Foundation Training

Admissions Requirements: At least 12 months of verifiable work experience in business project management

Objective: CMC CBT – IT Enterprise Governance training prepares participants for COBIT Foundation certification exam

Completion Time: 24 Clock Hours

Methodology: Resident, Hybrid

Main Skills to be learned & Time Spent on Each Main Topic

Topic	Hours
Chapter 1. Overview of COBIT	04
Chapter 2. Principle 1: Meeting Stakeholder Needs Introduction, COBIT Goals Cascade. Step 1. Stakeholder Drivers Influence Stakeholder Needs; Step 2. Stakeholder Needs Cascade to Enterprise Goals; Step 3. Enterprise Goals Cascade to IT-related Goals; Step 4. IT-related Goals Cascade to Enabler Goals. Using the COBIT Goals Cascade. Benefits of the COBIT Goals Cascade. Using the COBIT Goals Cascade Carefully. Using the COBIT Goals Cascade in Practice. Governance and Management Questions on IT. How to Find an Answer.	04
Chapter 3. Principle 2: Covering the Enterprise End-to-end Governance Approach, Governance Enablers, Governance Scope, Roles, Activities and Relationships.	04
Chapter 4. Principle 3: Applying a Single Integrated Framework COBIT Framework Integrator	04
Chapter 5. Principle 4: Enabling a Holistic Approach COBIT Enablers, Systemic Governance and Management through Interconnected Enablers, COBIT Enabler Dimensions, Enabler Dimensions, Enabler Performance Management, and Example of Enablers in Practice	04
Chapter 6. Principle 5: Separating Governance from Management Governance and Management, Interactions between Governance and Management, and COBIT Process Reference Model.	02
Chapter 7. Implementation Guidance Introduction, Considering the Enterprise Context, Creating the Appropriate Environment, Recognizing Pain Points and Trigger Events, Enabling Change, A Life Cycle Approach, and Making the Business Case	01
Chapter 8. The COBIT Process Capability Model Introduction, Differences Between the COBIT 4.1 Maturity Model and the COBIT Process Capability Model. Differences in Practice, Benefits of the Changes, and Performing Process Capability Assessments in COBIT.	01

Tuition & Fees

Registration	\$100.00
Tuition	\$2295.00
Books & Supplies	\$600.00
Total	\$2995.00

Lean Six Sigma Certification Training

Admissions Requirements: At least 12 months of verifiable work experience in business related project management

Objective: CMC LSS – Lean Six Sigma Process Improvement training prepares participants for Lean Six Sigma Green Belt certification exam

Methodology: Resident, Hybrid

Completion Time: 24 Clock Hours

Main Skills to be learned & Time Spent on Each Main Topic

Topic	Hours
Define Phase The basics of six sigma The fundamentals of six sigma Selecting lean six sigma projects The lean enterprise	06
Measure Phase Process definition, basic statistics Measurement system analysis Process capability	06
Analyze Phase Patterns of variation Inferential statistics Hypothesis testing Hypothesis testing with normal data	04
Improve Phase Simple linear regression Multiple regression analysis	04
Control Phase Lean controls Statistical process control (spc) Six sigma control plans	04

Tuition & Fees

Registration	\$100.00
Tuition	\$2045.00
Books & Supplies	\$850.00
Total	\$2995.00

Agile Scrum Training

Admissions Requirements: At least 12 months of verifiable work experience in business related project management experience

Objective: CMC PSM – Agile Scrum Project Management Development training prepares participants for Agile Scrum certification exam

Methodology: Resident, Hybrid

Completion Time: 24 Clock Hours

Main Skills to be learned & Time Spent on Each Main Topic

Topic	Hours
Scrum Overview Definition of Scrum Scrum Theory Scrum Values	06
Scrum Team Product Owner Development Team Scrum Master	06
Scrum Events The Sprint Sprint Planning Daily Scrum Sprint Review Spring Retrospective	06
Scrum Artifacts Product Backlog Sprint Backlog Increment Artifact Transparency Definition of Done	06

Tuition & Fees

Registration	\$100.00
Tuition	\$2245.00
Books & Supplies	\$650.00
Total	\$2995.00

Project Management Training

Admissions requirements: Applicants seeking PMI PMP Certification requirements:

A four-year degree and 36 months leading projects

— OR —

A high school diploma or an associate degree (or global equivalent) and 60 months leading projects

Applicants with no experience will be taking the PMI Project Management Ready exam

Objective: To Prepare participants for Project Management certification exams – PMI Institute CAPM, PMP, or PMI Project Management Ready, and Agile Scrum

Completion Time: 64 Hours

Methodology: Resident, Hybrid

Main Skills to be learned & Time Spent on Each Main Topic

Topic	Hours
CMC-PMI Project Management Foundation	40
Domain I: People Manage conflict; lead a team; support team performance; empower team members and stakeholders; ensure team members/stakeholders are adequately trained; build a team; address and remove impediments, obstacles, and blockers for the team; negotiate project agreements; collaborate with stakeholders; build shared understanding; engage and support virtual teams; define team ground rules; mentor relevant stakeholders; promote team performance through the application of emotional intelligence.	10
Domain II: Process Execute project with the urgency required to deliver business value; manage communications; assess and manage risks; engage stakeholders; plan and manage budget and resources; plan and manage quality of products/deliverables; plan and manage scope; integrate project planning activities; manage project changes; plan and manage procurement; manage project artifacts; determine appropriate project methodology/methods and practices; establish project governance structure; manage project issues; ensure knowledge transfer for project continuity; plan and manage project/phase closure or transitions.	20
Domain III: Business Environment Plan and manage project compliance; evaluate and deliver project benefits and value; evaluate and address external business environment changes; support organizational change.	10
CMC-PSM Agile Scrum Project Development	24
Scrum Overview Definition of Scrum, Scrum Theory, Scrum Values	06
Scrum Team Product Owner, Development Team, Scrum Master	06
Scrum Events Sprint, Sprint Planning, Daily Scrum, Sprint Review, Sprint Retrospective	06
Scrum Artifacts Product Backlog, Sprint Backlog, Increment, Artifact Transparency, Definition of Done	06

Tuition & Fees

Registration	\$100.00
Tuition	\$4995.00
Books & Supplies	\$1150.00
Total	\$6245.00

Office Specialist Training – Word

Admissions Requirements: Basic Computer experience – 6 months or more

Objective: To Prepare participants for Microsoft Office Specialist Word certification exam

Completion Time: 40 Hours

Methodology: Resident, Hybrid

Main Skills to be learned & Time Spent on Each Main Topic

Topic	Hours
Navigate within documents	02
Format documents	02
Save and share documents	02
Share documents electronically	03
Insert text and paragraphs	02
Apply text effects	02
Create and configure document sections	02
Create tables	02
Modify tables	04
Create and modify lists	02
Create and manage reference elements	02
Create and manage reference tables	02
Insert illustrations and text boxes	03
Format illustrations and text boxes	02
Add text to graphic elements	02
Modify graphic elements	02
Add and manage comments	02
Manage change tracking	02

Tuition & Fees

Registration	\$100.00
Tuition	\$1400.00
Books & Supplies	\$300.00
Total	\$1800.00

Office Specialist Training – Excel

Admissions Requirements: Microsoft Office Experience – 12 months or more

Objective: To Prepare participants for Microsoft Office Specialist Excel certification exam

Completion Time: 40 Clock Hours

Methodology: Resident, Hybrid

Main Skills to be learned & Time Spent on Each Main Topic

Topic	Hours
Import data into workbooks	02
Search for data within a workbook	02
Format worksheets and workbooks	02
Customize options and views	03
Modify basic workbook properties	01
Display formulas	02
Configure content for collaboration	02
Manipulate data in worksheets	01
Format cells and ranges	02
Define and reference named ranges	02
Summarize data visually	02
Create and format tables	03
Modify tables	02
Filter and sort table data	02
Insert references	02
Calculate and transform data	02
Format and modify text	02
Create charts	02
Modify charts	02
Format charts	02

Tuition & Fees

Registration	\$100.00
Tuition	\$1400.00
Books & Supplies	\$300.00
Total	\$1800.00

Cybersecurity Professional Training

Individuals applying for this seminar are required to:

Interview with an approved school admissions counselor (in person or phone);

1. Provide documentation of 5 years of verifiable experience in Information Technology Field;
2. Submit a resume with references.

Objective: To Prepare participants for the ITIL, Cobit and CISSP Certification Exams

Completion Time: 128 Clock Hours

Methodology: Resident, Hybrid

Main Skills to be learned & Time Spent on Each Main Topic

Topic	Hours
COBIT 05 – IT Governance	24
Framework Introduction	03
Principles	03
Governance System and Components	03
Governance and Management Objectives	03
Performance Management	03
Designing a Tailored Governance System	03
Business Case	02
Implementation	04
IT Service Management	24
Service Management as a Practice, Understanding Service Strategy, Service Strategy Processes;	06
Understanding Service Design, Service Level Management, The Other Service Design Processes;	06
Service Design Roles, Understanding Service Transition and the Change Management Processes;	06
Service Transition Processes; Delivering the Service; The Major Service Operation Processes; The Other Service Operation Processes, Understanding Continual Service Improvement.	06
Information Security Professional	80
Security and Risk Management	12
Asset Security	12
Security Architecture and Engineering	12
Communication and Network Security	12
Identity and Access Management (IAM)	12
Security Assessment and Testing	09
Security Operations	08
Software Development Security	09

Tuition & Fees

Registration	\$100.00
Tuition	\$8195.00
Books & Supplies	\$1700.00
Total	\$9995.00

Data Analyst Training

Admission Requirements: Individuals applying for this seminar are required to:

1. Interview with an approved school admissions counselor (in person or phone);
2. Submit a resume with references.

Objective: To Prepare participants for the Data Analyst exams

Completion Time: 120 Hours

Methodology: Resident, Hybrid

Main Skills to be learned & Time Spent on Each Main Topic

Topic	Hours
CMC-ADF Azure Data Fundamentals	40
Describe core data concepts	10
Describe considerations for relational data on Azure	10
Describe considerations for working with non-relational on Azure	08
Describe an analytics workload	12
CMC-EXL Business Intelligence Tools	40
Manage worksheets and workbooks	04
Manage data cells and ranges	08
Format cells and ranges	04
Manage tables and PivotTables	08
Perform operations by using formulas and functions	08
Manage charts and PivotCharts	08
CMC-PBI Power BI Data Analysis Professional	40
Prepare the data by configuring connections and Power Query transformations	10
Model the data with Power Query and DAX	12
Visualize and analyze the data	10
Manage and secure Power BI	08

Tuition & Fees

Registration	\$100.00
Tuition	\$6495.00
Books & Supplies	\$900.00
Total	\$7495.00

Desktop Support Technician Training

Admission Requirements: Individuals applying for this seminar are required to:

1. Interview with an approved school admissions counselor (in person or phone)
2. Submit documentation of Certiport IC3 fast Track Digital Literacy Assessment Test (40% or higher) **or**
3. Submit evidence of 6 months' work experience in Information Technology Field – submit a resume with references.

Objective: To Prepare participants for the Azure, Azure AI, & Cisco Support Technician certification exams

Completion Time: 160 Clock Hours

Methodology: Resident, Hybrid, Synchronous Distance Education

Main Skills to be learned & Time Spent on Each Main Topic

Topic	Hours
CMC-CLD Cloud & AI Technologies	80
Understand the fundamentals of cloud computing, including cloud concepts, service models (IaaS, PaaS, SaaS), and the benefits and considerations of cloud-based technology solutions	10
Understand cloud infrastructure components, including virtualized compute resources, storage solutions, networking services, databases, and serverless workloads	12
Understand cloud security, compliance, governance, pricing, support models, identity management, and access control considerations for enterprise environments	08
Understand cloud-based productivity and collaboration services, including email, document management, team communication, file sharing, and information governance	08
Understand how Artificial Intelligence (AI) services are delivered through cloud environments, including AI workloads, machine learning services, generative AI capabilities, and common enterprise use cases	12
Apply AI technologies within cloud environments to analyze data, automate business processes, enhance productivity, and support decision-making while considering security, governance, and responsible use practices	14
Provision and configure cloud resources, including virtual infrastructure, networking services, and tenant-level productivity environments	08
Apply cloud technologies to evaluate solutions, plan migrations, and manage hybrid cloud and on-premises environments to support organizational business and technology requirements	08
CMC-CCT Network Technologies	80
Standards and Concepts	14
Addressing and Subnet Formats	14
Endpoints and Media Types	14
Network Infrastructure	14
Diagnosing Problems	12
Network Security	12

Tuition & Fees

Registration	\$100.00
Tuition	\$6995.00
Books & Supplies	\$900.00
Total	\$7995.00

IT Project Management Training

Admission Requirements: Individuals applying for this seminar are required to:

1. Interview with an approved school admissions counselor (in person or phone)
2. Provide documentation of 2 years of verifiable experience in Information Technology Field
3. Submit a resume with references.

