

PC Professor®

Information Catalog & Student Handbook



Boca Raton, FL

7146 Beracasa Way

Boca Raton, FL 33433

(NW Corner of Powerline & Palmetto Park Rd)

561-750-7879



West Palm Beach, FL

6000 Okeechobee Blvd., Suite 200

West Palm Beach, FL 33417

(Okeechobee & The FL Turnpike)

561-684-3333

PC Professor is an equal opportunity employer, school, and repair center which proudly offers corporate, continuing education, and non-accredited computer training. We provide instructor-led certification preparatory and postsecondary skill enhancement for individuals seeking to advance in the exciting and fast-paced field of information technology.



Hands-On Career Training Since 1989

PCProfessor.Edu

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TABLE OF CONTENTS

CALENDAR	7
<i>HOURS OF OPERATION</i>	7
GOVERNANCE	7
<i>GOVERNING BOARD:</i>	7
<i>LICENSING</i>	7
<i>MODIFICATION DISCLOSURE</i>	8
ABOUT PC PROFESSOR	9
<i>SCHOOL HISTORY</i>	9
<i>MISSION</i>	10
<i>PHILOSOPHY</i>	10
<i>DESCRIPTION OF SCHOOLS</i>	10
<i>EQUIPMENT</i>	11
<i>STUDENT/TEACHER RATIO</i>	11
<i>MAXIMUM CLASS SIZE</i>	11
<i>ABOUT PC PROFESSOR TRAINING PROGRAMS</i>	11
<i>VOCATIONAL TRAINING PROGRAMS</i>	12
<i>APPLICATION SOFTWARE TRAINING PROGRAMS</i>	12
<i>CLOCK HOUR</i>	12
<i>CERTIFICATION PREPARATORY PROGRAMS</i>	12
<i>DESCRIPTION OF IN-HOUSE PAYMENT PLAN/ACADEMIC FINANCING PROGRAM</i>	12
<i>VOCATIONAL ADMISSION REQUIREMENTS</i>	14
<i>CREDIT FOR PRIOR LEARNING</i>	14
<i>TRANSFER CREDIT</i>	14
ACADEMIC INFORMATION AND STANDARDS OF PROGRESS	15
<i>COURSE NUMBERING SYSTEM</i>	15
<i>ATTENDANCE POLICIES</i>	15
<i>VETERAN’S ATTENDANCE POLICY</i>	16
<i>DIPLOMA</i>	16
<i>COURSE REPETITIONS (AUDITS)</i>	16
<i>COURSE WITHDRAWALS</i>	16
<i>GRADING</i>	16
<i>STANDARDS OF ACADEMIC PROGRESS FOR VA STUDENTS</i>	17
<i>GRADUATION REQUIREMENTS</i>	17
<i>TARDINESS</i>	17
<i>LEAVES OF ABSENCE</i>	17
<i>MAKE UP WORK</i>	18
<i>PROBATION POLICY</i>	18
<i>RE-ENTRY AFTER WITHDRAWAL, CANCELLATION OR TERMINATION</i>	18
<i>PC PROFESSOR IS IN COMPLIANCY WITH 38 U.S. CODE § 3679 AS IT APPLIES TO NON-ACCREDITED SCHOOLS:</i>	19
REFUND, CANCELLATION AND TERMINATION POLICIES	22
<i>VETERAN’S REFUND POLICY</i>	23
STUDENT COMPLAINT/GRIEVANCE PROCEDURE	23

APPEAL OF ACADEMIC OR DISPLINARY ACTION	24
DISTANCE LEARNING	24
WHO SHOULD TAKE DISTANCE LEARNING CLASSES?	24
SUPPORT SERVICES FOR DISTANCE LEARNING STUDENTS	24
INTERNET DISTANCE LEARNING COURSES.....	24
STUDENT ORIENTATION:	25
HOW THE ACCEPTANCE OF TRANSFER CREDITS OR CREDIT BY EXAMINATION WILL BE VALIDATED FOR THIS MODALITY:.....	25
ADDITIONAL DISCLOSURES (CRIMINAL BACKGROUND CHECK, LICENSURE EXAMS, LANGUAGE OFFERED, MEDICAL EXAMS/PHYSICAL REQUIREMENTS, ETC.):.....	25
THE DISTRIBUTION OF MATERIALS:.....	25
EXAMINATION AND EVALUATION OF STUDENT WORK:	26
TIMELY RESPONSE TO STUDENTS' QUESTIONS AND COMMENTS:	26
ATTENDANCE AND RECORD KEEPING:	26
INTERNSHIPS/EXTERNSHIPS/LABS:	26
HOW TRANSCRIPTS ARE MAINTAINED BY SCHOOL/OBTAINED BY STUDENTS:	27
TECHNICAL SUPPORT:.....	27
EQUIPMENT AND SUPPLIES USED/NEEDED (I.E. OPERATING SYSTEM):.....	27
GROUP STUDY (IF APPLICABLE):	27
STUDENT SERVICES (PLACEMENT, ACADEMIC, COUNSELING, ETC.):.....	27
VOCATIONAL TRAINING PROGRAMS	28
ADVANCED CLOUD AND INFRASTRUCTURE WITH DEVOPS.....	29
CCNA PREPARATORY (CISCO CERTIFIED NETWORK ASSOCIATE)	30
CLOUD AND COMPUTER SYSTEMS PROFESSIONAL	31
CLOUD, NETWORK, AND COMPUTER SYSTEMS PROFESSIONAL	32
COMPUTER SUPPORT SPECIALIST WITH SECURITY	33
DATABASE PROFESSIONAL WITH BUSINESS INTELLIGENCE.....	34
EXECUTIVE ADMINISTRATIVE ASSISTANT	35
FULL STACK WEB DEVELOPER	36
IT SECURITY PROFESSIONAL	37
LINUX PROFESSIONAL	38
MCP PREPARATORY (MICROSOFT CERTIFIED PROFESSIONAL)	39
MCSA PREPARATORY (MICROSOFT CERTIFIED SYSTEMS ADMINISTRATOR)	40
MCSA PREPARATORY (MICROSOFT CERTIFIED SOLUTIONS DEVELOPER).....	41
NETWORK+	42
TECHNICAL REPAIR.....	43
VIRTUALIZATION PROFESSIONAL	44
WEBMASTER.....	45
WIRED AND WIRELESS NETWORK PROFESSIONAL.....	46
VOCATIONAL APPLICATION SOFTWARE TRAINING	47
ACCESS.....	48
CADD	49
PROGRAM TITLE:	50
EXCEL	50
ADVANCED EXCEL.....	51
ILLUSTRATOR.....	52
ADVANCED ILLUSTRATOR	54
INTERNET	55
PROGRAM TITLE:	56
MICROSOFT OFFICE.....	56

