

The Code Academy

Course Catalog and Student Handbook

Volume: I 2021

Effective: January 5, 2021



The Code Academy
3737 NW 7th Street, Miami, FL 33126
Phone: 786-703-2947
www.academyfl.com

Table of Contents

Contents

President's Statement.....	4
Legal Status.....	4
Faculty.....	4
Administrators.....	4
Licensure.....	4
History.....	5
Mission.....	5
Philosophy	5
School Facilities	5
Admissions Requirements	5
Admission Procedures.....	6
Academic Grievances	6
Nondiscriminatory Policies	6
Privacy Rights	7
Attendance	7
Operating Hours	7
Tardiness.....	7
Make-Up Policy	7
Credit Transfer.....	7
Leave of Absence Policy	8
Personal Evaluations	8
Costs.....	8
Clock Hour Definition	8
Grading Scale.....	8
Satisfactory Academic Progress.....	9
Unsatisfactory Progress: Probation/Termination:.....	9
Progress Report	9
Academic Transcripts	9
Re-Admission.....	9
Rules of Conduct – Termination Policy.....	9
Rules of Conduct – The Code Academy	10
The Conduct System: a Brief Overview	10
Notice of Report	11
The First Meeting	11

Informal Disposition	11
The Formal Hearing Process.....	11
Hearing Procedures	11
Appeals	12
Student Services	12
Library	12
Job Placement Assistance and Career Services	12
Student Withdrawals	13
Student Records	13
Holiday Schedule	13
Academic Calendar 2020.....	14
Academic Calendar 2021.....	15
Academic Calendar 2022.....	16
Curriculum Outlines - Vocational Programs	17
Application Architect Professional	17
Information Technology Professional.....	18
Legal Secretary	20
Network Technician	22

President's Statement

At The Code Academy we believe that any individual, given the proper training, can become a successful secretary in the legal field. Our goal is to help our students to develop and enhance their secretarial skills; to introduce them into the legal and real estate industry as an entry-level secretary or assistant; and to help them ascend the corporate ladder. Given that the Campus Director and the Director of Education at The Code Academy are legal professionals who have ascended the corporate ladder personally, we feel uniquely qualified to help our students make that journey.

Legal Status

The Code Academy is a private, postsecondary school incorporated in the state of Florida. The Code Academy is owned by Academic Technologies Inc. The school was founded in 2009 and is presently owned by Christopher M Perez. Additional information may be obtained by writing to: Christopher M Perez, President, The Code Academy 3737 NW 7 Street, Miami, FL 33126. Mr. Perez may also be contacted by visiting the schools website at www.academyfl.com or e-mail: cperez@academyfl.com

Faculty

Christopher M Perez, Director of Education/Instructor
BA Management Information Systems
Florida International University

Fernando Uribe
A+, N+, MCSE, MCT, CCNA, CCNP, SQL, CISSP-CERTIFIED
Information Technology
BA Western Governor's University

Alfred Andreu
Attorney at Law – Legal Secretary Program
J D Law Degree
St Thomas University

Administrators

Christopher Perez
Director – Full Time- Director of Education/Instructor

Mareny Perez
Director of Student Services – Full Time-

Felix Rangel
Helpdesk Technician-Full Time - A+, N+ MCSA, MCSE- CERTIFIED

Licensure

The Code Academy is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution can be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414 Tallahassee, Florida 32399-0400; Toll-Free Telephone Number: (888) 224-6684.

Programs offered by The Code Academy are available to all students without regard to race, age, religion, sex, creed, handicap or national origin. Catalog information is subject to modification at any time by proper administrative procedures to meet changing industry needs or regulatory requirements. Program costs are based on rates in effect on the date of the signing of the enrollment agreement.

History

The Code Academy was originally founded with a vision of helping others to become successful working in the legal and technical industries. The school's goal was to give students the proper training to help them excel in the Coding / Programming industries.

The school continues forward today with one basic principle – to help students get a high-quality education at an affordable price.

Historically, the school's focus has been toward the adult learner who desires to change careers and is looking for a school that can accommodate their special needs. The training strategy has been and is to teach these “career changers” the basics of coding with a specialty focus in Javascript, Python and Cloud programming technologies.

Mission

The Code Academy is a private postsecondary institution dedicated to providing quality education designed to prepare students for work in the legal industry. The curriculum prepares students for employment within the legal industry by developing new skills, expanding their knowledge base and awakening new intellectual interests.

The Code Academy strives in all its activities to provide an atmosphere that fosters professional and personal development, academic achievement and social interaction.

Philosophy

The purpose of The Code Academy is to bridge the gap between students and employers through quality training and personal development. The combined teaching of personal and professional skills enables our students to live and work responsibly in a complex, changing society. The school emphasizes the awareness of the consequences of individual actions and choices.

At The Code Academy we dedicate ourselves to providing our students a quality educational experience leading to an enriching and profitable career. In achieving this goal, our administration, staff members, and educators understand the following: (a) the most important people in our organization are our students; (b) our students are not dependent on us, we are dependent on them; (c) the purpose of our work is our students; (d) all students who enter the doors at The Code Academy are entitled to respect, dignity, and the recognition that they are the future professionals of their newly chosen field of study; (e) the staff at The Code Academy will provide support to the student in the attainment of his/her personal and professional goals and (f) the only unjustified suggestion or complaint is the one which goes unspoken.

We, at The Code Academy in support and agreement with this statement, promise to uphold these ideals to the fullest of our abilities.

School Facilities

The Code Academy is located at 3737 NW 7 Street, Miami, FL 33126 and consists of 3,200 sq. ft. of office, library and classroom space. This location provides easy accessibility by private and public transportation. Additionally, this campus provides over 50 free parking spaces that our student body can utilize. These facilities include administrative office space, classrooms with seating capacity for up to 20 students, library facilities able to accommodate up to five students, testing and laboratory facilities which can accommodate up to ten students, and ample common space for study. The classrooms are outfitted with up-to-date presentation and Tier-1 vendor supplied computer equipment selected to give the student experience on the same equipment encountered in the corporate environment.