Objective: To Prepare participants for the Project Management Professional Certification Exams

Completion Time: 136 Hours

Methodology: Resident, Hybrid

Main Skills to be learned & Time Spent on Each Main Topic

Topic	Hours
CMC-AIP AI Prompt Engineering	24
Understand foundational AI concepts, including what AI is, how it works, key strengths and limitations, and where AI can be effectively applied within project and business environments	04
Learn prompt engineering techniques to create effective prompts using roles, goals, context, constraints, and formatting to generate accurate and useful AI output	05
Understand how to evaluate and select appropriate AI tools for different business and project needs, including research, communication, analysis, documentation, and decision support	04
Apply AI to project planning, execution, monitoring, controlling, and closing activities, including status reporting, risk management, action items, lessons learned, and stakeholder communications	07
Understand responsible AI practices, including quality assurance, privacy, security, ethics, data protection, and human review processes to ensure safe and effective use of AI-generated outputs	04
CMC-CBT IT Enterprise Governance	24
Chapter 1. Overview of COBIT, Chapter 2. Principle 1: Meeting Stakeholder Needs	08
Chapter 3. Principle 2: Covering the Enterprise End-to-End, Chapter 4. Principle 3: Applying a Single Integrated Framework	08
Chapter 5. Principle 4: Enabling a Holistic Approach, Chapter 6. Principle 5: Separating Governance from Management	06
Chapter 7. Implementation Guidance, Chapter 8. The COBIT Process Capability Model	02
CMC-PSM Agile Scrum Project Development	24
Scrum Overview	06
Scrum Team	06
Scrum Events	06
Scrum Artifacts	06
CMC-LSS Lean Six Sigma Process Improvement	24
Define Phase	06
Measure Phase	06
Analyze Phase	04
Improve Phase	04
Control Phase	04
CMC-PMI Project Management Foundation	40
Domain I: People	10
Domain II: Process	20
Domain III: Business Environment	10

Tuition & Fees

Registration	\$100.00
Tuition	\$8595.00
Books & Supplies	\$2100.00
Total	\$10795.00

Supply Chain Management Training

Admission Requirements: Individuals applying for this seminar are required to:

1. Interview with an approved school admissions counselor (in person or phone)
2. Submit documentation of Certiport IC3 fast Track Digital Literacy Assessment Test (40% or higher) **or**
3. Submit evidence of 6 months' work experience in Information Technology Field, Supply Chain Logistics Field – submit a resume with references

Objective: To prepare participants for AI Prompt Engineering, Six Sigma Green Belt, and Supply Chain Management certification exams

Completion Time: 128 Clock hours

Methodology: Resident, Hybrid

Main Skills to be learned & Time Spent on Each Main Topic

Topic	Hours
CMC-AIP AI Prompt Engineering	24
Understand foundational AI concepts, including what AI is, how it works, key strengths and limitations, and where AI can be effectively applied within project and business environments	04
Learn prompt engineering techniques to create effective prompts using roles, goals, context, constraints, and formatting to generate accurate and useful AI output	05
Understand how to evaluate and select appropriate AI tools for different business and project needs, including research, communication, analysis, documentation, and decision support	04
Apply AI to project planning, execution, monitoring, controlling, and closing activities, including status reporting, risk management, action items, lessons learned, and stakeholder communications	07
Understand responsible AI practices, including quality assurance, privacy, security, ethics, data protection, and human review processes to ensure safe and effective use of AI-generated outputs	04
Lean Six Sigma Process Improvement	24
Introduction	04
Define phase	04
Measure phase	04
Analyze phase	04
Improve phase	04
Control phase	04
Supply Chain Management Foundation	80
Supply Chain Management Principles- Demand Planning, Supply Management & Procurement, Warehousing Operations, Inventory Management, Manufacturing & Service Operations, Customer Service Operations, Transportation Operations	20
Transportation Operations - Business and Economy, Transportation Modes, Transportation Economics, Transportation Service Markets, Transportation Technology, Transportation Regulations, Transportation and Global Supply Chains, Risk Management	20
Warehousing Operation- Warehousing Design and Functionality, The Receiving Function, Stocking and Restocking, Picking, Packing, and Packaging, Inventory in the Warehouse, Working Environment and Jobs.	20
Supply Management and Procurement- Strategic Sourcing, Supplier Identification and Evaluation, Supplier Negotiations and Contracting, Procurement Execution, Applications of Law and Ethics	20

Tuition & Fees

Registration	\$ 100.00
Tuition	\$6100.00
Books & Supplies	\$1800.00
Total	\$8000.00

Business Administration Assistant Training

Admission Requirements: Individuals applying for this seminar are required to:

1. Interview with an approved school admissions counselor (in-person or phone)
2. High school diploma or GED.

Objective: To prepare participants for CSB and Microsoft certifications.

Completion Time: 160 clock hours

Methodology: Resident, Hybrid

Main Skills to be learned & Time Spent on Each Main Topic

Topic	Hours
Business Communications	40
Describe basic communication principles	06
Plan effective communication	06
Apply best practices for creating business deliverables	07
Deliver your message	05
Receive communications	08
Analyze communication scenarios	08
QuickBooks Online	40
Accounting Basics	10
Accounting for Assets and Sales Transactions	10
Accounting for Liabilities, Equity and Purchase Transactions	10
Reconciliation and financial Transactions	10
Microsoft Word	40
Manage Documents	06
Insert and Format Text, Paragraphs, and Sections	05
Manage Tables and Lists	05
Create and Manage References	08
Insert and Format Graphic elements	07
Manage Document Collaboration	09
Microsoft Excel	40
Manage Worksheets and Workbooks	08
Manage Data Cells and Ranges	08
Manage Tables and Table Data	08
Perform Operations by using Formulas and Functions	10
Manage Charts	06

Tuition & Fees

Registration	\$ 100.00
Tuition	\$7195.00
Books & Supplies	\$ 700.00
Total	\$7995.00

Manufacturing Fundamentals Training

Admission Requirements: High School Diploma or GED, at least 18 years of age

Objective: To prepare participants for Certified Additive Manufacturing Fundamentals & Certified Manufacturing Associate certification exams

Completion Time: 120 clock hours

Methodology: Asynchronous Distance Education

Main Skills to be learned & Time Spent on Each Main Topic

Topic	Hours
CMC-AMF Additive Manufacturing	70
Additive Manufacturing (AM) Overview: Terminology & definition, key steps, uses of AM parts, industries using AM, AM processes, materials, advantages & disadvantages of AM, foundations of quality	06
AM Software: Data sources, data preparation, in-situ-build monitoring, post-build data management	07
AM Application: Discovery & justification, conceptual prototyping (form & fit), shop aid (jigs & fixtures), tooling, end use parts	07
AM Technology & Methods: Binder jetting, directed energy disposition, direct write, hybrid systems, material extrusion, material jetting, power bed fusion, sheet lamination, vat photopolymerization	06
AM Design (DfAM): Design process, strengths, verification, and weaknesses	06
AM Business & Economics: Application discovery & justification, capital purchase, labor, materials, maintenance costs, inspection costs	05
AM Quality: Applicable standards & workflow	05
AM Post Processing: Primary & secondary post-processing	06
AM Materials: General considerations; specific types including biological, ceramics, composites, metals, paper, polymers, sand, & wax	06
AM Software Applications: Design including topology, generative design, lattice structures, & model decomposition; model & build prep and repair; build simulation & compensation; machine control software; machine monitoring, data collection, & reporting; ERP software	06
AM Safety: Hazards including mechanical, electrical, thermal, airborne particles, & chemicals; personal protective equipment (PPE), communication & labeling; safety data sheets (SDS); maintenance & lock-out tag-out procedures	06
Emerging Topics: Robotics, internet of things (IoT), cloud computing, remote and autonomous operations, post processing techniques & automation, materials, food & pharmaceutical, artificial intelligence (AI), & large-scale operations	04
CMC-MFG Manufacturing Associate	50
Safety: Common safety practices, safety data sheets (SDS), fire safety, hand & power tools, lock-out tag-out procedures	12
Quality & Lean: 5S (Sort, Set in Order, Sweep & Shine, Standardize, Sustain)	10
Inspection: Common inspection instruments & gages including prints, measured features, digital calipers, micrometers; interpreting tolerances	10
Fasteners & CNC: Fasteners including threaded & non-threaded; assembly tools & posture; CNC tools including lathes & mills; and emergency procedures	10
Robotics: Major assemblies of industrial robots, safeguarding & safety systems when working with industrial robots	08

Tuition & Fees

Registration	\$ 100.00
Tuition	\$4995.00
Books & Supplies	\$ 900.00
Total	\$5995.00

Logistics Technician Training

Admission Requirements: High School Diploma or GED, at least 18 years of age

Objective: To prepare participants for the FAA Part 107 Drone Pilot and Transportation Operations certification exams

Completion Time: 120 clock hours

Methodology: Resident, Hybrid

Main Skills to be learned & Time Spent on Each Main Topic

Topic	Hours
Transportation Operations	40
Define the various modes of transportation options	15
Define the three transportation operations elements	13
Understand the cost impact of selecting modal options	12
FAA Drone Pilot	80
Applicable regulations relating to small, unmanned aircraft system rating privileges, limitations, and flight operation	07
Airspace classification and operating requirements, and flight restrictions affecting small, unmanned aircraft operation	07
Aviation weather sources and effects of weather on small unmanned aircraft performance	07
Small unmanned aircraft loading and performance	06
Emergency procedures	06
Crew resource management	06
Radio communication procedures	05
Determining the performance of small, unmanned aircraft	08
Physiological effects of drugs and alcohol	06
Aeronautical decision-making and judgment	06
Airport operations	05
Maintenance and preflight inspection procedures	05
Operation at night	06

Tuition & Fees

Registration	\$ 100.00
Tuition	\$4995.00
Books & Supplies	\$ 900.00
Total	\$5995.00

Medical Assistant & Phlebotomist Training

Admission Requirements: High School Diploma or GED, at least 18 years of age, government-issued non-expired photo ID

Objective: To prepare participants for Certified Medical Administrative Assistant & Phlebotomy certification exams

Completion Time: 140 clock hours

Methodology: Resident, Hybrid

Main Skills to be learned & Time Spent on Each Main Topic

Topic	Hours
CMC-MAA Medical Administrative Assistant	60
Clinical procedures Assisting with examinations, performing laboratory procedures, and administering medications	10
Patient care Preparing patients for exams, taking vital signs, and documenting patient histories	10
Medical terminology Learning medical terminology and the functions of major body systems	10
Administrative tasks Managing medical records, scheduling patients, and understanding medical insurance and coding	10
Ethics and legal aspects Understanding HIPAA and other healthcare laws, and professional workplace behavior	10
Emergency care Learning first aid techniques and how to handle emergencies in a medical office	10
CMC-PHL Phlebotomist Technician	80
Blood collection How to draw blood from patients and donors using needles and other equipment, including butterfly needles, syringes, and vacuum collection devices	15
Patient care How to identify patients, explain procedures, and provide comfort	10
Infection prevention How to practice universal precautions and ensure proper hygiene	10
Specimen handling How to label samples correctly and process them for testing	10
Medical terminology How to use medical terminology and understand medical disease processes	10
Legal and ethical matters How to understand the legal aspects of patient contact	10
Lab procedures How to perform lab procedures, processing, and operations	15