<i>OUTLOOK</i>	57
<i>PHOTOSHOP</i>	58
<i>ADVANCED PHOTOSHOP</i>	59
<i>POWERPOINT</i>	60
<i>PROJECT</i>	61
<i>QUICKBOOKS</i>	62
<i>VISIO</i>	63
<i>WINDOWS</i>	64
<i>WORD</i>	65
<i>ADVANCED WORD</i>	66
COURSE DESCRIPTIONS (IN COURSE NUMBER ORDER)	68
<i>CLD2001 MICROSOFT CLOUD ADMINISTRATION</i>	68
<i>CLD2002 AWS CLOUD ADMINISTRATION</i>	68
<i>CMP1001 IT ESSENTIALS</i>	68
<i>DBA1001 DATABASE FUNDAMENTALS</i>	68
<i>DBA1005 QUERYING RELATIONAL DATABASES</i>	68
<i>DBA1010 DESIGNING RELATIONAL DATABASES</i>	69
<i>DBA1015 ANALYZING DATA WITH BUSINESS INTELLIGENCE</i>	69
<i>DBA1020 DATABASE ADMINISTRATION</i>	69
<i>LNX2001 LINUX SERVER ADMINISTRATION</i>	69
<i>LNX2002 LINUX SERVER ROLES</i>	69
<i>NET2001 CCNA1: INTRODUCTION TO NETWORKS</i>	70
<i>NET2002 CCNA2: SWITCHING, ROUTING, AND WIRELESS ESSENTIALS</i>	70
<i>NET2003 CCNA3: ENTERPRISE NETWORKING, SECURITY, AND AUTOMATION</i>	70
<i>OFF1001 WORD 1</i>	70
<i>OFF1002 WORD 2</i>	70
<i>OFF1003 WORD 3</i>	70
<i>OFF1011 EXCEL 1</i>	71
<i>OFF1012 EXCEL 2</i>	71
<i>OFF1013 EXCEL 3</i>	71
<i>OFF1021 OUTLOOK 1</i>	71
<i>OFF1022 OUTLOOK 2</i>	71
<i>OFF1031 POWERPOINT 1</i>	71
<i>OFF1032 POWERPOINT 2</i>	72
<i>OFF1041 ACCESS 1</i>	72
<i>OFF1042 ACCESS 2</i>	72
<i>OFF1043 ACCESS 3</i>	72
<i>OFF1050 PUBLISHER 1</i>	73
<i>OFF1050 PUBLISHER 2</i>	73
<i>PRO1001 PROGRAMMING ESSENTIALS IN PYTHON</i>	73
<i>QBK1001 QUICKBOOKS 1</i>	73
<i>QBK1002 QUICKBOOKS 2</i>	73
<i>SEC1001 CYBERSECURITY ESSENTIALS</i>	73
<i>SEC2001 ETHICAL HACKING</i>	74
<i>SEC2002 COMPUTER FORENSICS INVESTIGATION</i>	74
<i>SEO1001 SEO, SOCIAL MEDIA, AND DIGITAL MARKETING</i>	74
<i>SVR2001 WINDOWS SERVER ADMINISTRATION</i>	74
<i>SVR2002 WINDOWS SERVER ROLES</i>	74
<i>SVR2003 AUTOMATION, CONTAINERS, AND DEVOPS</i>	75
<i>VMW1001 VMWARE INSTALL, CONFIGURE, MANAGE</i>	75
<i>VMW1002 VMWARE OPTIMIZE AND SCALE</i>	75
<i>WEB1001 WEB DEVELOPMENT WITH HTML AND CSS</i>	75

WEB1002	CONTENT MANAGEMENT AND GRAPHICS	75
WEB1003	BROWSER SCRIPTING	76
WEB1004	WEB DESIGN FRAMEWORKS	76
WEB1010	BACK-END DEVELOPMENT INCLUDING ECOMMERCE	76
WIN1001	MICROSOFT WINDOWS	76
WWL1001	WIRELESS AND COLLABORATION ADMINISTRATION	76
PRACTICE		77
BAD CHECKS		77
COLLECTION POLICY		77
CONDUCT POLICY		77
CONDITIONS FOR TERMINATION		77
DRESS		77
DRUG FREE SCHOOL AND WORKPLACE		78
REFRESHER CLASSES		78
SEXUAL HARASSMENT POLICY		78
SOFTWARE PIRACY		78
WEAPONS		78
STUDENT SERVICES		79
ACADEMIC ASSISTANCE		79
ADVISING		79
ALUMNI SERVICES		79
CERTIFICATION		79
COMMUNICATION		79
COUNSELING		80
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT		80
GRANTS, FINANCIAL AID & SCHOLARSHIPS		80
HOUSING		80
SEXUAL PREDATOR DATABASE AS REQUIRED BY LAW, THE SCHOOL'S WEBSITE CONTAINS A LINK TO THE FLORIDA'S DATABASE OF SEXUAL PREDATORS. THIS LINK CAN BE ACCESSED MANUALLY AT: HTTPS://OFFENDER.FDLE.STATE.FL.US/OFFENDER.....		80
SMOKING		80
STUDENT PLACEMENT ASSISTANCE		80
STUDENT RECORDS		81
TRANSCRIPTS		81
FACULTY ROSTER		82
ACADEMIC STAFF MEMBERS (FULL TIME):		84
PRICE LIST		85

CALENDAR

The following holidays are recognized by PC Professor. In observance, classes may not be scheduled on:

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Veterans Day
- Rosh Hashana/Yom Kippur
- Thanksgiving Day
- Christmas Day
- Juneteenth
- Labor Day

Start Dates

Vocational training classes generally start monthly while most avocational application software classes begin weekly. Most sessions are scheduled in either a daytime, evening or weekend format.