Admissions Requirements

The admissions policy and procedures of The Code Academy assures the students equal access to the opportunity to develop the skills and knowledge necessary for them to secure employment. The policies of The Code Academy will

be nondiscriminatory to any eligible applicant regardless of race, sex, color, national origin, age, or disability. The admission policies are as follows:

Admission to The Code Academy is open to:

1. High school graduates from regionally accredited or state approved high schools.
2. Persons holding a General Education Development High School Equivalency Diploma (GED).
4. Transfer students from accredited technical colleges, colleges, universities and other post-secondary institutions.

Age: All applicants must be 17 years of age or older.

Assessment Exam: Applicants are required to complete and score a 70% or better on a placement assessment exam based on both general knowledge and computer literacy. This exam may result in the school's advising the student that the level of sophistication contained in some subject matter may be too advanced for the student and he/she may be directed to another program.

Application process: A standard application form must be completed and signed by the applicant and parent or guardian (if applicable) and sent to the school. The applicant is responsible for providing the school with a transcript or diploma to certify proof of completion of high school requirements. Upon acceptance, the enrollee shall remit a registration fee of \$100.00 to confirm enrollment and to assure the applicant a place in the program. Prospective students are encouraged to visit the school although a visit is not necessary for acceptance.

Admission Procedures

A standard application form must be completed and signed by the applicant and parent or guardian (if applicable) and sent or delivered in person to the school. Applicant is responsible for providing the school with a transcript or diploma to certify proof of completion of high school requirements. Upon acceptance, the enrollee shall remit a registration fee of \$100.00 to confirm enrollment and to assure the applicant a place in the program. Prospective students are encouraged to visit the school although a visit is not necessary for acceptance.

Arrangements for a tour or an interview with a staff member can be made by calling the school or sending a letter to the Admissions Department.

Ancillary program expenses vary based on the level of the program. A list of all suggested additional materials are available to all enrollees at the beginning of the program.

Academic Grievances

Those grievances, which are academic in nature, should be brought to the immediate attention of the Director of Education. The Director of Education is responsible for investigating the matter with the appropriate persons. Recommendations based on the investigations will be made to a Review Board comprised of two Student Services Representatives from The Code Academy Inc and two students of The Code Academy Inc for resolution. If the situation is not resolved to the student's satisfaction, an appeal may be made to the President of The Code Academy.

Nondiscriminatory Policies

The Code Academy is committed to the principle of equal opportunity. The School does not discriminate on the basis of race, color, creed, religion, national origin, gender, sexual orientation, age, marital status, disability, and disabled veteran or Vietnam era veteran status. When requested, The Code Academy will provide reasonable accommodation to otherwise qualified students with disabilities.

Privacy Rights

To protect the privacy of students and families, Federal law sets certain conditions on the disclosure of personal information from records kept by schools. The relevant law is “The Family Educational Rights and Privacy Act of 1974” (PL98-380).

Information regarding a student’s attendance or grades will not normally be released without the student’s express written permission. Students should be aware that federal and state agencies periodically request personal, attendance and grade information to verify both attendance and satisfactory progress. This information is required for continued enrollment in various federal grant and loan programs. The school will release information to these agencies as required by law. Disclosure may also be made to the student’s parent, if the student is a dependent of the parent, as defined by the Internal Revenue Service. The school will maintain a written record of each request for access and each disclosure of personally identifiable student information.

Attendance

Class attendance is mandatory. Records are maintained in the student file clearly indicating the student’s attendance for each scheduled class period. An absence will be charged for a full day when the student does not attend any of the scheduled classes on that day. Since The Code Academy is a clock hour school, a partial day of absence will be charged for the number of hours of absence during the day.

School holidays are not considered as days of absence. Students shall have the right to observe his/her appropriate religious holidays without penalty or reprisal. Absences for such holidays will not count against the number of absences allowed by school policy.

Operating Hours

The Code Academy offers different schedules to accommodate working students. Morning classes meet from 8:00a.m. to 12:00 p.m. Afternoon classes meet from 1:00pm – 5:00pm and evening classes from 6:00pm to 10:00 p.m. The Code Academy administrative offices are open Monday – Friday 9:00am – 6:00pm.

Tardiness

All students are required to arrive prior to class time in order that the class not be disrupted and to develop a professional work attitude. Any student arriving late or departing early will have this recorded as time out of class and counted toward total attendance time. Repeated tardiness may be grounds for dismissal.

Make-Up Policy

All assignments, tests, etc. are due as scheduled in the syllabus. The Code Academy recognizes both excused and unexcused absences. In the case of an excused absence, the student may make-up the quiz or exam within three school days with no grade penalty. After the three-day window, ten points will be deducted from the overall test grade for every day past the three-day grace period. In the case of an unexcused absence, while the same make-up policies will be in effect, The Code Academy will recognize 90% as a “perfect score” and reduce ten points per day after the third day that the student returns to school.

Credit Transfer

The Code Academy does not grant advanced standing or credit to students for previous education or training. The Code Academy does not accept college or university credit toward any certificate granting program. The Code Academy cannot guarantee that credits earned at The Code Academy will be accepted by another institution. It is the student’s responsibility to confirm whether or not credits obtained at The Code Academy are transferable to another institution of the student’s choice.

Leave of Absence Policy

A leave of absence may be granted only in extreme emergencies. Leaves shall not exceed 20% of the total clock hours in the program and shall be for specific and acceptable purposes. A written request for leave of absence shall be submitted to the Director of Education and must be signed by both the school representative and the student. A copy of the request and approval/denial must be placed in the individual student's file.

The student is allowed to make up any or all exams, projects, or course work missed while on approved leave. Arrangements for make-up work are the student's responsibility and must be made with the individual instructor. If a student fails to return from leave, the student will be considered withdrawn and terminated from the program.