Tuition & Fees

Registration	\$ 100.00
Tuition	\$5995.00
Books & Supplies	\$ 900.00
Total	\$6995.00

Medical Billing, Coding, & Administrative Training

Admission Requirements: High School Diploma or GED, at least 18 years of age, government-issued non-expired photo ID

Objective: To prepare participants for national certification exams in medical administration, electronic health records, and medical coding

Completion Time: 160 clock hours

Methodology: Resident, Hybrid

Main Skills to be learned & Time Spent on Each Main Topic

Topic	Hours
CMC-MAA Medical Administrative Assistant	44
Foundational knowledge (healthcare delivery models, medical terminology, basic anatomy/physiology)	4
Communication & professionalism (patient, caregiver, and provider communication; conflict de-escalation)	8
Medical law, ethics & compliance (HIPAA, OSHA, patient rights, reportable incidents)	7
Scheduling (appointment types, EHR/manual scheduling, telehealth, insurance verification)	7
Patient encounter (check-in/check-out, intake forms, insurance and financial responsibility)	8
Billing & revenue cycle (charge reconciliation, payment collection, claims/denials)	4
Medical practice administrative procedures & logistics (records management, office operations, correspondence, basic computer skills)	6
CMC-EHR Electronic Health Records Specialist	44
Non-clinical operations (patient data entry, EHR navigation, patient flow, end-user training/support)	12
Clinical operations (clinical templates, real-time data entry, documentation review, CPOE support)	14
Revenue cycle/finance (coding lookups, superbills, claims data entry, payment posting)	7
Regulatory compliance (HIPAA/HITECH, access controls, PHI de-identification, audits)	7
Reporting (financial and clinical reports, ad hoc reporting, quality metrics)	4
CMC-CCA Medical Billing and Coding	72
Clinical classification systems (inpatient, outpatient & physician coding guidelines; code assignment and sequencing; E/M leveling; modifiers)	24
Reimbursement methodologies (DRG/APC methodology, NCCI edits, claim forms, denial resolution, HCC/risk adjustment)	16
Health records & data content (record retrieval, qualitative/quantitative analysis, data abstraction, coding data interpretation)	11
Compliance (coding accuracy validation, ethical coding, physician queries, chargemaster updates, audit prep)	10
Information technologies (EHR navigation, encoder/grouper software, CAC software validation)	5
Confidentiality & privacy (HIPAA, secure work environment, PHI release/protection/retention)	6

Tuition & Fees

Registration	\$ 100.00
Tuition	\$6895.00
Books & Supplies	\$1000.00
Total	\$7995.00

Robotics & Electric Automotive Fundamentals Training

Admission Requirements: High School Diploma or GED, at least 18 years of age, government-issued non-expired photo ID

Objective: To prepare participants for the Robotics in Manufacturing Fundamentals & Electric Vehicle Fundamentals certification exams

Completion Time: 120 clock hours

Methodology: Asynchronous Distance Education

Main Skills to be learned & Time Spent on Each Main Topic

Topic	Hours
CMC-RMF Robotics in Manufacturing Fundamentals	70
Manufacturing Foundations/Awareness: units of measure, manufacturing & production methods, fixed layouts, types of automation systems	10
Robot Applications in Manufacturing: welding, automated assembly, material handling, inspection, paint/spray paint, palletizing, sorting	10
Robot Safety: safety data sheets (SDS), first aid, common hazards, storage & handling, disposal requirements; bloodborne pathogens, fire safety, personal protective equipment (PPE), lock-out tag-out, recognizing common safety devices	11
Robot Types: collaborative, mobile autonomous, types of SCARA movements including cartesian, cylindrical, spherical, 6-axis, articulated/serial, parallel/delta, and pick & place	12
Robot Hardware & Software: major robot components including body, joints, arms, encoder, end effectors, hydraulics, pneumatics, servo motors, stepper motors, limit switches, vision sensors, proximity sensors, & collision sensors	14
Robot Programming & Operations: coordinate systems including the Cartesian Coordinate System, Cylindrical Coordinate System, Base Coordinate System, and Tool Coordinate System; control system components; online programming	13
CMC-EVF Electric Vehicles Fundamentals	50
EV Overview: EVs vs. ICEs, EV types including BEVs, PHEVs, HEVs, & FCEVs	06
EV Components: electrical storage systems, battery selection, battery cells, battery management system (BMS), battery monitoring, traction / propulsion system, speed & power controller, braking systems, charging station components, charging systems & technology	08
EV Manufacturing Process: joining, welding & laser welding, assembly, automation, paint & spray paint, finishing, adhesives	07
Robotics in EV Manufacturing: robot types including collaborative, mobile/autonomous, stationary, SCARA; safety devices & barriers; ergonomics; pinch points; robot safety guidelines & standards awareness	06
Additive Manufacturing: overview, basic process, materials, advantages & disadvantages, use cases, safety	06
Lean Manufacturing: 5S principles (Sort, Set in Order, Sweep, Standardize, Sustain), basic principles & terminology, seven forms of waste, value-added, push & pull systems, continuous improvement	06
Quality: Total Quality Management (TQM); Quality Management Systems (QMS); quality standards; metrology; inspection, test, & validation	06
Essential Skills: effective communication, working in teams, collaboration, managing conflict, workforce diversity, ethics	05

Tuition & Fees

Registration	\$ 100.00
Tuition	\$4995.00
Books & Supplies	\$ 900.00
Total	\$5995.00

Construction Basics & Leadership Training

Admission Requirements: High School / GED / Completed 8th grade (reading & writing skills)

Objective: To prepare participants for entry level positions in Construction Industry – NCCER certification

Completion Time: 80 clock hours

Methodology: Resident, Hybrid

Main Skills to be learned & Time Spent on Each Main Topic

Topic	Hours
Basic Safety (Construction Site Safety Orientation)	08
Introduction to Construction Math	07
Introduction to Hand Tools	07
Introduction to Power Tools	10
Introduction to Construction Drawings	06
Introduction to Basic Rigging	06
Basic Communication Skills	06
Basic Employability Skills	04
Introduction to Materials Handling	06
Build Your Future in Construction	06
Fundamentals of Crew Leadership - Communication	07
Fundamentals of Crew Leadership – Delegating & problem solving	07

Tuition & Fees

Registration	\$ 100.00
Tuition	\$3995.00
Books & Supplies	\$ 600.00
Total	\$4695.00

Construction Technician Training - Electrical

Admission Requirements: High School / GED / Completed 8th grade (reading & writing skills)

Objective: To prepare participants for entry level positions in Construction Industry – NCCER certification

Completion Time: 200 clock hours

Methodology: Resident, Hybrid

Main Skills to be learned & Time Spent on Each Main Topic

Topic	Hours
Basic Safety (Construction Site Safety Orientation)	08
Introduction to Construction Math	07
Introduction to Hand Tools	07
Introduction to Power Tools	10
Introduction to Construction Drawings	06
Introduction to Basic Rigging	06
Basic Communication Skills	06
Basic Employability Skills	04
Introduction to Materials Handling	06
Build Your Future in Construction	06
Fundamentals of Crew Leadership - Communication	07
Fundamentals of Crew Leadership – Delegating & problem solving	07
Occupational Overview: The Electrical Industry	08
Introduction to Electrical Circuits	08
Electrical Theory	08
Outlet, Device, Pull, and Junction Boxes	06
Raceways and Fittings	10
Conductors and Cables	10
Residential Wiring - basic load calculations & NEC® requirements for residential electrical systems.	08
Electrical Test Equipment	08
Safety For Electricians	10
Introduction to the National Electrical Code®s	08
Hand Bending	10
Wireways	10
Basic Electrical Construction Documents	08
Residential Wiring - lay out branch circuits, install wiring, size outlet boxes, and install wiring devices	08

Tuition & Fees

Registration	\$ 100.00
Tuition	\$6495.00
Books & Supplies	\$ 800.00
Total	\$7395.00

Construction Technician Training - HVAC

Admission Requirements: High School / GED / Completed 8th grade (reading & writing skills)

Objective: To prepare participants for entry level positions in Construction Industry – NCCER certification

Completion Time: 210 clock hours

Methodology: Resident, Hybrid

Main Skills to be learned & Time Spent on Each Main Topic

Topic	Hours
Basic Safety (Construction Site Safety Orientation)	08
Introduction to Construction Math	07
Introduction to Hand Tools	07
Introduction to Power Tools	10
Introduction to Construction Drawings	06
Introduction to Basic Rigging	06
Basic Communication Skills	06
Basic Employability Skills	04
Introduction to Materials Handling	06
Build Your Future in Construction	06
Fundamentals of Crew Leadership - Communication	07
Fundamentals of Crew Leadership – Delegating & problem solving	07
Introduction to HVAC	10
Trade Mathematics	10
Basic Electricity	15
Introduction to Heating	20
Introduction to Cooling	30
Introduction to Air Distribution Systems	15
Basic Copper and Plastic Piping Practices	10
Soldering and Brazing	10
Basic Carbon Steel Piping Practices	10

Tuition & Fees

Registration	\$ 100.00
Tuition	\$6495.00
Books & Supplies	\$ 800.00
Total	\$7395.00

Electronics Systems Technician Training

Admission Requirements: High School / GED / Completed 8th grade (reading & writing skills)

Objective: To prepare participants for entry level positions in Construction Industry – NCCER certification

Completion Time: 230 clock hours

Methodology: Resident, Hybrid

Main Skills to be learned & Time Spent on Each Main Topic

Topic	Hours
Basic Safety (Construction Site Safety Orientation)	08
Introduction to Construction Math	07
Introduction to Hand Tools	07
Introduction to Power Tools	10
Introduction to Construction Drawings	06
Introduction to Basic Rigging	06
Basic Communication Skills	06
Basic Employability Skills	04
Introduction to Materials Handling	06
Build Your Future in Construction	06
Fundamentals of Crew Leadership - Communication	07
Fundamentals of Crew Leadership – Delegating & problem solving	07
Identification and applications of conductors and cables used in limited-energy applications.	10
Types of equipment and methods used in fiber-optic cable installation	25
Site surveys, project planning, and documentation	15
Maintenance and repair of limited-energy systems and equipment	15
Tools, materials, and procedures for pulling limited-energy cabling through conduits and raceways.	10
Information and instructions for selecting, installing, and testing limited-energy systems and equipment	10
Wireless communication	15
Rack assembly	20
System commissioning and user training	20
Approach to system and component-level troubleshooting and methods of identifying common repair types	10

Tuition & Fees

Registration	\$ 100.00
Tuition	\$6495.00
Books & Supplies	\$ 800.00
Total	\$7395.00

Database & Business Analyst Program

Program Description – Database & Business Analyst Program is comprehensive course designed to teach students the skills necessary to use Power BI to perform data analysis, become proficient in connecting to data sources and performing data transformations, modeling and visualizing data by using Microsoft Power BI Desktop, and configuring dashboards by using the Power BI service. Students will gain knowledge in implementing direct connectivity to Microsoft SQL Azure and SQL Server Analysis Services (SSAS) and implementing data analysis in Microsoft Excel. Graduates may find employment as BI professionals, data analysts; Other employment opportunities may include:

- **Business Intelligence Analysts:** gather business data through a number of ways, from mining a company's computer data through software to looking at competitor data and industry trends to help develop a picture of where the company stands in the industry, and seeing where they can improve and where they can reduce costs
- **Database Analysts:** organize and make sense of collections of information in order to create functional database systems. They evaluate, design, review, and implement databases. They are also hired to maintain and update existing databases to better serve the needs of businesses

Admission Requirements:

1. High school diploma or GED certification. Interview with an approved school admissions counselor
2. Submit documentation of Certiport Microsoft MTA Networking Test (70% or higher) **or**
3. Submit evidence of 12 months' work experience in Information Technology Field – submit a resume with references

Methodology: Resident, Hybrid

Program Outline

Subject Number	Subject Title	Lecture	Lab	Total
CMC APO	Product Owner	36	04	40
CMC ADF	Azure Data Fundamentals	52	08	60
CMC EXL	Business Intelligence Tools	52	08	60
	Total Hours	140	20	160

Subject Description

CMC APO – Product owner: Students will learn agile product owner responsibilities for creating value by prioritizing product features based on stakeholders' needs and conveying that vision to the scrum team. The agile product owner does this in part through the product backlog, which is a prioritized features list for the product based on some determination of stakeholder value. Upon completion of this course, students should be proficient in determining high-value feature requirements that form the basis for key performance products or business indicators.