Hours of Operation

Unless noted otherwise, the school administration hours are from 9:00 am to 5:00 pm Monday through Friday.

GOVERNANCE

PC Professor is a dba of Howard B. Stevens, Inc., a Florida Corporation since 1968.
Howard Fellman, President and Secretary
Steven Fellman, Vice President/Director
Robert Fellman, Treasurer/CFO

Governing Board:

- **Howard Fellman, President**
6000 Okeechobee Blvd., West Palm Beach, FL 33417
- **Steven Fellman, Director**
7146 Beracasa Way, Boca Raton, FL 33433
- **Robert Fellman, Director**
6000 Okeechobee Blvd., West Palm Beach, FL 33417

Licensing

Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll free telephone number (888) 224-6684.

Non-Discrimination Statement

PC Professor does not discriminate on the basis of race, creed, color, gender, age, religion, national origin, disability, marital, ancestry, familial status, sexual orientation, gender identity and expression, genetic information or veteran's status in its admission procedures, educational programs, operations, or employment policies.

PC Professor complies with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). PC Professor will not intentionally discriminate against any employee, contractor or student with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. The School will try to provide reasonable accommodation wherever necessary for all employees, contractors, students or applicants with disabilities. Additionally, the School will investigate instances of alleged discrimination and take corrective action, if warranted.

If you notice an area of concern involving this or any other policy affecting the physical or emotional health, safety or wellbeing of our faculty, contractors and/or students, please notify the School Director immediately so that the situation may be properly addressed.

Modification Disclosure

PC Professor reserves the right to make changes in its programs, start and end dates, class schedule, instructors, syllabus, books, tuition rates and/or to cancel or discontinue programs. Any changes, if necessary, will be made in accordance with the rules and regulations of the Commission for Independent Education (CIE). Students will be notified of any changes as necessary.

ABOUT PC PROFESSOR

School History

In 1989, PC Professor was formed to fill the need for comprehensive computer training in South Florida. At that time, public schools were the main resource for computer training. The rapid growth of technology pointed to a current and future need for trained individuals to meet the need for computer specialists. For that reason, three brothers -- Howard, Steven, and Robert Fellman -- decided to join together to develop a computer training school to meet the needs of adult learners who wanted or needed computer expertise. The Fellman brothers opened a training center in the Del Mar Courtyard Shops in Boca Raton, Florida. Since 1989, they have maintained the same location but have moved to larger spaces within the shopping plaza as growth demanded. In 1996, they opened another Palm Beach County location in West Palm Beach.

The Fellman brothers each brought a needed skill to the school setting. Howard attended Ohio State College of Law and handles management, business affairs, and corporate growth. Steven has a dual degree in Computer Engineering and Mathematics from the University of Miami and is responsible for school technology. Robert, who attended the University of Maryland and the University of Pennsylvania, has degrees in marketing and accounting and is responsible for advertising, marketing and customer satisfaction. Together the brothers built a school which soon became known for its academic excellence. Utilizing a hands-on approach with high-end equipment, all classes include comfortable chairs, full-sized desks, motivational posters, refreshment machines and many other amenities designed to make students feel comfortable.

Instructors are carefully selected to ensure a staff of knowledgeable professionals. As authorized Microsoft partner schools, both Palm Beach County locations take great pride in hiring only those considered to be among the very best.

In 1989, the class offerings included DOS, WordPerfect, Harvard Graphics and Lotus 123. As the demands of local business increased, additional programs such as Windows, Word, Excel, Desktop Publishing, Internet, and AutoCAD supplemented the offerings. In 1994, vocational computer training programs with occupational outcomes were added to the schedule. These came to include Computer Maintenance Technology, Computer Repair, MCSE, and Certified Internet Webmaster (CIW) certificate training. Other advanced certifications for the existing IT Professional such as Cisco, MCBDA, and MCSD were added as they were introduced by their vendors.

Our repair division's unique, "No Fix, No Charge" policy was an instant hit with the drop-off customers. Most recognize that it takes a genuinely talented technical staff to offer such a depot warranty.

The student body includes students who enroll for vocational, career-oriented goals. From a secretary who needs to brush up on word processing skills to an engineer who wants to pursue Microsoft certification, PC Professor has established itself as a place to obtain quality, hands-on computer training.

Mission

The mission of PC Professor is to provide high quality, hands-on computer training, in a professional, friendly, and comfortable learning environment; to offer training programs to meet vocational goals; to offer training programs that emphasize practical application so graduates may successfully and quickly enter the workplace or gain advancement in their current jobs; to anticipate technical skills needed for the future and plan training programs to meet these demands; to offer classes to meet a variety of student schedules; to understand the needs of business and address these needs in training curriculums; and, to design training with the needs of today's computer professionals in mind.

Philosophy

PC Professor firmly believes that any individual who demonstrates a willingness to apply him/herself to learning computer technology can benefit from our school's training. If students show the motivation and desire to learn, we will work with them. At PC Professor, we believe our role is to help individuals advance in their computer-related jobs and to harness the power of computers in their personal lives.

Description of Schools

The Boca Raton PC Professor consists of over 7,300 square feet of classroom and administrative space and is situated on the northwest corner of Powerline and Palmetto Park Roads. Located in the breezeway area of the Del Mar Courtyard Shops, the school is easy to find and conveniently located in the center of Boca Raton. There are a total of nine classrooms, several administrative offices, a library and over 900 square feet of space for computer repair. Every classroom includes sufficient number of workstations so that all students have their own computer to use throughout the duration of the class.

The West Palm Beach school is located in the PC Professor Building on Okeechobee Blvd., directly across from the Florida Turnpike. Occupying the entire 6,000 square feet of the second floor of the PC Professor building, the school offers seven classrooms, a technical repair division, a break room, snack machines and a library. As with the Boca Raton location, all computers within the West Palm Beach facility have high-speed internet access via a continuous network connection.