Personal Evaluations

In addition to academic and practical test grades, students are subject to continuing professional evaluations based on personal observations of student's attitude, attendance, reliability, dependability and other areas while in training. These grades will be provided to the student to assist in making them aware of areas that are traditionally important to employers. Personal evaluation grades are determined by using the same evaluation system currently in place for academic and lab assessments.

In computing an overall academic grade point average, the total grade points as assigned are divided into the total number of grade points earned including all written tests, professional grades and practical projects administered during the course.

Costs

All tuition costs are detailed in the specific program sections of this catalog. Program and individual course expenses are based on clock hour distributions of program elements that include both theoretical and practical training.

Clock Hour Definition

A clock hour is defined as a period of sixty (60) minutes, with a minimum of fifty (50) minutes of instruction in the presence of an instructor.

Grading Scale

The Code Academy Grading Policy Grade Definitions

<u>Grade</u>	<u>Grade Value</u>
A 96-100	4.0
A- 92- 95	3.7
B+ 88- 91	3.3
B 84- 87	3.0
B- 80- 83	2.7
C+ 76- 79	2.3
C 72- 75	2.0
C- 68- 71	1.7
D 65- 67	1.0
F Below 65	0.0

None of the following annotations are included in the computation of the GPA.

I	Incomplete – A grade of Incomplete must be made up within two weeks After the start of the next “quarter”. If not, the grade is changed to “F”.
R	Retaken – The Highest grade is used in computing cumulative GPA When a subject is repeated.
W	Withdrawal
IP	In Progress
C	Credit
NC	No Credit

Students who officially withdraw from the school will receive a grade of “W.”

Satisfactory Academic Progress

Satisfactory Progress:

A student must maintain a cumulative grade point average of 1.75 to remain in good scholastic standing at The Code Academy.

Students with continuous enrollment who are attending school full time are allowed up to 150% of the duration of the program to achieve their Certificate of Completion.

Unsatisfactory Progress: Probation/Termination:

(1) Students who fail to achieve a 1.75 cumulative GPA at 25% (or any subsequent grading cycle) of the clock hours will be placed on academic probation during the following period. Programs of 100 hours or less will be evaluated at midpoint only.

(2) Students who fail to achieve and maintain a 1.75 higher GPA during the probationary period may be terminated.

(3) Students achieving a 1.75 or higher GPA at the end of the grading cycle may continue on probation for one additional grading cycle at the discretion of the Director of Education.

(4) Students who fail to achieve a 1.75 cumulative GPA at the end of their second consecutive probationary period may be terminated.

(5) In order to be removed from probation, a student must achieve a 2.0 or higher cumulative GPA at the end of the grading period in question.

Progress Report

In all programs, students are provided a progress report at 25% of the completed program clock hours, at the midpoint, (50% of the completed clock hours), at 75% of the completed program clock hours, and at the completion of the program.

Academic Transcripts

An unofficial copy of each student's transcript is available to the student upon request. The school reserves the right to withhold an official transcript if the student's financial account is in arrears. Transferability of hours attended at the school is limited and rests entirely on the decision of the receiving institution. There is no guarantee that the hours earned at The Code Academy will be accepted at another educational institution.

Re-Admission

A student whose enrollment was terminated for unsatisfactory progress can re-enroll after a minimum of one progress evaluation period. Such re-enrollment does not circumvent the approved refund policy.

A student who re-enrolls after termination for unsatisfactory progress remains on academic probation for the next grading period. The school shall advise the student of this action and document the student's file accordingly. If the student does not demonstrate satisfactory progress at the end of this probationary period, the student's enrollment shall be terminated.

Rules of Conduct – Termination Policy

Students attending classes at The Code Academy are expected to act with self-discipline and professionalism and to conduct themselves as responsible citizens both at the training complex and in the community. Mutual respect between students and faculty is paramount. Should any instance occur where the student's behavior is in question, he/she will receive a verbal warning followed by a written warning. Should the infraction be of a grievous nature, the student will be terminated from the school immediately without verbal or written warning. Students may be

terminated from enrollment for the reasons listed below. Further clarification of these policies is available from the Director of Education and may be requested at any time.

Rules of Conduct – The Code Academy

Violation of the school's Drug Free policy through use or possession of unauthorized drugs

Failure to meet academic or attendance criteria.

Undesirable conduct which compromises or poses a threat or danger to the safety, health or property of the school including but not limited to other students, faculty, staff, officers, the student him/herself or conduct disruptive to the educational process.

Failure to meet financial obligations as outlined in the Enrollment Agreement.

In the school and student's best interests when the student is on probation and in the judgment of school officials no progress is in evidence nor anticipated.

Theft of goods, property or services.

Possession or use of firearms or any other potentially dangerous weapon.

Gambling on any school premises or property.

Sexual harassment, abusive language, use of profanity or threats to school staff or faculty.

Failure to adhere to school rules contained in the school catalog, handbooks or other school publications.

The Conduct System: a Brief Overview

The Director of Student Services is responsible for administering the student disciplinary system at The Code Academy. As members of an academic community and of society at large, students have both rights and responsibilities. Students are expected to be aware of and follow school policies and law.

Suspected student violations of school policies or campus rules are referred to Student Services, including academic and social misconduct, occurring on- or off-campus. Centralized reporting and handling of student discipline cases maintains consistency and fairness in treatment of cases, and centralized records ensure that repeat offenders are disciplined accordingly.

Academic honesty is very important at The Code Academy. The Code of Academic Conduct is part of a long-standing honor code tradition at our campus. Students who violate the Code may be removed from school, even for a first-time violation; admitting the violation and accepting responsibility, including sanctions, may reduce the severity of the penalty. Students who admit or are found in violation of the Code normally receive a grade of "F" or zero on the work in question.