CMC ADF – Azure Data Fundamentals: Students will gain knowledge of core data concepts and how they are implemented using Azure data services. In addition, the students will learn the concepts of relational and non-relational data, and different types of data workloads such as transactional or analytical.

CMC EXL – Business Intelligence Tools: Students will learn how to use Microsoft Excel to perform data analysis. Student will be able to consume, transform, model, and visualize data in Excel. Students will learn how to configure and manipulate data in PowerPivot, PivotTables, and PivotCharts.

Tuition & Fees

Registration	\$100.00
Tuition, Books & Supplies	\$11895.00
Total	\$11995.00

Cybersecurity Specialist Program

Program Description – Graduates of this program will be able to monitor, detect, investigate, analyze and respond to Cybersecurity events thus protecting systems from cybersecurity risks, threats, and vulnerabilities. Graduates will know how to respond to cybersecurity anomalies and execute preventive measures. Graduates may find entry level employment as Cybersecurity analyst, IT Security Specialist at Security Operations Centers (SOC).

Admission Requirements:

1. High school diploma or GED certification. Interview with an approved school admissions counselor
2. Submit documentation of Certipoint Microsoft MTA Networking Test (70% or higher) **or**
3. Submit evidence of 6 months' work experience in Information Technology Field – submit a resume with references

Methodology: Resident, Hybrid

Program Outline

Subject Number	Subject Title	Lecture	Lab	Total clock hours	Duration
CMS MSOA	Security Operations Analyst	52	08	60	6 weeks
CMC AIP	AI Prompt Engineering	20	04	24	2 weeks
CMC CBT5	IT Governance	20	04	24	2 weeks
CMC CSF	Cybersecurity Fundamentals (NIST)	10	02	12	2 weeks
CIS CBROPS	Cybersecurity Operations	44	04	48	4 weeks
	Total Hours	146	22	168	16 weeks

Subject Description

CMS MSOA – Security Operations Analyst: Students will learn how to investigate, respond to, and hunt for threats using industry leading tools for Cloud. In this course you will learn how to mitigate cyberthreats using these technologies. Specifically, you will configure and use Microsoft tools to perform detection, analysis, and reporting. The course was designed for people who work in a Security Operations job role and helps learners prepare for Security Operations Analyst.

CMC AIP – AI Prompt Engineering: Students will gain the knowledge and skills to effectively use Artificial Intelligence (AI) in cybersecurity and technical workplace environments. Students will learn foundational AI concepts, prompt engineering techniques, AI tool selection, and practical applications for security analysis, incident support, technical research, documentation, and decision support. Students will also gain skills to apply responsible AI practices by addressing accuracy, validation, privacy, security, ethics, data protection, and human review considerations when using AI-generated outputs.

CMC CBT5 – IT Governance: The students will learn how COBIT 5 framework enables information and related technology to be governed and managed in a holistic manner for the whole enterprise, taking in the full end-to-end business and functional areas of responsibility while considering the IT-related interests of internal and external stakeholders.

CMC CSF – NIST Cybersecurity Foundation: The students will gain knowledge & skills implement NIST Cybersecurity Framework within organizations. Students will gain skills to identify the risk factors, cyber-security activities, desired outcomes, and relevant cybersecurity reference points common across critical infrastructure sectors. (prerequisite – none)

CIS CBROPS – Cybersecurity Operations: This course prepares students to begin a career within a Security Operations Center (SOC), working with Cybersecurity Analysts at the associate level. This course provides the knowledge and skills needed to successfully handle the tasks, duties, and responsibilities of an associate-level Security Analyst working in a SOC.

Tuition & Fees

Registration	\$100.00
Tuition	\$10995.00
Books & Supplies	\$800.00
Total	\$11895.00

Cybersecurity Administration Program

Program Description – Cybersecurity Administrator program designed to teach students the skills and abilities for providing managerial aspects of cybersecurity to an organization. Graduates of this program will be able to engineer, design, and implement security policies that govern technical and personnel infrastructure of an organization. Graduates may find employment as an Information Security officer, Cybersecurity Administrator, or Information Security Analyst.

Other employment opportunities may include:

- **Incident Responder:** (Intrusion Analyst) is a cyber firefighter, rapidly addressing security incidents and threats within an organization.
- **Security Administrator:** Defend systems against unauthorized access, modification and/or destruction, monitor network traffic for unusual activity.
- **Security Analyst:** detects and prevents cyber threats to an organization. Plan, implement, and upgrade security measures and controls.
- **Security Architect:** designs, builds and oversees the implementation of network and computer security for an organization.
- **Security Auditor:** probes the safety and effectiveness of computer systems and their related security components.
- **Security Consultant:** advisor, guide and all-round security guru, determines the most effective way to protect computers, networks, software, data and information systems against any possible attacks.
- **Information Security Manager:** manage an organization's IT security in every sense of the word – from devising imaginative security solutions to implementing policies and training procedures.
- **Security Specialist:** analyze and establish security requirements for your systems/networks.
- **Vulnerability Assessor:** scans applications and systems to identify vulnerabilities.

Admission Requirements:

1. High school diploma or GED certification. Interview with an approved school admissions counselor
2. Submit documentation of Certipoint Microsoft MTA Security Test (70% or higher) **or**
3. Submit evidence of minimum 5 years work experience in Information Technology Field – submit a resume with references

Methodology: Resident, Hybrid

Program Outline

Subject Number	Subject Title	Lecture	Lab	Total	Duration
CMC CFR	Cybersecurity First Responder	46	04	50	5 weeks
CMC PEN	Network Penetration Testing	46	04	50	5 weeks
CMC ISC2	Information Security Professional	46	04	50	6 weeks
	Total Clock Hours	138	12	150	16 weeks

Subject Description

CMC CFR – Cybersecurity First Responder: The students will learn the knowledge, skills, and abilities required to effectively identify, respond to, protect against, and remediate malicious activities involving computing systems. Additionally, the candidate has the foundational knowledge to deal with a changing threat landscape and will be able to assess risk and vulnerabilities, acquire data, perform analysis, continuously communicate, determine scope, recommend remediation actions, and accurately report results.

CMC PEN – Network Penetration Testing: The students will learn the skills, knowledge and abilities in most up-to-date penetration testing, and vulnerability assessment and management skills necessary to determine the resiliency of the network against attacks. Students will gain the intermediate skills required to customize assessment frameworks to effectively collaborate on and report findings.

CMC ISC2 – Information Security Professional: The students will learn how to become an information assurance professional who defines all aspects of IT security, including architecture, design, management, and controls. The students will learn how to manage day to day operations of cybersecurity for an organization by designing effective policies and implementing industry best practices. (prerequisites: CMS 2101 – Security Fundamentals or CompTIA Security +CE certification)

Tuition & Fees

Registration	\$100.00
Tuition, Books & Supplies	\$11895.00
Total	\$11995.00

Network Administrator Program

Program Description— Network Administrator Program is a comprehensive course designed to teach students network design, configuration, management, and troubleshoot network failures. Graduates of this program will be able to support business enterprise networks. Graduates may find employment in network data centers and government and military network operation support centers.

Admission Requirements:

1. High school diploma or GED certification. Interview with an approved school admissions counselor
2. Submit documentation of Certiport Microsoft MTA Networking Test (40% or higher) **or**
3. Submit evidence of 12 months' work experience – submit a resume with references

Methodology: Resident, Hybrid

Program Outline

Subject Number	Subject Title	Lecture	Lab	Total clock hours	Duration
CMC CCT	Network Technologies	72	08	80	5 weeks
CMC CLD	Cloud & AI Technologies	72	08	80	5 weeks
CMS 2101	Security Fundamentals	72	08	80	6 weeks
	Total Clock Hours	216	24	240	16 weeks

Subject Description

CMC CCT – Network Technologies: Students will learn to work as network administrators with training in critical network equipment such as routers, switches, and firewalls. Students will learn to configure, manage, troubleshoot network devices, implement security policies, and provide enterprise-wide support to business-critical networks.

CMC CLD – Cloud & AI Technologies: Students will learn the fundamentals of cloud computing, including service models (IaaS, PaaS, SaaS), virtualized compute, storage, networking, databases, serverless workloads, and key considerations for security, compliance, pricing, and support. Students will explore cloud-based productivity and collaboration services, including email, document management, team communication, file sharing, identity management, access control, governance, and the use of Artificial Intelligence (AI) services within cloud environments.

CMS 2101 – Security Fundamentals: Students will learn gain a baseline knowledge in the world of IT security. This course takes the student from basic concepts right into real-world implementations, cementing new knowledge by giving the opportunity to immediately see it in action and practice. The students will learn security basics like the three "A's" of security (authentication, authorization, and accounting), and learn how the Windows operating system secures files, websites, users, and mail servers.

Tuition & Fees

Registration	\$100.00
Tuition	\$10395.00
Books & Supplies	\$1500.00
Total	\$11995.00

Business Operations Management Program

Program Description – Business Operations Management program is a comprehensive course designed to teach students industry recognized project management processes and methodologies. Graduates of this program will be able to manage projects by communicating with stake holders; planning, monitoring, and appraising initiating, coordinating, and enforcing systems, policies, and procedures.

Project managers are always in demand. No matter what the industry, there will be a need for qualified professionals to plan and provision the work. As such, completing the Business & Operations Management Program provides the following employment opportunities:

- **Assistant Project Manager or Project Coordinator/Expediter:** This is an entry-level position in which you would work side-by-side with experienced project managers to help accomplish tasks and learn the ropes of project management.
- **Associate Project Manager:** This is another entry-level position in which you would work with other project managers to oversee a project.
- **Business Project Manager:** This is typically a corporate position that may work with clients, work within company infrastructure, or consult with other business projects.
- **Construction Project Manager:** Project management within the construction industry involves supervision of construction projects. Examples of tasks may include supervising the building of residential homes, commercial properties, or other building projects.
- **Information Technology (IT) Project Manager:** In this position you would work with computers, servers, and entire networks, including building and maintaining computer systems.
- **Software Project Manager:** This position is similar to an IT project manager, but it deals specifically with updating software. In this position you would need to oversee the development and improvement of existing and new software.
- **Product Manager:** Within this position you would focus on a specific product, its manufacturing, promotion, and pricing.
- **Project Coordinator:** This is another entry-level position that focuses on doing lighter tasks, such as planning and organization, that assist the main project managers.
- **Senior Project Manager:** This is the highest position that you can obtain as a project manager. It takes about ten years of experience as a project manager to become a senior project manager.