Both Palm Beach County schools are within minutes of bus stops, restaurants, banks, stores, a fire station and hotels. Both campuses offer high visibility signage and sufficient parking. Additionally, the locations each boast a comfortable reception area, a library and an equipped technical repair department. With custom designed classrooms, private lesson rooms, and several administrative offices, both

Palm Beach County schools were custom designed with efficiency and comfort in mind. In addition, all PC Professor schools offer lunch/refreshment room facilities for its customers, guests, and employees.

Both Palm Beach County PC Professor locations are official PearsonVue Testing Centers. This allows our students to take their certification tests in the atmosphere in which they studied and feel comfortable.

Equipment

PC Professor prides itself in using current technology. Students typically learn on Windows-based computers with high-resolution LCD flat screens. Each student has access to at least one hard drive and/or a cloud-based virtual drive. Each machine is capable of running the latest operating system or its predecessors. Color laser printers are on premises and most classrooms are networked to access a high-speed, high-resolution printer. Each workstation has high-speed access to the Internet and each may be connected to the PC Professor network. Moreover, most classrooms are equipped with large-screen presentation equipment and adaptive lighting. As a result, instructors can easily demonstrate the lesson and students can usually see the instructor's desktop screen from wherever they sit.

Students are each assigned to a personal computer and are responsible for the maintenance of the machine throughout the training. Students are responsible for the retail cost of replacing any items or parts they may lose or damage, whether the damage is caused intentionally or accidentally.

Student/Teacher Ratio

The average vocational student to teacher ratio for a physical class is twelve to one. Online classes range from 1:1 private tutoring and up, with no maximum to the number of remote participants.

Maximum Class Size

Most vocational classes that meet physically contain an average of 12 students and never more than 30. When a physical class reaches 30 students, additional teaching staff is assigned to assist the instructor. Application software classes that meet physically typically have an average of seven students per class and never more than 12. Remote distance learning classes are not limited by a maximum capacity.

About PC Professor Training Programs

PC Professor offers non-accredited, vocational career training programs involving both hardware and software curriculum. Also, the School offers certification preparatory programs designated exclusively for the existing IT professional. Many students enroll in our programs to learn about computers for personal use or to use computers more effectively on the job. Individuals who seek a career in the computer industry or want to advance in their jobs can select from several vocational training programs.

Vocational Training Programs

PC Professor prepares students both for the real-world job expectations, and, in addition, the national PearsonVue certification exams. Our programs are structured to prepare students for complex technical concepts with hands on experience – all while feeling comfortable in a relaxed environment.

Application Software Training Programs

Application software training programs are for individuals who want to learn the latest software applications used in business to advance on the job. There are two levels of training offered. Beginner continuing education courses are typically for people who are first learning about computers and want a solid foundation. Continuing Education for the Existing IT Professional courses are for those who already have computer skills, are comfortable with the beginning course curriculum and want to gain additional capabilities. Private lessons may also be arranged for those seeking specialized skills or with special needs.

Clock Hour

A “Clock Hour” is defined as a 50 minute period of time during which the student has access to a lab, an instructor or a teaching assistant. Daytime classes break for lunch which is typically an hour in duration. All program lengths stated include breaks, labs and review time. Some classes might contain additional lab time or homework which is not computed in the total hours.

Certification Preparatory Programs

Students typically enroll in vocational preparatory programs in order to start a new career, enhance their current jobs, position themselves for new employment opportunities, and/ or personal enjoyment. Usually 40 or more hours, these courses are very fast paced and conducted in a hands-on manner. Taught by knowledgeable instructors, the vocational, certification preparatory programs are designed to make the participants marketable and eligible for entry level positions in the studied topic. While we may try to help, we do not guarantee employment as a result of any of our courses and/or the attainment of a national certification.

Some of our vocational classes may be geared towards either software certification, hardware certification—or both. The certification tests may be taken after completion of the course at any authorized testing center located throughout the world, including the ones located on our campuses. The certification exams are usually administered by a third party (such as PearsonVue or Certiport) on behalf of the certifying agency and registration is usually handled by them directly.

Description of In-house Payment Plan/Academic Financing Program

For those who qualify, students may finance the cost of their academic training with as little as \$150 down. Monthly payments are set up to auto-withdraw on the same

day each month from a checking account, credit or debit card. Interest shall accrue at 18% and late payments are subject to a \$30 late fee and/or NSF Fee.

Important Disclaimers:

The technology industry is very fast paced. Certifications may need to be updated periodically as new hardware and software are introduced to the market. This may require a future expenditure of time, tests, training and/or money. New versions and certification skill sets are practically guaranteed and may be announced unexpectedly at any time. The certifying vendor may require the purchase of additional software, hardware and/or tools. It is the student's sole responsibility to maintain and monitor requirements and keep their certification current. By not doing so, it may expire and/or become obsolete. Unless otherwise specified in writing, neither hardware, full-feature (retail) software nor continuing education is included in the cost of a class. Please make sure to include these ongoing costs when computing the cost of your education and career. Certifications and their respective tests are periodically retired by their administering bodies. It is the student's responsibility to research the certification of proposed study and to make sure it represents both an in-demand occupation and that it coincides with one's professional, career and salary expectations. PC Professor staff may offer guidance but should not be relied upon exclusively. Thoroughly researching salaries and the job market is strongly encouraged prior to enrollment. Classes are non-accredited and preparatory in nature. Enrollment in a vocational class does not guarantee that a student will pass a national certification exam. Factors such as attendance, class participation, personal study habits, perseverance and determination will all be important ingredients. Both the course material and the national exams are extremely challenging. One who is not dedicated may experience difficulty and, ultimately, may not achieve class graduation, certification, employment in the field and/or salary objectives. The offering of training does not imply endorsement, partnership, affiliation or authorization in any way. PC Professor may not be officially authorized school for each class, topic, test and/or vendor for which we train and may not always use official texts, labs and/or curriculum. The instructor may not have qualifications required by an officially authorized course offering nor may all equipment, class times, labs and/or books meet officially-authorized requirements. National certification, lifelong certification and/or guaranteed employment should NEVER be promised to a student or prospective student. Be wary of any school that does. Please report any possible violations to the School Director in writing immediately so that corrective action may be taken, if necessary. Software and hardware consistently change as technology improves. In the process, new software and/or new hardware may need to be acquired to remain current, competitive and marketable in the industry. Vocational classes may consist of multiple modules that begin continuously to form a rotational educational wheel. Students may start at the beginning of a module, but not necessarily at the start of a topic. Newcomers may enter the class at various starting points. Changes may occur regarding instructors, versions, start date, end date, meeting times, labs, classrooms, software, hardware and/or supplies. Such changes are not considered a breach of the enrollment agreement.