Students are also subject to discipline for social misconduct, which can range from violations of noise, alcohol, or drug policies, to disruption of class, to theft, fraud, misuse of computers, or conduct that threatens health and safety. The more serious the violation, and the higher the risk of harm to the campus community, the more severe the sanctions.

Where possible, informal procedures are used to resolve disciplinary matters, emphasizing education, personal growth and ethical behavior -- upholding standards of academic integrity and responsible conduct to protect the quality of education and the welfare of our community. In the few cases in which formal fact-finding procedures are used, the system is designed to provide a prompt, fair, and impartial hearing and resolution of the matter. A student may consult an advisor at any stage in the informal or formal process.

Notice of Report

When a report is received, Student Services notifies the student by email of the suspected misconduct, and directs the student to meet with the Director of Student Services.

The First Meeting

At the first meeting, the student is advised of his/her rights and informed of the evidence supporting the charges. The student has an opportunity to respond and to discuss possible ways of resolving the case.

Students do not have to say anything at the informal meeting, but if they choose to do so, they must tell the truth. Providing false information in the discipline process is a serious violation which can result in removal from the school.

Informal Disposition

Informal disposition means resolution without a formal hearing, usually by agreement between the student and the Director, including the sanction to be imposed, if any. Most cases (more than 95%) are resolved by mutual agreement under Informal Disposition procedures, no penalty can be imposed informally without the student's consent, unless he/she fails to participate in the disciplinary process.

If the student does not participate in this process, unilateral action can be taken or the case may be referred for formal adjudication. Unilateral action may include administrative holds on registration, transcripts, graduation, and/or diploma, or may include disciplinary Probation or even removal from the school. This means that the student needs to schedule an appointment promptly and participate in the process. A student may appeal unilateral action, but must show reasonable grounds for failing to cooperate.

The Formal Hearing Process

A formal fact-finding hearing is an educational proceeding, not a trial or court hearing. The goal is to find the truth through a fair, prompt, and effective process, respecting and preserving the rights of the accused student, the school community, the reporting party, and any witnesses.

Hearing panel members should have no prior involvement in the case, and must be able to render a fair decision; they may be challenged and removed if found to be biased.

The purpose of the fact-finding process is to find the truth of what happened through a fair hearing before neutral decision-makers (students and faculty). In keeping with the school's educational goals, the accused student and the reporting party each speak on their own behalf, except in unusual circumstances. They may each be accompanied by an advisor, but attorneys may not represent parties in the formal hearing process.

The student and reporting party receive prior written notice by email of the specific charges at issue and the date, time, and location of the hearing. The notice also summarizes the hearing procedures, including the right to an advisor, and the parties' responsibility to exchange evidence and witness lists before the hearing.

Hearing Procedures

Hearings are closed except to the hearing panel, the accused student, the reporting party, and the witnesses (who are present only at the time they testify), unless otherwise approved by the hearing chair or Director of Student Services. The accused student may be present at the hearing or absent. Both the reporting party and the accused student may provide evidence and question witnesses. Panel members may also question witnesses. If they testify, witnesses can be questioned and must tell the truth. The accused student may remain silent. Formal rules of evidence do not apply. An audio recording of the hearing is kept.

After the hearing ends, a written report is prepared containing findings of fact (what happened, and was it more likely than not that the student violated school standards). If appropriate, sanctions may be recommended. Any

findings and recommendations must be based only upon evidence received at the hearing. The student receives written notice of the decision.

Appeals

A student who is found in violation has ten days to file a written appeal of the decision, on the grounds that:

1. there is no substantial basis in fact to support the findings;
2. the sanction is inconsistent with the findings;
3. there was unfairness in the proceedings; or
4. there is newly discovered important evidence that was not available at the time of the hearing. The appeal may be denied, granted in whole or part, or other relief may be directed where appropriate.

Completion Requirements

To be eligible to receive a Certificate of Program Completion, the student must have completed the required hours in his/her selected program. The student must maintain a cumulative grade point average of 2.0 in order to receive his/her Certificate of Completion.

All students must have satisfactorily fulfilled all financial, academic, and other obligations to the school before they will be allowed to exit the program.

Student Services

The Director of Student Services, in conjunction with the student services department, coordinates all academic advising and personal advising; supervision and monitoring of attendance records and leaves of absence; placement assistance; information concerning local housing, transportation, child care and relevant coping skills, and general development appropriate to higher education students.

Library

Students are encouraged to utilize the school's library facilities. The library is presently located at The Code Academy's first classroom. The Library is open from 9:00am-10:00pm (Monday-Friday; except holidays). Students may use the library for research, reference, and study projects. In addition to the video tapes, audio tapes, test reviews, books and periodicals available for student usage, students can access and utilize software and applications on computer workstations provided in the Testing Lab located in close proximity to the main library.

Job Placement Assistance and Career Services

The Code Academy is vitally interested in the student as an individual. Individual and group advisement directed at personal and career concerns is available from highly experienced staff members. Career Services concentrate on preparing the student for successful entry into the job market following graduation.

Information is available through the Director of Career Services in areas including: resume preparation, job search techniques and interview techniques, dressing for the job interview, and what to do following the interview. Information on professional publications and services available to the graduate to assist in targeting search areas is also provided.

Students who complete their program are assisted with job placement. Inquiries made to the school from potential employers will be posted on the bulletin board. The school will assist the student with employment to the best of its ability, **but cannot guarantee employment or internships.**

Student Withdrawals

A student may withdraw from training at any time subject to written notice received by the school's Director. Such notice may be either hand delivered or sent certified mail within one week of the last day of actual attendance.

Student Records

Under the authority of the Family Educational Rights and Privacy Act of 1974, as amended, students have the right to examine certain school files, records, or documents which pertain to them. The school must permit students to examine such records within forty-five days after submission of a written request, and to obtain copies of such records upon payment of a reproduction fee.