Admission Requirements:

1. High school diploma or GED certification. Interview with an approved school admissions counselor
2. Submit evidence of 12 months work experience – submit a resume with references

Methodology: Resident, Hybrid

Program Outline

Subject Number	Subject Title	Lecture	Lab	Total clock hours	Duration
CMC AIP	AI Prompt Engineering	20	04	24	2 weeks
CMC CBT	IT Enterprise Governance	20	04	24	2 weeks
CMC PSM	Agile Scrum Project Development	20	04	24	2 weeks
CMC LSS	Lean Six Sigma Process Improvement	20	04	24	2weeks
CMC CSF	NIST Cybersecurity Foundation	20	04	24	2 weeks
CMC PMI	Project Management Foundation	35	05	40	6 weeks
	Total Clock Hours	135	25	160	16 weeks

Subject Description

CMC AIP – AI Prompt Engineering: The students will gain knowledge & skills to effectively use Artificial Intelligence (AI) in workplace and project environments. Students will learn foundational AI concepts, prompt engineering techniques, AI tool selection, and practical applications for planning, execution, monitoring, and closing project activities. Students will also gain skills to apply responsible AI practices by addressing quality, privacy, ethics, and human review considerations when using AI-generated outputs. (prerequisite – none)

CMC CBT – IT Enterprise Governance: The students will gain knowledge and skills to implement COBIT 5 framework that enables information and related technology to be governed and managed in a holistic manner for the whole enterprise. Student will gain skills required to identify the full end-to-end business and functional areas of responsibility, considering the IT-related interests of internal and external stakeholders. (prerequisite – none)

CMC PSM – Agile Scrum Project Development: The students will gain knowledge & skills required to manage a project using an adaptive approach. Agile Scrum is often perceived as a methodology; but rather than viewing Scrum as a methodology, students will gain knowledge & skills to use Agile as a framework for managing a process. (prerequisites – none)

CMC LSS – Lean Six Sigma Process Improvement: The students will gain knowledge & skills to analyze existing business processes and apply the various aspects of the Define, Measure, Analyze, Improve and Control (DMAIC) methodology that enables companies to drastically improve their profitability via improved quality all while lowering process cost. (prerequisite – none)

CMC CSF –NIST Cybersecurity Foundation: The students will gain knowledge & skills implement NIST Cybersecurity Framework within organizations. Students will gain skills to identify the risk factors, cyber-security activities, desired outcomes, and relevant cybersecurity reference points common across critical infrastructure sectors. (prerequisite – none)

CMC PMI – Project Management Foundation: The students will learn how to initiate, plan, execute, monitor/control and close projects. This course classifies project management activities into five domains or process groups agreed upon by the Project Management Institute (PMI) and documented in the Guide to the Project Management Body of Knowledge (PMBOK). (prerequisites – CSM PSM)

Tuition & Fees

Registration	\$ 100.00
Tuition	\$10595.00
Books & Supplies	\$ 1300.00
Total	\$11995.00

Logistics & Supply Chain Management Program

Program Description—Logistics and supply chain program is designed to teach students the skills and abilities to understand critical changes in the marketplace and in the evolving roles and responsibilities of operations and supply chain managers. Graduates of this program will be able to master key considerations for planning, inventory control, continued improvement, identification, and management of market segments. Graduates may find employment as import export managers, logistics & operations managers, and import-export coordinators. Other employment opportunities may include:

- **Purchasing Agent:** Purchases equipment, parts, or services needed for the operation of a manufacturing establishment. Prepares purchase orders, solicits bid proposals, and reviews requisitions for goods and services. Negotiates and administers contracts with suppliers, vendors, and other representatives.
- **Operations Manager:** Responsible for the overall operations of a public or private organization. Directs and coordinates activities dealing with the production, pricing, sales, or distribution of products. Reviews performance data to measure productivity and identify areas needing cost reduction or process improvement.
- **Logistics Analyst:** Analyzes supply chain processes to identify or recommend optimizations and improvements. Maintains databases that compile and organize logistics information. Provides ongoing analyses in areas such as transportation costs, parts procurement, back orders, or delivery processes.
- **Purchasing Manager:** Plans and directs the activities of buyers, purchasing officers, and others involved in purchasing materials, products, and services. Represents companies in negotiating contracts and formulating policies with various suppliers. Interviews and hires staff and oversees the training and development of existing employees.
- **Supply Chain Manager:** Directs and coordinates supply chain processes to limit costs and improve accuracy, customer service, and safety. Monitors forecasts and quotas to identify changes and determine their effect on supply chain activities. Develops procedures to help coordinate supply chain efforts with other departments, such as sales, marketing, finance, production, and quality assurance.
- **Logistician:** Analyzes and coordinates an organization's logistical functions. Develops and maintains positive relationships with a client's key personnel involved in logistics activity. Reviews logistics performance with customers, weighing against targets, benchmarks, and service agreements.
- **Logistics Manager:** Coordinates an organization purchasing warehousing, distribution, forecasting, customer service, and planning efforts. Manages the personnel and systems involved in daily logistics operations. Collaborates with other departments to integrate logistics with business systems or processes.
- **Storage and Distribution Manager:** Oversees a facility's storage or distribution operations or that of an organization that's engaged in storing or distributing materials or products. Interviews, selects, trains, and supervises warehouse personnel. Develops and implements warehouse safety and security activities and programs.

Admission Requirements:

1. High school diploma or GED with 2 years of work experience in warehouse operations, customer service, retail industry or related business. Interview with an approved school admissions counselor
2. Submit a resume with references

Methodology: Resident, Hybrid

Program Outline

Subject Number	Subject Title	Lecture	Lab	Total clock hours	Duration
CMC AIP	AI Prompt Engineering	20	04	24	2 weeks
CMC CBT	IT Enterprise Governance	20	04	24	2 weeks
CMC LSS	Lean Six Sigma Process Improvement	20	04	24	2 weeks
CMC CSF	NIST Cybersecurity Foundation	20	04	24	2 weeks
CMC SCM	Supply Chain Management Foundation	50	10	60	8 weeks
	Total Hours clock hours	130	26	156	16 weeks

Subject Description

CMC AIP – AI Prompt Engineering: The students will gain knowledge & skills to effectively use Artificial Intelligence (AI) in workplace and project environments. Students will learn foundational AI concepts, prompt engineering techniques, AI tool selection, and practical applications for planning, execution, monitoring, and closing project activities. Students will also gain skills to apply responsible AI practices by addressing quality, privacy, ethics, and human review considerations when using AI-generated outputs. (prerequisite – none)

CMC CBT – IT Enterprise Governance: The students will gain knowledge and skills to implement COBIT 5 framework that enables information and related technology to be governed and managed in a holistic manner for the whole enterprise. Student will gain skills required to identify the full end-to-end business and functional areas of responsibility, considering the IT-related interests of internal and external stakeholders. (prerequisite – none)

CMC LSS – Lean Six Sigma Process Improvement: The students will gain knowledge & skills to analyze existing business processes and apply the various aspects of the Define, Measure, Analyze, Improve and Control (DMAIC) methodology that enables companies to drastically improve their profitability via improved quality all while lowering process cost. (prerequisite – none)

CMC CSF – NIST Cybersecurity Foundation: The students will gain knowledge & skills implement NIST Cybersecurity Framework within organizations. Students will gain skills to identify the risk factors, cyber-security activities, desired outcomes, and relevant cybersecurity reference points common across critical infrastructure sectors. (prerequisite – none)

CMC SCM – Supply Chain Management Foundation: The students will learn skills required to conduct effective customer relationship management (CRM), Fundamentals of supplier relationship management (SRM), SCOR framework, supply chain dynamics and the balance of responsiveness and efficiency, and tools and techniques to support continuous improvement. (prerequisite – none)

Tuition & Fees

Registration	\$100.00
Tuition	\$9845.00
Books & Supplies	\$2000.00
Total	\$11945.00

Construction Management Program

Program Description – Construction Management program is designed to teach students the skills and abilities to oversee and lead a range of building projects from beginning to end. Graduates from this program will be able to plan and monitor schedules, monitor finances, and make certain that everybody is doing what they should, every day. Construction managers also help ensure that the workplace is free of safety hazards, and they deal with the various working relationships that exist on a job site. Other employment opportunities may include:

- **Construction Manager:** Negotiate labor & material scopes of work, specifications, pricing and other terms and conditions with contractors to obtain timely, high-quality, cost-effective construction services. Utilize automation and electronic data management tools to effectively communicate, share information and monitor project status. Develop & maintain project scheduling & status reports in electronic in order to track, document, and communicate project plans, schedules, and changes.
- **Preconstruction Manager:** Provide accurate quantity takeoffs and initial pricing. Independently estimate Interior, MEP, and Structure Scopes of work with minimal direction and understand applicable specifications sections including labor hours, crews, and installation sequencing. Organize and develop an estimate template using a wide variety of classification structures and a Bid Tabulation coding structure. Develop and maintain project related documents (estimates, drawings/models, other) in a consistent, organized structure. Perform bid day process accurately and reliably. Understand basic scheduling and lead times.
- **Construction Project Manager:** Manage financial performance of projects (gather costs, recommend budget, manage budget, analyze final performance. Document control activities: reviewing project drawings for changes, transmittals to contractors. Manage and store electronic project documents: contracts, change orders, invoices, insurance, reports, email communications, manuals, records, and as-built drawings, etc., and distribute documents to appropriate team members and stakeholders.
- **Civil Construction Project Manager:** Responsible for the management of the entire project, including scheduling, purchasing, quality, and safety. Ability to participate in preconstruction services, including estimating and value engineering. Supervisory responsibility for Project Engineer(s), Assistant Project Manager(s), and Construction Intern assigned to contract(s) and/or work orders. Collaborate with other Project Manager(s) to find alternative solutions. Collaborate with Superintendent(s) on subcontracts and self-perform scopes of work

Admission Requirements:

1. High school diploma or GED with 2 years of work experience in construction operations, field supervision in construction related business. Interview with an approved school admissions counselor
2. Submit a resume with references

Methodology: Resident, Hybrid

Program Outline

Subject Number	Subject Title	Lecture	Lab	Total
CMC FCL	Fundamentals of Crew Leadership	16	04	20
CMC SCS	Sustainable Construction Supervisor	16	04	20
CMC PST	Project Supervision	60	10	70
CMC CPM	Construction Project Management	100	10	110
	Total	192	28	220

Subject Description

CMC FCL – Fundamentals of Crew Leadership: The students will gain knowledge & skills in basic leadership skills and explains different leadership styles, communication, delegating, and problem solving. Jobsite safety and the crew leader's role in safety are discussed, as well as project planning, scheduling, and estimating. Includes performance tasks to assist the learning process.

CMC SCS – Sustainable Construction Supervisor: The students will gain knowledge & skills to Sustainable Construction Supervisor provides front-line, supervisors with sustainable construction management techniques as they relate to targeted construction-phase LEED points for their projects. Topics include project sustainability goals, Green building materials and technologies, Green building methods and processes, and more.

CMC PST – Project Supervision: The students will gain knowledge and skills in project scheduling, Human Relations and Problem Solving, Safety, Quality Control, Contract and Construction Documents, Document Control and Estimating, Planning and Scheduling and Resource Control and Cost Awareness

CMC CPM –Construction Project Management: The students will learn the role and responsibilities of construction project management, including technical and management skills. Presents an overview of the phases in a construction project and describes alternate project delivery methods. In addition, Safety, Interpersonal Skills, quality control and continuous improvement knowledge area will be covered in this course.

Tuition & Fees

Registration	\$100.00
Tuition	\$10395.00
Books & Supplies	\$1500.00
Total	\$11995.00

ComputerMinds.Com Selection Procedure

1. Sponsor will schedule an interview and evaluation session. All applicants who have met the minimum qualifications and have submitted the required documents will be notified of the date, time, place and/or method for the conduct of the interview.
2. Upon completing all interviews and analyzing the applicants' qualifications, the sponsor's selecting official will make a determination. Applicant(s) with the highest evaluation will be selected first. The selected applicant(s), depending on the number of vacancies offered by the advertised announcement, will be offered employment in order of evaluation and upon acceptance of employment will be placed in the apprenticeship program.
3. Selected applicants must respond to the offer of employment within 48 hours of notice of selection. If applicant(s) do not respond within the period specified, the sponsor will move past their name to the next applicant in the pool.
4. After all offers of employment have been extended and accepted by the selectee(s), as applicable, the remaining applicants in the pool of eligible participants will be notified of their non-selection under this vacancy announcement. The non-selection notice will also include instructions on how they can apply for any future openings.
5. The list containing qualified applicants from this pool of eligible participants will be active for 90 days and will be kept on file for a period of two (2) years.

Minimum Qualifications – 29 CFR § 29.5(b) (10)

An apprentice must be at least 18 years of age, except where a higher age is required by law, and must be employed to learn an apprentice-able occupation. Please include any additional qualifications requirements as appropriate:

- ☒ There is an educational requirement of *High School Diploma or Equivalent General Education Diploma*
- ☒ There is a physical requirement of *Applicants will be physical capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.*
- ☒ Other *Candidates who served in the military must have been honorably discharged or discharged under honorable conditions and must provide a DD Form 214.*

Computer Support Specialist (Apprenticeship)

WORK PROCESS SCHEDULE OCCUPATIONAL TITLE: COMPUTER SUPPORT SPECIALIST O*NET-SOC CODE: 15-1151.00 RAPIDS CODE: 1131HY

The term of the apprenticeship is one to one and a half years with an OJL attainment of 2260-2720 hours, supplemented by the minimum required 304 hours of related instruction.