ADMISSIONS AND ENROLLMENT PROCEDURES

Vocational Admission Requirements

Some of the programs at PC Professor are intended to lead to possible employment in the computer industry. To be accepted into these programs, the following admissions requirements apply: the ability to speak/read English; an interview by a PC Professor Admissions Representative; and, a desire to learn the topic of study.

Individuals interested in vocational courses are invited to set up an appointment with an admissions representative by phone, in person, via Zoom or via email. Next, applicants will be asked to complete an application form, provide proof of a driver's license, a social security number, and a high school diploma (or GED) if required for the training program selected. Interviews typically last from 15 to 30 minutes and may be followed by a tour of the facilities. During this time, the Admissions Representative usually discusses the applicant's interests along with work history and occupational goals. The Admissions Representative also evaluates the applicant's background to determine if additional training may be needed in foundation-level computer training programs. Additional training may be required prior to enrollment. During the interview, the Admissions Representative assists the applicant in determining if the computer field is the proper one. A review of time required in class, in lab, and for any homework is presented. Tuition fees and payment plans are also outlined. Applicants are usually informed as to whether or not they are accepted into the training program within one business day and are welcome to attend a class session with no financial obligation to help determine their level of experience and commitment.

Credit for Prior Learning

When a student takes any course at PC Professor they must complete the entire course. No credit will be granted for prior learning.

Veteran's Credit for Previous Education or Training

Students must report all past education and training. If appropriate, the School will evaluate and grant credit with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

Transfer Credit

As a licensed Florida career school, many colleges and universities throughout the country may acknowledge PC Professor's courses and may issue credit for classes attended. Whether or not to grant such credit is entirely up to the other school. If you know you will be requesting a credit transfer, you should always check with the other school in advance and request a determination in writing. PC Professor makes no representation that any credits will transfer to another institution.

ACADEMIC INFORMATION AND STANDARDS OF PROGRESS

Course Numbering System

The course numbers are fictitious letters that represent the name of the course, and numbers that represent the level and sequence of the courses.

Attendance Policies

In order to achieve our high vocational training objectives, attendance is requested at all times and at all sessions. If you are unable to attend, you must email or call ahead to let your instructor know.

Excused absences may be granted for extenuating circumstances only and will be substantiated by entries in students' files. Early departure, class cuts, and tardiness for any portion of an hour will be counted as a full hour of absence. Students must achieve a minimum of 80% attendance (or no more than 20% absenteeism rate) of the scheduled hours for the term of study (per course).

Veteran's Attendance Policy

In order to achieve high vocational training objectives, attendance is requested at all times and at all sessions. Lab sessions may be required for each scheduled day of class. If you are unable to attend a class or lab session, you must email or call ahead to let your instructor know so that provisions can be made to make up for missed time.

Excused absences will be granted for extenuating circumstances only. Excused absences must be substantiated by entries in students' files. Early departures, class cuts, and tardiness for any portion of an hour will be counted as an unexcused absence. Veteran students must achieve a minimum of 80% attendance (or no more than 20% absenteeism rate) of the scheduled hours for the term of study (per course) or they will be terminated from their VA benefits for unsatisfactory attendance. The student's record will be retained in the veteran's file for USDVA and SAA audit purposes.

Diploma

A signed Diploma suitable for framing is issued to each student who successfully completes the program, satisfies all academic requirements and is current in tuition payments.

Course Repetitions (Audits)

If a student is in good standing and not comfortable with the covered information, he or she may repeat the entire class again at no tuition charge. Audit students must pay the registration fee of \$150 plus new books and labs. Refresher seats are assigned on a limited basis and are allocated at the sole discretion of the School Director.

Course Withdrawals

If the student withdraws from the course at any time before the course's completion, the student will receive a grade of "Withdrawn" which will be posted in our database and on the student's transcript.

Grading

Students will earn grades of either P (Passing) or F (Failing). Students must participate in class discussions and achieve an average satisfactory grade (70%) or better on quizzes, if administered, and a satisfactory grade (70%) on their final exam, if administered, to successfully pass each course. (P= 70% or higher. F= less than 70%.) Classroom test results, if administered, may be kept as part of the student's academic record.

In classes in which tests or quizzes are administered, a final grade of less than 70% is considered failing. For those dismissed for unsatisfactory progress, arrangements may be made to repeat the course, transfer to another course, or to study with a private tutor. Arrangements will be solely up to the School Director.

Other factors considered when computing the pass/fail grade are class participation, attendance, lab work, homework, course incompletes, withdrawals, course repetitions, and non-credit remedial courses. All of these may affect a student's grade. Classes must be completed in the allocated time period. If special time considerations are needed, the School Director is authorized to extend a student's class into a later session and to award up to a 6-month probationary extension period. If no such extension is granted, the number of hours published in the catalog as the course length shall prevail and no more shall be granted.

Standards of Academic Progress for VA Students

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 70% (Pass) for each course, if tests, quizzes, and/or graded labs are administered. A VA student whose CGPA falls below 70% at the end of any course will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below 70% at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated. A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 70% or above.

Graduation Requirements

A diploma will be presented to the vocational student who has:

1. Achieved a satisfactory grade (70% Pass) by maintaining an average of at least 70% on their quizzes, if administered, and at least 70% on their final exam, if administered.
2. Attended all required class hours and participated in class discussions.
3. Fulfilled all monetary obligations to the school and/or lending organization.
4. Remained in good standing with the school administration at the time of graduation.