Students may request that the school amend his/her education records on the grounds that they are inaccurate, misleading, or in violation of their right of privacy. In the event that the school refuses to so amend the records, students may, after complying with the Complaint Procedure, request a hearing. If the outcome of a hearing is unsatisfactory, the student may submit an explanatory statement for inclusion in the education record. Students have the right to file complaints as outlined in the Academic Grievances section of the Catalog.

Education records are all school files, records or documents which contain information directly related to the student. Examples of education records are the student education files, placement files and financial aid files. The only persons allowed access to such records are those who have a legitimate administrative or educational interest.

Holiday Schedule

The Code Academy is closed on: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Friday following Thanksgiving Day, Christmas Eve, and Christmas Day.

Academic Calendar 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

	Start of Term
	End of Term
	Holidays
	Last Day to Drop

WINTER 2019-20

Jan 1	New Years (School Closed)
Jan 13	Start of TERM 1
Jan 17	Last Day for Add/Drop
Jan 20	Martin Luther King Jr.-No School (Faculty Workday)
Feb 21	End of TERM 1
Feb 17	President's Day (Faculty Workday)
Mar 2	Start of TERM 2

SPRING 2020

Mar 6	Last Day for Add/Drop
Apr 18	End of TERM 2
Apr 20	Start of TERM 3
Apr 9	Holy Thursday- No School (Faculty Workday)
Apr 10	Good Friday (School Closed)
Jun 12	Last Day for Add/Drop
May 29	End of TERM 3
May 31	Memorial Day (School Closed)

SUMMER 2020

Jun 8	Start of TERM 4
Jul 4	Independence Day (School Closed)
Jul 31	Last Day for Add/Drop
Jul 17	End of TERM 4
Jul 27	Start of TERM 5
Jul 31	Last Day for Add/Drop

FALL 2020

Sep 4	End of TERM 5
Sep 7	Labor Day (School Closed)
Sep 14	Start of TERM 6
Sep 18	Last Day for Add/Drop
Sep 16	Columbus Day- No School (Faculty Workday)
Oct 23	End of TERM 6
Nov 2	Start of TERM 7
Nov 6	Last Day for Add/Drop
Nov 11	Veterans Day
Nov 26-27	Thanksgiving (School Closed)

WINTER 2020-21

Dec 11	End of TERM 7
Dec 21-25	Winter Recess (School Closed)
Jan 1	New Year's Eve (School Closed)

Academic Calendar 2021

JANUARY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JULY						
S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

	Start of Term
	End of Term
	Holidays
	Last Day to Drop

WINTER 2020

Jan 1	New Years (School Closed)
Jan 11	Start of TERM 1
Jan 15	Last Day for Add/Drop
Jan 18	Martin Luther King Jr.-No School (Faculty Workday)
Feb 19	End of TERM 1
Feb 15	President's Day (Faculty Workday)

SPRING 2021

Mar 1	Start of TERM 2
Mar 5	Last Day for Add/Drop
Apr 1	Holy Thursday- No School (Faculty Workday)
Apr 2	Good Friday (School Closed)
Apr 9	End of TERM 2
Apr 19	Start of TERM 3
Apr 23	Last Day for Add/Drop
May 28	End of TERM 3
May 31	Memorial Day (School Closed)

SUMMER 2021

Jun 7	Start of TERM 4
Jun 11	Last Day for Add/Drop
Jul 4	Independence Day (School Closed)
Jul 16	End of TERM 4
Jul 26	Start of TERM 5
Jul 30	Last Day for Add/Drop

FALL 2021

Sep 3	End of TERM 5
Sep 6	Labor Day (School Closed)
Sep 13	Start of TERM 6
Sep 17	Last Day for Add/Drop
Oct 22	End of TERM 6
Nov 1	Start of TERM 7
Nov 5	Last Day for Add/Drop
Nov 11	Veterans Day
Nov 25-26	Thanksgiving Break (School Closed)
WINTER 2021-22	
Dec 10	End of TERM 7
Dec 20-24	Winter Recess (School Closed)
Dec 31	New Year's Eve (Open Half Day)

Academic Calendar 2022

JANUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

	Start of Term
	End of Term
	Holidays
	Last Day to Drop

WINTER 2022-22

Jan. 1	New Years (School Closed)
Jan. 10	Start of TERM 1
Jan. 17	Martin Luther King Jr. - No School (Faculty Workday)
Jan. 21	Last Day for Add/Drop
Feb. 21	Presidents Day - No School (Faculty Workday)
Feb. 18	End of TERM 1
Feb. 28	Start of TERM 2

SPRING 2022

Mar. 11	Last Day for Add/Drop
Apr. 8	End of TERM 2
Apr. 15	Good Friday (School Closed)
Apr. 18	Start of TERM 3
Apr. 29	Last Day for Add/Drop
May. 27	End of TERM 3
May. 30	Memorial Day (School Closed)

SUMMER 2022

Jun. 6	Start of TERM 4
Jun. 17	Last Day for Add/Drop
Jul. 4	Independence Day (School Closed)
Jul. 15	End of TERM 4
Jul. 25	Start of TERM 5
Aug. 5	Last Day for Add/Drop

FALL 2022

Sep. 2	End of TERM 5
Sep. 5	Labor Day (School Closed)
Sep. 12	Start of TERM 6
Sep. 23	Last Day for Add/Drop
Oct. 21	End of TERM 6
Oct. 31	Start of TERM 7
Nov. 11	Veterans Day (Faculty WorkDay)
Nov. 11	Last Day for Add/Drop
Nov. 24-25	Thanksgiving (School Closed)

WINTER 2022-23

Dec. 9	End of TERM 7
Dec. 26-30	Winter Recess (School Closed)

Curriculum Outlines - Vocational Programs

Application Architect Professional

Certificate of Completion

360 Clock Hours

18 Weeks

Program Description:

The core training for this program is defined by the competencies emphasized in attaining the Microsoft Technology Associate in Software Development, Javascript and Python. The core training for this program is also defined by the Microsoft Azure Developer Associate, Microsoft Azure Database Administrator and Microsoft Azure Database Analyst certifications. These certifications ensure that the holder possesses competencies in creating, developing, maintaining, and deploying web applications and SQL Databases. This program will prepare students for a position as either a full stack web developer, mobile app developer, web administrator, database administrator, or data analyst. Students in the Application Architect Program will be provided with hands-on learning in order to ensure that they receive ample experience in both structured learning and “real world” cloud environments.