Main Skills to be learned & Time Spent on Each Main Topic

CMC IT101 – IT Service Management	Clock Hours 24	CMS 2101 – Security Fundamentals	Clock Hours 40
The ITIL Service Management System	04	Attacks, Threats and Vulnerabilities	08
The Service Value Chain	04	Architecture and Design	08
Continual Improvement best practices	04	Implementation	08
Key Guiding Principles	04	Operations and Incident Response	08
Governance Requirements	04	Governance, Risk and Compliance	08
Key ITIL Practices	04		
CMC CCNA – Network Technologies – 80			
General Networking Concepts	08	Industry Equipment & Hardware	08
Networking IOS Operation	08	Service-related knowledge	08
Network Fundamentals	08	Network Access	08
IP Connectivity	08	IP services	08
Security Fundamentals	08	Automation & programmability	08
CMC MSW – Windows Technologies – 80		CMC AZE /CMC 365 Fundamentals – 60	
Modern Desktops Operating Systems	16	Azure Services, Workloads, Security & Privacy	16
Install & Deploy Operating Systems	16	Application Support & Development	16
Mobile Device Configurations	16	On-premises vs. Microsoft 365 cloud services	16
Device Security & Deploying Applications	16	Enterprise Mobility in Microsoft 365	16
Desktop & Server Environments	16	Analyze Services & provide collaboration	16
CMC CSF – NIST Cybersecurity Foundation – 20			
Identify Risk Factors, Cybersecurity Activities, Desired Outcomes			10
Identify relevant cybersecurity reference points common across critical infrastructure sectors			10

ON THE JOB LEARNING OBJECTIVES

On the job Learning Objectives	Clock Hours
JOB FUNCTION 1: Sets up and removes employee or client workstations or devices, including setting up access controls	400-490
JOB FUNCTION 2: Installs, provides user support for, or troubleshoots hardware and commercial software	400-460
JOB FUNCTION 3: Supports internal or external clients in the use of audio/visual technology and conference technology	420-480
JOB FUNCTION 4: Installs, maintains and troubleshoots networks	400-480
JOB FUNCTION 5: Makes minor software modifications to improve performance or customize to user needs	240-290
JOB FUNCTION 6: Assists in maintaining or updating web content and manages user access profiles and authorities	200-250
JOB FUNCTION 7: Monitors and helps maintain network security by adhering to security policies	200-270

Tuition & Fees

Registration	\$100.00
Tuition	\$17395.00
Books & Supplies	\$2000.00
Certification exams	\$1000.00
Total	\$20495.00

Textbooks

CompTIA Security+ Study Guide: Exam SY0-601 8th Edition by Mike Chapple (Author), David Seidl (Author)

ITIL Foundation, ITIL 4th Edition

CCNA Official Cert Guide, Volume 2 1st Edition by Wendell Odom (Author)

Microsoft Azure Fundamentals 2nd Edition by Jim Cheshire (Author)

Microsoft 365 Fundamentals 1st Edition by Craig Zacker (Author)

Windows 10 1st Edition by Andrew Bettany (Author), Andrew Warren (Author)

Managing Modern Desktops 1st Edition by Andrew Bettany (Author), Andrew Warren (Author)

Information Technology Project Manager (Apprenticeship)

WORK PROCESS SCHEDULE

Occupation Title: Information Technology Project Manager

O*NET-SOC CODE: 11-3021.00 RAPIDS CODE: 1048CB

The term of the apprenticeship is 1 year competency-based with an OJL attainment of a minimum of 2150 hours, supplemented by the minimum required 160 hours of related instruction.

Main Skills to be learned & Time Spent on Each Main Topic

CMC IT101 – IT Service Management	Clock Hours 24	CMC PSM – Agile Scrum Project Development	Clock Hour 24
The ITIL Service Management System	04	Definition of Scrum, Scrum Theory, Scrum Values, The Scrum Team	06
The Service Value Chain	04	The Product Owner, The Development Team, The Scrum Master, Scrum Events	04
Continual Improvement best practices	04	The Sprint, Sprint Planning, Daily Scrum, Sprint Review	05
Key Guiding Principles	04	Sprint Retrospective, Scrum Artifacts, Product Backlog, Sprint Backlog	05
Governance Requirements	04	Increments, Artifact Transparency	02
Key ITIL Practices	04	Definition of “Done”, End Note	02
CMC LSS – Lean Six Sigma Process Improvement – 24		CMC CSF – NIST Cybersecurity Foundations – 24	
Define Phase	06	Understanding Cyber Risks	06
Measure Phase	06	The NIST Cybersecurity Framework	06
Analyze Phase	04	Core, Functions, Categories & Subcategories	04
Improve Phase	04	Developing Framework Profiles	04
Control Phase	04	NCSF Controls Factory Model	04
CMC PMI – Project Management Foundation – 40			
Initiating a Project, Planning Project Work	07	Monitoring and Controlling Project Work	03
Developing Project Schedules, Cost Estimates, and Budgets	03	Monitoring and Controlling Project Schedules and Costs	03
Planning Project Quality, Staffing, and Communications	03	Monitoring and Controlling Project Quality, Staffing, and Communications	03
Analyzing Risks and Planning Risk Response Planning Project Procurement	06	Monitoring and Controlling Project Risk and Contracts	03
Executing Project Work	03	Closing the Project, PMP Exam Strategies	06
CMC CBT– IT Enterprise Governance – 24			
A Business Framework for the Governance and Management of Enterprise IT	04	Separating Governance from Management	04
Meeting Stakeholders Needs	02	Implementation Guidance	04
Covering the Enterprise End-to-end	02	The COBIT Process Capability Model	04
Applying a Single Integrated Framework	02		
Enabling A Holistic Approach	02		

ON THE JOB LEARNING OBJECTIVES

On the job Learning Objectives	Clock Hours
JOB FUNCTION 1: INITIATING PROJECTS	400
JOB FUNCTION 2: PLANNING PROJECTS	300
JOB FUNCTION 3: EXECUTING PROJECTS	300
JOB FUNCTION 4: MONITORING AND CONTROLLING PROJECTS	400
JOB FUNCTION 5: CLOSING PROJECTS	300
JOB FUNCTION 6: Assists in maintaining or updating web content and manages user access profiles and authorities	350

Tuition & Fees

Registration	\$100.00
Tuition	\$14095.00
Books & Supplies	\$1300.00
Certification exams	\$1000.00
Total	\$16495.00

Textbooks

ITIL Foundation, ITIL 4th Edition

COBIT Foundation-Reference and Study Guide, 2019

Lean Six Sigma: Beginner's Guide to Understanding and Practicing Lean Six Sigma Paperback – December 21, 2016

The Lean Six Sigma Pocket Toolkit: A Quick Reference Guide to 100 Tools for Improving Quality and Speed

PMI Authorized PMP digital courseware & printed PMP student manual **or** Project Management Ready Manual

PMP Practice exam

Digital PMBOK Guide

Digital Agile Project Management (APM) Guide

Agile Scrum Guide

Cyber Security Support Technician (Apprenticeship)

WORK PROCESS SCHEDULE

Occupation Title: Cyber Security Support Technician
O*NET-SOC CODE: 151122.00 RAPIDS CODE: 2050CB

The term of the apprenticeship is 1 year competency-based with an OJL attainment of a minimum of 2200 hours, supplemented by the minimum required 168 hours of related instruction.

Main Skills to be learned & Time Spent on Each Main Topic

CMC IT101 – IT Service Management	Clock Hours 24	CMC CBT – IT Enterprise Governance	Clock Hours 24
The ITIL Service Management System	04	The Key Features of COBIT	04
The Service Value Chain	04	The COBIT Principles	04
Continual Improvement best practices	04	The COBIT Enablers	04
Key Guiding Principles	04	Introduction to COBIT Implementation	04
Governance Requirements	04	Process Capability Assessment Model	04
Key ITIL Practices	04	Exam Review	04
CMS 2101 – Security Fundamentals	40	CMC CBROPS – Cybersecurity Operations	80
Network Security Concepts	08	Network Concepts, Security Concepts	16
Compliance and Operational	08	Cryptography, Host-Based Analysis	16
Threats and Vulnerabilities	08	Security Monitoring, Attack Methods	12
Application, Data and Host Security	08	Endpoint Threat Analysis and Computer Forensics, Network Intrusion Analysis	12
Access Control and Identity Management	08	Data and Event Analysis	12
Cryptography	08	Incident Handling	12

ON THE JOB LEARNING OBJECTIVES

On the job Learning Objectives	Clock Hours
JOB FUNCTION 1: Technical Support Role –Addresses problems; installs, configures, troubleshoots, and provides maintenance and training in response to customer requirements or inquiries (e.g., tiered-level customer support). Typically provides initial incident information to the Incident Response (IR) Specialty.	400
JOB FUNCTION 2: Data Administration and Analyst Role - Develops and administers databases and/or data management systems that allow for the storage, query, protection, and utilization of data.	300
JOB FUNCTION 3: Knowledge Management Role - Manages and administers processes and tools that enable the organization to identify, document, and access intellectual capital and information content.	300
JOB FUNCTION 4: Network Services Role - Installs, configures, tests, operates, maintains, and manages networks and their firewalls, including hardware (e.g., hubs, bridges, switches, multiplexers, routers, cables, proxy servers, and protective distributor systems) and software that permit the sharing and transmission of all spectrum transmissions of information to support the security of information and information systems.	400
JOB FUNCTION 5: Systems Analysis Role - Studies an organization's current computer systems and procedures, and designs information systems solutions to help the organization operate more securely, efficiently, and effectively. Brings business and information technology (IT) together by understanding the needs and limitations of both.	400
JOB FUNCTION 6: Systems Administration Role - Installs, configures, troubleshoots, and maintains server configurations (hardware and software) to ensure their confidentiality, integrity, and availability. Manages accounts, firewalls, and patches. Responsible for access control, passwords, and account creation and administration.	400

Tuition & Fees

Registration	\$100.00
Tuition	\$14595.00
Books & Supplies	\$800.00
Certification exams	\$1000.00
Total	\$16495.00

Textbooks

ITIL Foundation, ITIL 4th Edition

COBIT Foundation-Reference and Study Guide

June 20, 2019

CompTIA Security+ Study Guide: Exam SY0-601 8th Edition by Mike Chapple (Author), David Seidl (Author)

CISCO CyberOps Associate Official Cert Guide, Omar Santos

Cybersecurity Analyst Program

Learning Methodology: Resident, Hybrid IDL or Full IDL

Program length - Clock Hours: 368

Enrollment Term: 24 weeks

Award Attainment: Certificate

Program Description – Graduates of this program will be able to monitor, detect, investigate, analyze, and respond to Cybersecurity events thus protecting systems from cybersecurity risks, threats, and vulnerabilities. Graduates will know how to respond to cybersecurity anomalies and execute preventive measures.

Graduates may find entry level employment as Cybersecurity analyst, IT Security Specialist at Security Operations Centers (SOC).

Admission Requirements:

1. High school diploma or GED certification. Interview with an approved school admissions counselor

Subject Description- Subject Description- Program courses can be taken in any order.

CYB 100 Network Support Technician – Entry: Lecture 100/Lab 40 – Total 140 clock hours

This course explores and studies multiple facets of IT networking. Build skills in various networking hardware and software, protocols, wireless networking and devices. Learn concepts needed to better understand various aspects of network functionality and troubleshooting.

CYB 105 CompTIA Security+ Training – Lecture 30/ Lab 10 – Total 40 clock hours

Students will learn to Assess the security posture of an enterprise environment and recommend and implement appropriate security solutions, Monitor and secure hybrid environments, including cloud, mobile, and IoT, Operate with an awareness of applicable laws and policies, including principles of governance, risk, and compliance. Students will learn to Identify, analyze, and respond to security events and incidents.