Tardiness

A student arriving after attendance has been taken in the vocational programs is considered late and will be marked absent unless the instructor considers the reason for tardiness legitimate. Excessive tardiness will disrupt the class and may result in dismissal from the program or school.

Leaves of Absence

A student may be granted a leave of absence until a future class session has an opening. A request for a leave of absence must be in writing and the date of expected return must be specified.

If the student does not re-enter the program and has not officially notified the school in writing, the student's classroom participation privileges shall be terminated. In no event shall a leave of absence from the School be more than six months from the initial enrollment date.

The maximum leave of absence permitted is 180 days. After that, the student is considered terminated from the program and will need to start the program over from the beginning. A termination due to absence may continue to accrue tuition obligation and is not the same as a proper withdrawal from the program.

Make Up Work

Students are responsible for making up all work that they missed. Open lab hours are available as well as the opportunity to set up a private lesson from the instructor. At the School Director's discretion, students may be charged the instructor's normal hourly billing rate for private lessons. Fridays are usually reserved as practice and lab time and students are encouraged to work with other students and/or faculty to make up any work missed.

Probation Policy

In the event that classroom tests or quizzes are given, students must achieve a satisfactory (70%) or better throughout the training and upon completion of the program. These progress results will be kept as part of the permanent record. Students not maintaining this average will be placed on probation. In such a case, the student will be issued a warning and asked to meet with the School Director to determine where improvements can be made. The period of probation will be up to a maximum of two (2) months. During this time, the grade average must be raised to the minimum percentage. If the student's grade has not improved by the end of the probation, the enrollment will be terminated effective immediately. The maximum number of probation periods a student may be granted throughout any course is three. A student dismissed for unsatisfactory academic progress is not allowed re-entrance to the school without permission from the Director of the facility. All probationary proceedings are retained in the student's permanent files.

Re-entry after Withdrawal, Cancellation or Termination

A student who has cancelled or has been terminated and desires to re-enter the program must notify the School Director and follow the required admission procedures. A student who was terminated or withdrawn for any reason must have an interview with the School Director and show cause as to why re-instatement should be considered. The decision of the School Director as to whether or not to grant re-admission is final.

PC Professor is in compliancy with 38 U.S. Code § 3679 as it applies to non-accredited schools:

(e)(1) Notwithstanding any other provision of this chapter, beginning on August 1, 2019, a State approving agency, or the Secretary when acting in the role of the State approving agency, shall disapprove a course of education provided by an educational institution that has in effect a policy that is inconsistent with any of the following:

(A) A policy that permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31, 33, or 35 of this title, or chapter 1606 of title 10, and ending on the earlier of the following dates:

(i) The date on which the Secretary provides payment for such course of education to such institution.

(ii) The date that is 90 days after the date on which the educational institution certifies for tuition and fees following receipt from the student such certificate of eligibility.

(B) A policy that ensures that the educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment to be provided by the Secretary under chapter 31, 33, or 35 of this title, or chapter 1606 of title 10.

(2) For purposes of this subsection, a covered individual is any individual who is entitled to educational assistance under chapter 31, 33, or 35 of this title, or chapter 1606 of title 10.

(3) The Secretary may waive such requirements of paragraph (1) as the Secretary considers appropriate.

(4) It shall not be inconsistent with a policy described in paragraph (1) for an educational institution to require a covered individual to take the following additional actions:

(A) Submit a certificate of eligibility for entitlement to educational assistance not later than the first day of a course of education for which the individual has indicated the individual wishes to use the individual's entitlement to educational assistance.

(B) Submit a written request to use such entitlement.

(C) Provide additional information necessary to the proper certification of enrollment by the educational institution.

(f)(1) Except as provided by paragraph (5), a State approving agency, or the Secretary when acting in the role of the State approving agency, shall take an action described in paragraph (4)(A) if the State approving agency or the Secretary, when acting in the role of the State approving agency, determines that an educational institution does not perform any of the following:

(A) Prior to the enrollment of a covered individual in a course of education at the educational institution, provide the individual with a form that contains information personalized to the individual that describes—

(i) the estimated total cost of the course, including tuition, fees, books, supplies, and any other additional costs;

(ii) an estimate of the cost for living expenses for students enrolled in the course;

(iii) the amount of the costs under clauses (i) and (ii) that are covered by the educational assistance provided to the individual under chapter 30, 31, 32, 33, or 35 of this title, or chapter 1606 or 1607 of title 10, as the case may be;

(iv) the type and amount of Federal financial aid not administered by the Secretary and financial aid offered by the institution that the individual may qualify to receive;

(v) an estimate of the amount of student loan debt the individual would have upon graduation;

(vi) information regarding graduation rates;

(vii) job-placement rates for graduates of the course, if available;

(viii) information regarding the acceptance by the institution of transfer of credits, including military credits;

(ix) any conditions or additional requirements, including training, experience, or examinations, required to obtain the license, certification, or approval for which the course of education is designed to provide preparation; and

(x) other information to facilitate comparison by the individual of aid packages offered by different educational institutions.

(B) Not later than 15 days after the date on which the institution (or the governing body of the institution) determines tuition rates and fees for an academic year that is different than the amount being charged by the institution, provide a covered individual enrolled in a course of education at the educational institution with the form under subparagraph (A) that contains updated information.

(C) Maintain policies to—

(i) inform each covered individual enrolled in a course of education at the educational institution of the availability of Federal financial aid not administered by the Secretary and financial aid offered by the institution; and

(ii) alert such individual of the potential eligibility of the individual for such financial aid before packaging or arranging student loans or alternative financing programs for the individual.

(D) Maintain policies to—

(i) prohibit the automatic renewal of a covered individual in courses and programs of education; and

(ii) ensure that each covered individual approves of the enrollment of the individual in a course.