Program Objective:

The objective for the Application Architect program is to teach individuals how to code, design and implement applications using today’s most used programming languages and tools. The program provides training on the following programming languages: C#, Javascript and Python. Programming concepts such as proper syntax, data storage options, data connections, APIs, app authentication and authorization, compute and container deployment, debugging, performance tuning, and monitoring will be covered in this program. The focus will be on coding activities that enhance the performance and scalability of web applications for PCs running a Microsoft Windows® operating system. Azure compute, storage and security is covered in this program along with cloud-native and hybrid data platform solutions built on Microsoft Azure using SQL. Students will learn to write basic Transact-SQL queries and learn how to properly maintain a SQL Database. Students will also learn how to enable businesses to maximize the value of their data assets by using Microsoft Power BI. With Power BI students will create data models, clean and transform data and create easy-to-comprehend data visualizations. A Certificate of Completion will be awarded upon successful completion of this program.

The coding lab scenarios in this course are selected to support and demonstrate the structure of various application scenarios. They are intended to focus on the principles and coding components/structures that are used to establish a software application and a web application. This course uses C#.Net, Python, React.js, Node, Git, Microsoft Azure (Cloud), Visual Studio, Microsoft SQL, and many other tools.

Certification Exams:

Exam: 98-361: Software Development Fundamentals Exam

Exam: AZ-204: Developing Solutions for Microsoft Azure

Exam: 98-382: Introduction to Programming Using JavaScript

Exam: 98-381: Introduction to Programming Using Python

Exam: DP-300: Administering Relational Databases on Microsoft Azure

Exam: DA-100: Analyzing Data with Microsoft Power BI

Program Breakdown by Course:

Course #	Course Title	Clock Hours
DADP (1)	Azure Database Administrator The Azure Database Administrator implements and manages the operational aspects of cloud-native and hybrid data platform solutions built on Microsoft Azure data services and Microsoft SQL Server.	60

DADP (2)	Azure Database Analyst Data Analysts enable businesses to maximize the value of their data assets by using Microsoft Power BI.	60
DP200-1 (1)	Implementing an Azure Data Solution Azure Data Engineers design and implement the management, monitoring, security, and privacy of data using the full stack of Azure data services to satisfy business needs.	60
DP200-1 (2)	Designing an Azure Data Solution This exam measures your ability to accomplish the following technical tasks: implement data storage solutions; manage and develop data processing; and monitor and optimize data solutions.	60
AZ204	Developer Associate Microsoft Azure Developers design, build, test, and maintain cloud solutions, such as applications and services, partnering with cloud solution architects, cloud DBAs, cloud administrators, and clients to implement these solutions.	120
TOTAL:		360

Course Book List:

Exam 98-361 MTA Software Development Fundamentals by Microsoft Official Academic Course

Exam Ref AZ-204 Developing Solutions for Microsoft Azure

A Smarter Way to Learn JavaScript. The new tech-assisted approach that requires half the effort 1st Edition by Mark Myers (Author)

A Smarter Way to Learn Python: Learn it faster. Remember it longer. Paperback – August 9, 2017 by Mark Myers (Author)

DP-300T00 - Administering Relational Databases on Microsoft Azure

DA-100T00 - Analyzing Data with Power BI

Program Cost:

Tuition	\$7,895.00
Fees	\$100.00
Books & Supplies	\$1,000.00
Exam Fees	\$750.00
Total Program Cost	\$9,745.00

Information Technology Professional

Certificate of Completion

480 Clock Hours

24 Weeks

Program Description:

The Information Technology program focuses on computer and network repair, cloud computing, cyber security and advance networking. The program is designed to prepare students for employment in various industries that utilize technical skills and knowledge. Students who successfully complete this program will have knowledge and skills in such areas as computer repair, networking, cloud system networking, enterprise cloud technology and network security. Courses include theory and skill building using a dedicated server lab environment.

The core curriculum for this program is defined by the competencies emphasized in attaining the CompTIA A+, Network +, and Security + certifications. The MCA Azure Administrator Associate, The Amazon AWS certified solutions architect and the Cisco Certified Network Associate (CCNA) certification. These certifications ensure that the holder possesses competencies in maintaining, managing and administering cloud platforms in both the Microsoft Azure and Amazon AWS cloud environments. Students in the Information Technology Program will be provided with hands-on learning in order to ensure that they receive ample experience in both structured learning and “real world” environments. Additionally, graduates will demonstrate a basic command of computer repair, cyber security and the Cisco internetworking operating system for Cisco routers and switches.

Program Objective:

Upon completion of the Information Technology Program students may seek entry-level employment in business, government, or a variety of industries where computer engineering skills are needed. Graduates may also seek employment in the technology industry as: computer repair technicians help desk support, networking technicians, Cisco networking technicians, Server administrators, Cloud Engineers, data analysts, internet security, software applications and configurations.