LIN 100 Linux Training: Lecture 40 / Lab 20 – Total 60 clock hours

Students will gain an understanding of the Linux and open-source industry and knowledge of the most popular open source Applications, understand the major components of the Linux operating system, and have the technical proficiency to work on the Linux command line; and have a basic understanding of security and administration related topics such as user/group management, working on the command line, and permissions.

ITT 100 ITIL Foundations Training – Lecture 20 / lab 04 – Total 24 clock hours

This course provides students, practitioners, support staff and staff interfacing with the organization's digital and information systems functions with a practical understanding of the key concepts, common language, principles and practices that enables successful management of modern IT-enabled services.

ITG 100 CMC CBT5 – IT Governance: (Lecture 20 / Lab 04 – Total 24 clock hours)

The students will learn how COBIT framework enables information and related technology to be governed and managed in a holistic manner for the whole enterprise, taking in the full end-to-end business and functional areas of responsibility while considering the IT-related interests of internal and external stakeholders.

CYB 110 CMC CSF – NIST Cybersecurity Foundation: (Lecture 26 / Lab 04 – Total 30 clock hours)

The students will gain knowledge & skills implementing NIST Cybersecurity Framework within organizations. Students will gain skills to identify the risk factors, cyber-security activities, desired outcomes, and relevant cybersecurity reference points common across critical infrastructure sectors.

CYB 115 CIS CBROPS – Cybersecurity Operations: (Lecture 46/ Lab 04- Total 50 clock hours)

This course prepares students to begin a career within a Security Operations Center (SOC), working with Cybersecurity Analysts at the associate level. This course provides the knowledge and skills needed to successfully handle the tasks, duties, and responsibilities of an associate-level Security Analyst working in a SOC.

Tuition & Fees

Registration	\$100.00
Tuition & Fees	\$16895.00
Total	\$16995.00

Data & Business Analyst Program

Learning Methodology: Resident, Hybrid IDL or Full IDL

Program length - Clock Hours: 360

Enrollment Term: 24 weeks

Award Attainment: Certificate

Program Description – Data & Business Analyst Program is comprehensive course designed to teach students the skills necessary to use Power BI to perform data analysis, become proficient in connecting to data sources and performing data transformations, data modeling and visualizing data by using Microsoft Power BI Desktop, and configuring dashboards by using the Power BI service. Students will gain knowledge in implementing direct connectivity to Microsoft SQL Azure and SQL Server Analysis Services (SSAS) and implementing data analysis in Microsoft Excel.

Graduates may find employment as BI professional data analysts.

The coursework, hands on labs and practice exams included in this program prepare students for the following Industry Certification exams: Microsoft Azure Fundamentals, Azure Data Fundamentals, Linux Essentials, Microsoft Excel, Microsoft AI Fundamentals Power BI, Tableau Analyst. (Please note that the exam titles listed here are subject to change.).

Admission Requirements:

1. High school diploma or GED certification. Interview with an approved school admissions counselor

Subject Description- Program courses can be taken in any order.

LIN 100 Linux Training: Lecture 40 / Lab 20 – Total 60 clock hours

Students will gain an understanding of the Linux and open-source industry and knowledge of the most popular open source Applications, understand the major components of the Linux operating system, and have the technical proficiency to work on the Linux command line; and have a basic understanding of security and administration related topics such as user/group management, working on the command line, and permissions.

APO 100 CMC APO – Agile Product owner: lecture 36/ lab 04 – Total 40 clock Hours

Students will learn agile product owner responsibilities for creating value by prioritizing product features based on stakeholders' needs and conveying that vision to the scrum team. The agile product owner does this in part through the product backlog, which is a prioritized features list for the product based on some determination of stakeholder value. Upon completion of this course, students should be proficient in determining high-value feature requirements that form the basis for key performance products or business indicators.

ADF 100 CMC ADF – Azure Data Fundamentals: lecture 40/ lab 20– Total 60 clock Hours

Students will gain knowledge of core data concepts and how they are implemented using Azure data services. In addition, the students will learn the concepts of relational and non-relational data, and different types of data workloads such as transactional or analytical.

EXL 100 CMC EXL – Business Intelligence Tools: lecture 30/ lab 20 – Total 50 clock Hours

Students will learn how to use Microsoft Excel to perform data analysis. Students will be able to consume, transform, model, and visualize data in Excel. Students will learn how to configure and manipulate data in PowerPivot, PivotTables, and PivotCharts.

AIF 100 CMC- AIF - Artificial Intelligence Fundamentals: lecture 30/ lab 20 – Total 50 clock Hours

Students will acquire foundational knowledge of the core concepts related to artificial intelligence (AI) and the services in Microsoft Azure that can be used to create AI solutions, knowledge of common ML and AI workloads and how to implement them on Azure.

DAP 100 Power BI: Data Analysis Professional: lecture 30/ lab 20 – Total 50 clock Hours

Students will learn the various methods and best practices that are in line with business and technical requirements for modeling, visualizing, and analyzing data with Power BI. The course will show how to access and process data from a range of data sources including both relational and non-relational sources. Finally, this course will also discuss how to manage and deploy reports and dashboards for sharing and content distribution.

TDA 100 Tableau Data Analyst Training: lecture 30/ lab 20 – Total 50 clock Hours

Students will learn to Connect to and Transform Data, Explore and Analyze Data, Create Content, Publish and Manage Content on Tableau Server and Tableau Online.

Tuition & Fees

Registration	\$100.00
Tuition, Books & Supplies	\$16895.00
Total	\$16995.00

Logistics & Supply Chain Analyst

Learning Methodology: Resident, Hybrid IDL or Full IDL

Program length - Clock Hours: 360

Enrollment Term: 24 weeks

Award Attainment: Certificate

Program Description – Logistics & Supply Chain Analyst program is designed to teach students the skills and abilities to the role of today's supply chain management professional has evolved dramatically over the past few decades. Where professionals used to be skilled in just one area, such as procurement or manufacturing, the modern supply chain professional is required to have multi-disciplinary expertise, demonstrable and quantifiable success, and preferably continuous study of the field in the areas of supply chain management, evaluation and planning.

The coursework, hands on labs and practice exams included in this program prepare students for the following Industry Certification exams: ITIL, Lean Six Sigma Green Belt, SCPPro fundamentals certifications in Supply Chain & Logistics. (Please note that the exam titles listed here are subject to change.).

Graduates may find work as entry level logistics and/or supply chain analyst.

Admission Requirements:

1. High school diploma or GED & Interview with an approved school admissions counselor

Subject Description

ITS 100 CMC IT101 – IT Service Management: Students will gain knowledge & skills necessary to provide IT service management as defined by IT Infrastructure Library (ITIL®). Skills gained from this framework training can help an organization to successfully deliver IT services to customers efficiently and effectively.

LSS 100 CMC LSS – Lean Six Sigma Process Improvement: The students will gain knowledge & skills to analyze existing business processes and apply the various aspects of the Define, Measure, Analyze, Improve and Control (DMAIC) methodology that enables companies to drastically improve their profitability via improved quality all while lowering process cost. (prerequisite – none)

LSC 100 Supply Chain Management Principles- 32 contact hours (20 hours of lecture, 12 hours of Lab)
After you complete this course, students will have a broad appreciation for how each of the individual supply chain functions operate and how they are 'linked' in a chain to enable organizations to plan and execute product and service delivery to achieve customer satisfaction.

LCS 100 Customer Service Operations 30 contact hours (18 hours of lecture, 12 hours of Lab)
This course discusses the basics of customer service; sound communications; advice for dealing with challenging customers; the customer order and return processes (reverse logistics); jobs in customer service; and legal concerns.

LDP 100 Demand Planning -40 contact hours (24 hours of lecture, 16 hours of Lab)
The demand course uses the forecast to develop a plan that ensures inventory levels are appropriate to meet the predicted demands. The demand plan is used to create requisitions for the procurement department to obtain the needed goods and services. It is also used to plan manufacturing work orders to turn raw materials and components into finished goods.

LIM 100 Inventory Management - 40 contact hours (24 hours of lecture, 16 hours of Lab)
This course provides the details to effectively plan for and manage inventory levels to satisfy customer demands and maximize organizational profitability. Inventory management personnel focus on achieving a balance of sufficient supply to meet customer demand. Ineffective planning can result in insufficient inventory levels, resulting in lost sales or excessive inventory and financial write-offs of obsolete stock.

LMS 100 Manufacturing & Service Operations- 50 contact hours (32 hours of lecture, 18 hours of Lab)
This course covers the role of manufacturing and service operations; linking market requirements with the selection of manufacturing processes; facility location strategies; facility layouts; the importance of production planning and control in synchronizing operations.

LSM 105 Supply Management & Procurement - 50 contact hours (35 hours of lecture, 15 hours of Lab)

The Supply Management & Procurement course presents the details of how goods and services are ordered by converting purchase requisitions, created by the demand planning organization, to purchase orders that are issued to suppliers. In this track, specific emphasis is placed on supplier identification, selection and approval, sourcing activities, negotiations with suppliers and the overall systematic selection of goods and services.

LTO 100 Transportation Operations - 30 contact hours (18 hours of lecture, 12 hours of Lab)

This course includes modes of transportation; transportation technology; company roles and operations within the transportation field; the impact of transportation on the overall economy; sustainability in transportation; and how the field is evolving to meet the projected needs of the future.

LWO 100 Warehousing Operations - 40 contact hours (24 hours of lecture, 16 hours of Lab)

This course covers the role of warehousing and distribution centers in the supply chain, and the other key functions of processing goods: receiving, movement, storage, picking, packing, and packaging.

Tuition & Fees

Registration	\$100.00
Tuition Books & Supplies	\$16895.00
Total	\$16995.00

Network Pro Basic Program

Learning Methodology: Resident, Hybrid IDL or Full IDL

Program length - Clock Hours: 360

Enrollment Term: 24 weeks

Award Attainment: Certificate

Program Description – Network Pro Basic Program is a comprehensive course designed to teach students network design, configuration, management, and troubleshoot network failures. Graduates of this program will be able to support business enterprise networks. Graduates may find employment in network data centers and government and military network operation support centers.

The coursework, hands on labs and practice exams included in this program prepare students for the following Industry Certification exams: Cisco CCT, CompTIA A+, Microsoft Azure Fundamentals, Microsoft Security Fundamentals, Microsoft 365 Fundamentals, Linux Essentials, Microsoft Security Compliance and Identity Fundamentals, CompTIA Networking+, and CompTIA Security +. (Please note that the exam titles listed here are subject to change.).

Graduates may find employment as entry level network technicians.

Admission Requirements:

1. High school diploma or GED certification. Interview with an approved school admissions counselor

Subject Description- Subject Description- Program courses can be taken in any order.

NNT 100 CMC CCT – Network Technologies: lecture 72 / Lab 08 – Total 80 clock hours

Students will learn to work as network administrators with training in critical network equipment such as routers, switches, and firewalls. Students will learn to configure, manage, troubleshoot network devices, implement security policies, and provide enterprise-wide support to business-critical networks.

NAZ 100 CMC AZE – Azure Fundamentals: lecture 26 / Lab 04 – Total 30 clock hours

Students will learn fundamentals of cloud services and how those services are provided with Microsoft Azure, industry cloud concepts, Azure services, Azure workloads, security, and privacy in Azure, as well as Azure pricing and support. Students should be familiar with the general technology concepts, including concepts of networking, storage, computer, application support, and application development.

NMF 100 CMC 365 – Microsoft 365 Fundamentals: lecture 26 / Lab 04 – Total 30 clock hours

Students will learn the considerations and benefits of adopting cloud services and the Software as a Service (SaaS) cloud model, with a specific focus on Microsoft 365 cloud service offerings. Students will perform an in-depth review of Microsoft 365, including a comparison of Microsoft on-premises services versus Microsoft 365 cloud services, a review of enterprise mobility in Microsoft 365, and an analysis of how Microsoft 365 services provide collaboration.