- (E)** Provide to a covered individual enrolled in a course of education at the educational institution with information regarding the requirements to graduate from such course, including, to the maximum extent practicable, information regarding when required classes will be offered and a timeline to graduate.
- (F)** With respect to an accredited educational institution, obtain the approval of the accrediting agency for each new course or program of the institution before enrolling covered individuals in such courses or programs if the accrediting agency determines that such approval is appropriate under the substantive change requirements of the accrediting agency regarding the quality, objectives, scope, or control of the institution.
- (G)** Maintain a policy that—
- (i)** ensures that members of the Armed Forces, including the reserve components and the National Guard, who enroll in a course of education at the educational institution may be readmitted at such institution if such members are temporarily unavailable or have to suspend such enrollment by reason of serving in the Armed Forces; and
 - (ii)** otherwise accommodates such members during short absences by reason of such service.
- (H)** Designate an employee of the educational institution to serve as a point of contact for covered individuals and the family of such individuals needing assistance with respect to academic counseling, financial counseling, disability counseling, and other information regarding completing a course of education at such institution, including by referring such individuals and family to the appropriate persons for such counseling and information.
- (I)** Comply with the notification requirements under sections 3675(b)(5) and 3676(c)(14) of this title, when applicable.
- (2)** Except as provided by paragraph (5), a State approving agency, or the Secretary when acting in the role of the State approving agency, shall take an action described in paragraph (4)(A) if the State approving agency, the Secretary, or any Federal agency, determines that an educational institution, or any person with whom the institution has an agreement to provide educational programs, marketing, advertising, recruiting or admissions services, does any of the following:
- (A)** Carries out deceptive or persistent recruiting techniques, including on military installations, that may include—
 - (i)** misrepresentation (as defined in section 3696(e)(2)(B) [1] of this title) or payment of incentive compensation;
 - (ii)** during any one-month period making three or more unsolicited contacts to a covered individual, including contacts by phone, email, or in-person; or
 - (iii)** engaging in same-day recruitment and registration.
 - (B)** Provides a commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollments or financial aid to any persons or entities engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance, except for the recruitment of foreign students residing in foreign countries who are not eligible to receive Federal student assistance.
 - (C)** In determining whether a violation of subparagraph (B) has occurred, the State approving agency, or the Secretary when acting in the place of the State approving agency, shall construe the requirements of this paragraph in accordance with the regulations and guidance prescribed by the Secretary of Education under section 487(a)(20) of the Higher Education Act of 1965 (20 U.S.C. 1094(a)(20)).
 - (3)** A State approving agency, or the Secretary when acting in the role of the State approving agency, shall take an action described in paragraph (4)(A) if the State approving agency or the Secretary, when acting in the role of the State approving agency, determines that an educational institution is the subject of a negative action made by the accrediting agency that accredits the institution, including any of the following:
 - (A)** Accreditor sanctions.
 - (B)** Accreditation probation.
 - (C)** The loss of accreditation or candidacy for accreditation.
- (4)(A)** An action described in this subparagraph is any of the following:
- (i)** Submitting to the Secretary a recommendation that the Secretary publish a warning on the internet website of the Department described in section 3698(c)(2) of this title, or such other similar internet website of the Department, that describes how an educational institution is failing to meet a requirement under paragraph (1), (2), or (3).
 - (ii)** Suspending the approval of the courses and programs of education offered by the educational institution by disapproving new enrollments of eligible veterans and eligible persons in each course or program of education offered by that educational institution.
 - (iii)** Revoking the approval of the courses and programs of education offered by the educational institution by disapproving all enrollments of eligible veterans and eligible persons in each course or program of education offered by that educational institution [\[2\]](#)
- (B)(i)** The Secretary shall establish guidelines to ensure that the actions described in subparagraph (A) are applied in a proportional and uniform manner by State approving agencies, or the Secretary when acting in the role of the State approving agency.
- (ii)** Each State approving agency and the Secretary, when acting in the role of the State approving agency, shall adhere to the guidelines established under clause (i).
- (C)** The State approving agency, in consultation with the Secretary, or the Secretary when acting in the role of the State approving agency, may limit an action described in subparagraph (A)(ii) to individuals not enrolled at the educational institution before the period described in such subparagraph.
- (5)(A)** The Secretary may waive the requirements of paragraph (1) or waive the requirements of paragraph (2) with respect to an educational institution for a one-academic-year period beginning in August of the year in which the

waiver is made. A single educational institution may not receive waivers under this paragraph for more than 2 consecutive academic years.

(B) To be considered for a waiver under this paragraph, an educational institution shall submit to the Secretary an application prior to the first day of the academic year for which the waiver is sought.

(6) Not later than October 1 of each year, the Secretary shall submit to the Committee on Veterans' Affairs of the Senate and the Committee on Veterans' Affairs of the House of Representatives the following reports:

(A) A report, which shall be made publicly available, that includes the following:

(i) A summary of each action described in paragraph (4)(A) made during the year covered by the report, including—

(I) the name of the educational institution;

(II) the type of action taken;

(III) the rationale for the action, including how the educational institution was not in compliance with this subsection;

(IV) the length of time that the educational institution was not in such compliance; and

(V) whether the educational institution was also not in compliance with this subsection during any of the 2 years prior to the year covered by the report.

(ii) A summary and justifications for the waivers made under paragraph (5) during the year covered by the report, including the total number of waivers each educational institution has received.

(B) A report containing the recommendations of the Secretary with respect to any legislative actions the Secretary determines appropriate to ensure that this subsection is carried out in a manner that is consistent with the requirements that educational institutions must meet for purposes of other departments or agencies of the Federal Government.

(7) This subsection shall not apply to an educational institution—

(A) located in a foreign country; or

(B) that provides to a covered individual consumer information regarding costs of the program of education (including financial aid available to such covered individual) using a form or template developed by the Secretary of Education.

(8) In this subsection, the term "covered individual" means an individual who is pursuing a course of education at an educational institution under chapter 30, 31, 32, 33, or 35 of this title, or chapter 1606 or 1607 of title 10.