Certification Exams:

Exam 220-1001: CompTIA A+ Exam 1
 Exam 220-1002: CompTIA A+ Exam 2
 Exam N10-007: CompTIA Network+ Exam
 Exam SYO-501: CompTIA Security +
 Exam CLF-C01 AWS Certified Cloud Practitioner
 EXAM SAA-C02 AWS Certified Solutions Architect Associate
 Exam: AZ-104 MCA Azure Administrator Associate
 Exam AZ-900: Microsoft Azure Fundamentals
 Exam 200-301: CCNA Implementing and Administering Cisco Solutions

Program Breakdown by Course:

Course #	Course Title	Clock Hours
ESSA+1	CompTIA A+ Computer Technician Program- Covers mobile devices, networking technology, hardware, virtualization and cloud computing and network troubleshooting. Also installing and configuring operating systems, expanded security, software troubleshooting and operational procedures.	60
ESSN+2	CompTIA Network + Professional Program- Critical security concepts to helping networking professionals work with security practitioners. Key cloud computing best practices and typical service models. Coverage of newer hardware and virtualization techniques	60
SEC+/AZ103 (1)	CompTIA Security+- Install and configure systems to secure applications, networks, and devices; perform threat analysis and respond with appropriate mitigation techniques; participate in risk mitigation activities; and operate with an awareness of applicable policies, laws, and regulations. The successful candidate will perform these tasks to support the principles of confidentiality, integrity, and availability.	60
SEC+/AZ103 (2)	MCA Azure Administrator Associate- Azure Administrators implement, monitor, and maintain Microsoft Azure solutions, including major services related to compute, storage, network, and security.	60
AMZAWS (1)	AWS Certified Cloud Practitioner- AWS products, services, and common solutions and fundamentals of identifying AWS services so that you can make informed decisions about IT solutions based on your business requirements.	60

AMZAWS (2)	AWS Certified Solutions Architect Associate- Fundamentals of building IT infrastructure on the AWS platform. Optimize the AWS Cloud by understanding how AWS services fit into cloud-based solutions.	60
CCNA	Cisco Certified Network Associate Program- Knowledge and skills related to network fundamentals, network access, IP connectivity, IP services, security fundamentals, and automation and programmability.	120
	TOTAL:	480

Course Book List:

Exam 220-1001: CompTIA A+ Exam 1
 Exam 220-1002: CompTIA A+ Exam 2
 Exam N10-007: CompTIA Network+ Exam
 Exam SYO-501: CompTIA Security +
 Exam CLF-C01 AWS Certified Cloud Practitioner
 EXAM SAA-C02 AWS Certified Solutions Architect Associate
 Exam: AZ-103 MCA Azure Administrator Associate
 Exam 200-301: CCNA Implementing and Administering Cisco Solutions

Program Cost:

Tuition	\$10,885.00
Fees	\$100.00
Books & Supplies	\$1,000.00
Exam Fees	\$0.00
Total Program Cost	\$11,985.00

Legal Secretary

Diploma
 432 Clock Hours
 5 Months

Program Description:

The core training for this program is based on the National Association of Legal Professionals. This program offers comprehensive legal training and will prepare the student to work in the complex, ever-growing legal field. This program offers a purely legal education with Introduction to the legal field and core courses in the legal system, civil litigation, legal research and legal writing. Additionally, this program provides extensive training with the most common types of applications found in the legal field such as Microsoft Word, Microsoft Excel and Microsoft Outlook.

Program Objective:

The objective of the Legal secretary program is to prepare individuals to become entry-level legal secretaries with a specialized focus on the real estate industry. The curriculum focuses on the ability to research, write, and analyze legal documents, investigate relevant facts, conduct legal research, interview clients and witnesses and perform any other task an attorney may perform except that a legal assistant may not give legal advice.

Certification Exams:

Microsoft Office: Microsoft Application Specialist Word
 Microsoft Office: Microsoft Application Specialist Excel

Microsoft Office: Microsoft Application Specialist Outlook
 NALS: Basic Course ALS Certification

Program Breakdown by Course:

Course #	Course Title	Clock Hours
P101	Introduction to the Legal Field This course covers how Students will learn what kind of job opportunities exist and what tasks a legal secretary may perform.	10
P101L	Introduction to the Legal Field Lab This lab covers all necessary principals of how students will learn what kind of job opportunities exist for real estate and legal secretary professionals.	10
P102	Legal Terminology By presenting an actual legal matter and following it throughout the legal process, students are introduced to the most relevant legal terms. The case presented is tracked through both the civil and criminal court procedures.	35
P102L	Legal Terminology Lab This lab covers all necessary skills to process a legal matter and terminology associated.	5
P103	Legal Analysis It is critical for a paralegal to understand the process and structure of proper legal analysis. Students will develop the skills to analyze both case law and statutory authority in this module.	30
P103L	Legal Analysis Lab This lab covers the process of identifying case law and statutory authority.	10
P104	Legal Memorandum Form After learning the analytical process, students will analyze provided cases and statutes to prepare internal and external memorandums.	20
P105	State Specific Instruction Local and state trial and appellate courts specific to the student's jurisdiction will be discussed. In addition, students will be provided with information related to researching the law within the State of Florida!	20
P106	Federal Court Structure This course covers how students will be instructed in the basic differences between state and federal jurisdiction, as well as the federal jurisdictions for the class.	20
P107	Ethical Considerations Since a violation of an ethical rule may affect the supervising attorney as well as the legal secretary, it is critical that students be familiar with the Rules of Ethics and be taught to maintain a high ethical standard.	20
P108	Pleading Preparation This course focuses on pleadings. Pleadings are documents filed with the court asking the court to take a specific action. Students will study pleadings, and will prepare a complaint (with a summons) and an answer.	20
P108L	Pleading Preparation Lab This lab covers how students prepare a complaint (with a summons) and an answer.	20
P109	Utilization of Legal Forms In a real law office environment, a paralegal would almost never prepare a document from scratch but would rely on previously existing forms and templates. In this class, students will learn to manipulate templates and utilize formbooks to become more effective and efficient paralegals.	8
P109L	Utilization of Legal Forms Lab This lab covers how students will learn to manipulate templates and utilize formbooks to become more effective and efficient paralegals.	20
P110	Deposition Digesting Students will be provided with a deposition transcript and will be taught to summarize that document, an important paralegal skill.	34
P111	Legal Research Skills Legal research is the cutting edge for today's legal secretaries. By using hands-on,	40