NHM 100 Hardware & Mobile Devices: lecture 50 / Lab 30 – Total 80 clock hours

Students will learn SaaS applications for remote work, troubleshooting and how to remotely diagnose and correct common software, hardware, or connectivity problems, Changing core technologies from cloud virtualization and IoT device security to data management and scripting. Students will learn about multiple operating systems now encountered by technicians on a regular basis, including the major systems, their use cases, and how to keep them running properly.

NWT 100 CMC MSW – Windows Technologies: lecture 72 / Lab 08 – Total 80 clock hours

Windows Technologies combines lectures and hands on labs to give beginner students the fundamental concepts of security, compliance, and identity. Those three concepts are so important that everyone who touches a network's operations – from administrators to managers to executive stakeholders – should consider training in the basic concepts around security, compliance, and identity (SCI). The knowledge within it is highly valuable for anyone who makes decisions that affect networks and their security.

LIN 100Linux Training: Lecture 40 / Lab 20 – Total 60 clock hours

Students will gain an understanding of the Linux and open-source industry and knowledge of the most popular open-source Applications, understand the major components of the Linux operating system, and have the technical proficiency to work on the Linux command line; and have a basic understanding of security and administration related topics such as user/group management, working on the command line, and permissions.

Tuition & Fees

Registration	\$100.00
Tuition & Fees	\$16895.00
Total	\$16995.00

Cybersecurity Risk Analyst Program

Learning Methodology: Resident, Hybrid IDL or Full IDL

Program length - Clock Hours: 720

Enrollment Term: 42 weeks

Award Attainment: Certificate

Program Description – Cybersecurity Risk Analyst Program teaches the students to identify flaws in their employer's security systems and proactively develop solutions. Their investigations aren't solely concerned with preventing exterior threats; often, an analyst will also assess risks to the company's internal network and physical offices. The cybersecurity risk analyst training also includes examining reports, data, and analytics to identify suspicious activity and threats. Analysts then use that collected information to develop protections and inform their company's choice of security software. The program advice to company leadership on what they can do to improve their security and organize training programs to help non-technical employees better understand and adhere to the organization's security policies.

The coursework, hands on labs and practice exams included in this program prepare students for the following Industry Certification exams: Cisco Cybersecurity, Microsoft Azure Fundamentals, Microsoft Security Fundamentals, Microsoft 365 Fundamentals, Linux Essentials, Microsoft Security Compliance and Identity Fundamentals, CompTIA Security +, PenTest+, CompTIA Server+, Cloud Essentials. ITIL V4 Foundation, Cobit, Project Management Ready, Audit Fundamentals.

Participants with proven work experience may qualify CISA- Certified Information Auditor, CRISC- Certified in Risk and Information Systems Control, CISM- Certified Information Security Manager, CCSP- Certified Cloud Security Professional, CISSP- certified Information Systems Security Professional.

(Please note that the exam titles listed here are subject to change.).

Admission Requirements:

High school diploma or GED certification. Interview with an approved school admissions counselor

Subject Description- Subject Description- Program courses can be taken in any order.

NST 100 Network Support Technician – Entry: Lecture 100/Lab 40 – Total 140 clock hours

This course explores and studies multiple facets of IT networking. Build skills in various networking hardware and software, protocols, wireless networking and devices. Learn concepts needed to better understand various aspects of network functionality and troubleshooting.

LIN 100 Linux Training: Lecture 40 / Lab 20 – Total 60 clock hours

Students will gain an understanding of the Linux and open-source industry and knowledge of the most popular open source Applications, understand the major components of the Linux operating system, and have the technical proficiency to work on the Linux command line; and have a basic understanding of security and administration related topics such as user/group management, working on the command line, and permissions.

CYB 125 Cloud Administration & Security – Lecture 100/ Lab 30 – Total 130 clock Hours

Students will learn the knowledge and skills needed to effectively operate in the cloud and touch upon all the aspects of administering cloud services. The training covers Cloud Concepts, Architecture and Design, Cloud Data Security, Cloud Platform and Infrastructure Security, Cloud Application Security, Cloud Security Operations, and Legal, Risk, and Compliance with real-world scenarios to help you apply your skills along the way.

CYB 110 CMC CSF – NIST Cybersecurity Foundation: (Lecture 26 / Lab 04 – Total 30 clock hours)

The students will gain knowledge & skills implementing NIST Cybersecurity Framework within organizations. Students will gain skills to identify the risk factors, cyber-security activities, desired outcomes, and relevant cybersecurity reference points common across critical infrastructure sectors.

CYB 115 CIS CBROPS – Cybersecurity Operations: (Lecture 46/ Lab 04- Total 50 clock hours)

This course prepares students to begin a career within a Security Operations Center (SOC), working with Cybersecurity Analysts at the associate level. This course provides the knowledge and skills needed to successfully handle the tasks, duties, and responsibilities of an associate-level Security Analyst working in a SOC.

CYB 105 CompTIA Security+ Training – Lecture 30/ Lab 10 – Total 40 clock hours

Students will learn to Assess the security posture of an enterprise environment and recommend and implement appropriate security solutions, monitor and secure hybrid environments, including cloud, mobile, and IoT, Operate with an awareness of applicable laws and policies, including principles of governance, risk, and compliance. Students will learn to Identify, analyze, and respond to security events and incidents.

CYB 130 Cybersecurity First Responder: Lecture 40/ Lab 40 – Total 80 clock hours

Cybersecurity First Responder is the first line of defense against cyber-attacks that can cost an organization valuable time and money. Cybersecurity First Responder training course will prepare students to become the first responders who defend against cyber-attacks by teaching students to analyze threats, design secure computing and network environments, proactively defend networks, and respond/investigate cyber security incidents.

IRA 100 Information Risk Assessment & Management- Lecture 40/ Lab 32 – Total 72 clock hours

Students will gain proficiency and understanding of the effect of IT risk and how it pertains to business risks of a company. Understanding risk is essential for work in the closely related cybersecurity and risk management fields. Organizations today face a tsunami of cyber vulnerabilities, and effective remediation processes must be based on how an exploit will affect the organization's risk profile.

CPM 100 Project Management: Lecture 40/ Lab 24 – Total 64 clock Hours

Cybersecurity projects have many moving parts and require the kind of strategic approach provided by a project manager to limit problems and delays. Project management skills are valuable for ensuring that any undertaking is accomplished to maximize budget and resources, while keeping collective efforts within defined time and performance constraints. Students will learn project management skills to meet the objectives of cybersecurity projects. Technical skills are only the tip of the iceberg. It's essential to approach cybersecurity not simply from a security knowledge standpoint, but also with business goals in mind.

ITC 100 IT compliance Audit - Lecture 30/ Lab 24 – Total 54 clock Hours

Students will gain a comprehensive overview of the fundamental concepts of IT auditing, and how to apply them on the job whether they are tasked with assessing. IT governance and the regulatory environment, IT general controls, application controls, or end-user computing.

Tuition & Fees

Registration	\$100.00
Tuition & Fees	\$24895.00
Total	\$24995.00

Network Data & Cyber Essentials Program

Learning Methodology: Resident, Hybrid IDL or Full IDL

Program length - Clock Hours: 734

Enrollment Term: 44 weeks

Award Attainment: Certificate

Program Description – Network Data & Cyber Essentials Program is a comprehensive course designed to teach students network design, configuration, management, Data analysis, Data security and troubleshoot network failures. Students will gain knowledge and skills in Legal regulatory frameworks, Network & data security standards required by industry verticals. Graduates of this program will be able to support business enterprise networks. Graduates may find employment in network data centers and government and military network operation support centers.

The coursework, hands on labs and practice exams included in this program prepare students for the following Industry Certification exams: Cisco CCT, CompTIA A+, Microsoft Azure Fundamentals, Microsoft Security Fundamentals, Microsoft 365 Fundamentals, Linux Essentials, Microsoft Security Compliance and Identity Fundamentals, CompTIA Network+, and CompTIA Security +, CompTIA Server+, Cloud Essentials. ITIL V4 Foundation, Azure Data Fundamentals (Please note that the exam titles listed here are subject to change.).

Admission Requirements:

High school diploma or GED certification. Interview with an approved school admissions counselor

Subject Description – Program courses can be taken in any order.

NHM 100 Hardware & Mobile Devices: lecture 60 / Lab 20 – Total 80 clock hours

Students will learn SaaS applications for remote work, troubleshooting and how to remotely diagnose and correct common software, hardware, or connectivity problems, Changing core technologies from cloud virtualization and IoT device security to data management and scripting. Students will learn multiple operating systems now encountered by technicians on a regular basis, including the major systems, their use cases, and how to keep them running properly

NCF 100 Networking Concepts & Fundamentals: Lecture 60 / Lab 20- Total 80 clock hours

Students will gain the knowledge and skills needed to troubleshoot, configure, and manage wired and wireless networks found in companies around the world. CompTIA Network+ certifies a professional level understanding of emerging technologies, including cloud and virtualization technologies.

CYB 100 Network Support Technician – Entry: Lecture 100/Lab 40 – Total 140 clock hours

This course explores and studies multiple facets of IT networking. Build skills in various networking hardware and software, protocols, wireless networking, and devices. Learn concepts needed to better understand various aspects of network functionality and troubleshooting.

NSF 100 Security Essentials – Lecture 30/ Lab 10 – Total 40 clock hours

Students will learn to Assess the security posture of an enterprise environment and recommend and implement appropriate security solutions, Monitor and secure hybrid environments, including cloud, mobile, and IoT, Operate with an awareness of applicable laws and policies, including principles of governance, risk, and compliance. Students will learn to Identify, analyze, and respond to security events and incidents.

NSA 100 Server Administration: Lecture 30 / Lab 10- Total 40 clock hours

Students will learn Server Hardware Installation & Management, Install and maintain physical hardware and storage Server Administration, Manage and maintain servers, including OS configuration, access control and virtualization. This course teaches Security & Disaster Recovery, Apply physical and network data security techniques and Understand disaster recovery and implement backup techniques, Server Troubleshooting, Diagnose and resolve system hardware, software, connectivity, storage and security issues.

LIN 100 Linux Training: Lecture 40 / Lab 20 – Total 60 clock hours

Students will gain an understanding of the Linux and open source industry and knowledge of the most popular open source Applications, understand the major components of the Linux operating system, and have the technical proficiency to work on the Linux command line; and have a basic understanding of security and administration related topics such as user/group management, working on the command line, and permissions.

CYB 125 Cloud Administrator Training – Lecture 100/ Lab 30 – Total 130 clock Hours

Students will learn the knowledge and skills needed to effectively operate in the cloud and touch upon all the aspects of administering cloud services. The training covers best practices on cloud administration, supported by many vendor technology solutions, covering open source and major vendor standards.

ITT 100 ITIL Foundations Training – Lecture 20 / lab 04 – Total 24 clock hours

This course provides students, practitioners, support staff and staff interfacing with the organization's digital and information systems functions with a practical understanding of the key concepts, common language, principles and practices that enables successful management of modern IT-enabled services.

CYB 110 CMC CSF – NIST Cybersecurity Foundation: (Lecture 26 / Lab 04 – Total 30 clock hours)

The students will gain knowledge & skills implementing NIST Cybersecurity Framework within organizations. Students will gain skills to identify the risk factors, cyber-security activities, desired outcomes, and relevant cybersecurity reference points common across critical infrastructure sectors.

ADF 100 CMC ADF – Azure Data Fundamentals: lecture 40/ lab 20– Total 60 clock Hours

Students will gain knowledge of core data concepts and how they are implemented using Azure data services. In addition, the students will learn the concepts of relational and non-relational data, and different types of data workloads such as transactional or analytical.

AIF 100 CMC- AIF - Artificial Intelligence Fundamentals: lecture 30/ lab 20 – Total 50 clock Hours

Students will acquire foundational knowledge of the core concepts related to artificial intelligence (AI) and the services in Microsoft Azure that can be used to create AI solutions, knowledge of common ML and AI workloads and how to implement them on Azure.

Tuition & Fees

Registration	\$100.00
Tuition & Fees	\$24895.00
Total	\$24995.00