	interactive training devices, students will learn proper law library Utilization, how to locate primary authority, how to use secondary sources, how to update research sources, and how to utilize specific legal materials, including American Law Reports, American Jurisprudence, 2d, Corpus Juris Secundum, West Digests, Words & Phrases, Am. Jur. Proof of Facts, formbooks, treatise research, legal periodicals, Shepard's, administrative rules and regulations and state and federal statutory research. Students will also be trained in the use of the two most important legal research systems, The Key Number System by West Publishing Company and the Total Client Service Library by Lawyer's Cooperative Publishing Company.	
P112	Online Legal Research Skills Due to the relationship between The Code Academy and LexisNexis, enrolled students will be trained in and have access to LexisNexis On-Line Legal Research for approximately one year.	8
RSA101	Real Estate Business Students will learn the real estate business, license requirements, law and legal descriptions, the mortgage market and planning and zoning associated with real estate.	72
MCAS1	Microsoft Word 2016 Students will gain the basic knowledge of working with Microsoft Word. Microsoft Word is used to create, revise and save documents for printing and future retrieval.	10
MCAS2	Microsoft Excel 2016 Student will gain the basic knowledge of working with Microsoft Excel. Microsoft Excel is used to create, revise and save spreadsheets.	10
MCAS3	Microsoft Outlook 2016 Student will gain the basic knowledge of working with Microsoft Outlook. Microsoft Outlook is used to create, respond, revise and save emails as well as scheduling meetings, and working with tasks and notes.	10
	TOTAL:	432

Course Book List:

Introduction to Paralegalism: Perspectives, Problems and Skills, Seventh Edition William P Statsky C 2015Cengage Learning.

Basics of Legal Document Preparation, Robert Cummins C 2015

Florida Real Estate Exam Manual: For Sales Associates & Brokers 32nd Edition by Linda Crawford 2015

Microsoft Office System 2016 Step by Step Microsoft Paperback Joyce Cox, Joan Lambert III, Curtis Frye.C 2016

Program Cost:

Tuition	\$6,445.00
Fees	\$100.00
Books & Supplies	\$450.00
Exam Fees	\$0.00
Total Program Cost	\$6,995.00

Network Technician

Certificate of Completion

360 Clock Hours

18 Weeks

Program Description:

The Network Technician program focuses on computer and network repair, cloud computing, cyber security and advance networking. The program is designed to prepare students for employment in various industries that utilize

technical skills and knowledge. Students who successfully complete this program will have knowledge and skills in such areas as computer repair, networking, cloud system networking, enterprise cloud technology and network security. Courses include theory and skill building using a dedicated server lab environment.

The core curriculum for this program is defined by the competencies emphasized in attaining the CompTIA A+, Network +, and Security + certifications. The MCA Azure Administrator Associate and the Amazon AWS certified solutions architect. These certifications ensure that the holder possesses competencies in maintaining, managing and administering cloud platforms in both the Microsoft Azure and Amazon AWS cloud environments. Students in the Network Technician will be provided with hands-on learning in order to ensure that they receive ample experience in both structured learning and “real world” environments. Additionally, graduates will demonstrate a basic command of computer repair, networking and cloud enterprise systems.

Program Objective:

Upon completion of the Network Technician Program, students may seek entry-level employment in business, government, or a variety of industries where computer engineering skills are needed. Graduates may also seek employment in the technology industry as: computer repair technicians help desk support, networking technicians, Cisco networking technicians, Server administrators, Cloud Engineers, data analysts, internet security, software applications and configurations.

Certification Exams:

Exam 220-1001: CompTIA A+ Exam 1

Exam 220-1002: CompTIA A+ Exam 2

Exam N10-007: CompTIA Network+ Exam

Exam SYO-501: CompTIA Security +

Exam: AZ-104 MCA Azure Administrator Associate

Exam AZ-900: Microsoft Azure Fundamentals

Exam 200-301: CCNA Implementing and Administering Cisco Solutions

Program Breakdown by Course:

Course #	Course Title	Clock Hours
ESSA+1	CompTIA A+ Computer Technician Program- Covers mobile devices, networking technology, hardware, virtualization and cloud computing and network troubleshooting. Also installing and configuring operating systems, expanded security, software troubleshooting and operational procedures.	60
ESSN+2	CompTIA Network + Professional Program- Critical security concepts to helping networking professionals work with security practitioners. Key cloud computing best practices and typical service models. Coverage of newer hardware and virtualization techniques	60
SEC+/AZ103 (1)	CompTIA Security+- Install and configure systems to secure applications, networks, and devices; perform threat analysis and respond with appropriate mitigation techniques; participate in risk mitigation activities; and operate with an awareness of applicable policies, laws, and regulations. The successful candidate will perform these tasks to support the principles of confidentiality, integrity, and availability.	60
SEC+/AZ103 (2)	MCA Azure Administrator Associate- Azure Administrators implement, monitor, and maintain Microsoft Azure solutions, including major services related to compute, storage, network, and security.	60
CCNA	Cisco Certified Network Associate Program- Knowledge and skills related to network fundamentals, network access, IP connectivity, IP services, security fundamentals, and automation and programmability.	120
	TOTAL:	360

Course Book List:

Exam 220-1001: CompTIA A+ Exam 1

Exam 220-1002: CompTIA A+ Exam 2

Exam N10-007: CompTIA Network+ Exam

Exam SYO-501: CompTIA Security +

Exam CLF-C01 AWS Certified Cloud Practitioner

EXAM SAA-C02 AWS Certified Solutions Architect Associate

Exam: AZ-103 MCA Azure Administrator Associate

Program Cost:

Tuition	\$8,885.00
Fees	\$100.00
Books & Supplies	\$1,000.00
Exam Fees	\$1,347.00
Total Program Cost	\$11,332.00