REFUND, CANCELLATION AND TERMINATION POLICIES

Should class enrollment be terminated for any reason, all refunds will be made according to the following policies:

1. All money will be refunded in full if the applicant is not accepted by the School.
2. Cancellation of any class must be made in writing, signed and delivered in person or sent via traceable mail to the Director of the School. Email is not an acceptable method of delivery. Student refunds will be made within 30 days of the last date of attendance or receipt of the signed cancellation notice, whichever is later. The termination date for refund computation shall be the last date of attendance by the student or the date of receipt of the signed cancellation notice, whichever is later.
3. If a written cancellation notice is received within 72 hours after signing the enrollment agreement, but prior to starting class, the Student is entitled to a full refund of all monies paid. If the cancellation notice is received more than 72 hours after signing the enrollment agreement, but prior to starting class, the Student is entitled to a refund of all monies paid less a Registration Fee of \$150. Students who have not visited the facility prior to enrollment may withdraw without any penalty within 72 hours following either attendance at an orientation or following a tour of the facility and inspection of the equipment.
4. If the written cancellation notice is received after the start of class but up through 40% of the originally-enrolled class completion, a pro-rata refund based on the number of class hours remaining will be refunded to the student. Cancellation after a student's originally enrolled class has completed more than 40% of the program will result in no refund, regardless of the student's attendance record. The student is responsible for the cost of training for the number of hours the class has met up to the date of receipt of an acceptable withdrawal notice, plus a non-refundable Registration Fee of \$150, the retail cost of any books, tools, software (distributed or downloaded), test vouchers, supplies, as well as any classes, modules, private lessons, transfer fees, audit fees, previously-complimentary benefits, scholarships, grants and/or any program offerings which may have been previously included at no charge as part of the overall package. Courses and programs that consist of two or more smaller modules will be priced at each individual module's retail standalone price. Class materials, software (downloaded or distributed) and test vouchers are not returnable.
5. Should the Student need to postpone a class due to a serious illness, accident, or death in the immediate family, the School will attempt to accommodate by re-scheduling for a later time. Such seats are allocated subject to the discretion of the School Administration and assigned on a space availability basis.
6. A Student can be dismissed for excessive absences, failure to maintain the minimum test scores, excessive tardiness, non-payment of costs/tuition, theft, disorderly conduct, or failure to comply with rules contained in the catalog. Students may be dismissed "without cause" at the School's discretion if the institution deems such an action to be in the best interest of the School, its faculty, its staff and/or its other Students.

Veteran's Refund Policy

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

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

PC Professor is a customer service-oriented School and has been since 1989. We try our best to ensure the overall satisfaction of our students, but nonetheless, you may have a problem or grievance you would like to bring to our attention. You are encouraged to do so, but we ask that you please follow certain guidelines and procedures so that we may ensure that you get the proper consideration and attention that you deserve. Not following this procedure may jeopardize your claim and thwart a speedy resolution.

The proper method of submitting a complaint or grievance is to first discuss the situation with the instructor of your class. Should the need for escalation exist, the School Director's door is always open and this should be the next step. If the student is still not happy with the resolution of the matter, the President of the School should then be contacted. The President's office is located at 6000 Okeechobee Blvd., #200 and an appointment should be made by calling 561-684-3333. The President can also be contacted via email at Howard@PCProfessor.Edu.

Additionally, the School's website has a "Contact Us" form which forwards directly to the President's office. Please provide your name and correct contact information so that you may be contacted with a reply. All comments are taken very seriously.

A paper copy of the online "Contact Us" form is available at the School and may be obtained by contacting:

Howard Fellman, President
PC Professor
6000 Okeechobee Blvd., #200
West Palm Beach, FL 33417
(561) 684-3333
Howard@PCProfessor.Com

If after exhausting the school's complaint procedure, the student is still not content with the resolution, the student may appeal to the Commission for Independent Education using the contact information listed on page 5.

APPEAL OF ACADEMIC OR DISCIPLINARY ACTION

All appeals must be in writing and sent to:

Howard Fellman, Academic Dean
PC Professor
6000 Okeechobee Blvd., #200
West Palm Beach, FL 33417

DISTANCE LEARNING

Distance learning classes through the Internet provide increased student access through alternative education delivery systems and flexibility of time and location. Online courses promote the integration of technology in the learning environment. The only difference between face-to-face courses and distance learning courses is in the type of course delivery. Course materials are online. Students may contact their instructor and other classmates via telephone, email, chat rooms, bulletin boards, or in some instances, on-campus meetings. These courses have the same educational objectives as face-to-face classes and appear on a student's transcript the same as a face-to-face class. No additional fees are required.

Who Should Take Distance Learning Classes?

Successful distance learning students need to be highly motivated and have good study and time management skills. They must be willing to contact their faculty/instructor for assistance when needed and be responsible for completing assignments on time. Before students register for their first distance learning class, they should contact an academic advisor for any questions regarding the requirements of distance learning classes.

Support Services for Distance Learning Students

Students registered in distance learning courses receive the same support services as on-campus students. These services include registration, advising, financial aid, disabled student services, tutoring, online library services, as well as many others.

Internet Distance Learning Courses

Internet classes offer a world of resources to students who have Internet access. Most Internet classes are synchronous. This means students attend classes together with the instructor at regularly scheduled times. Some classes can also be done asynchronously by providing the materials in an anytime anywhere mode. Students can keep in touch with the faculty/instructor and other students by using the communication tools of the Internet. Internet courses include:

1. Distance learning synchronous courses are taken entirely over the Internet using tools such as Zoom and Microsoft Teams. On-campus time is NOT required but class meetings are regularly scheduled and must be attended.
2. Distance learning asynchronous courses are taken entirely over the Internet using tools such as Microsoft Teams and Microsoft Teams. On-campus time is NOT required but students are expected to log in at least 3 times per week and converse with their instructor as needed.
3. Hybrid courses require attendance in a face-to-face classroom in conjunction with activities involving the use of the Internet. Typically, these courses have a physical lab component that must be done using school equipment.

Student Orientation:

If requested, students may attend an online orientation on the use of the online tools including the various features of Zoom or Microsoft Teams including how to do online quizzes and exams, how to communicate with instructors, and how to access technical support.

How the acceptance of transfer credits or credit by examination will be validated for this modality:

PC Professor does not accept the transfer of credits either for classroom instruction or online distance learning. Students can challenge out of a course if they hold and can prove a recent industry certification on the topic of the course. PC Professor offers challenge examinations if students feel they have work experience to challenge out of a course. These examinations must be conducted on-site at one of the schools' testing centers to be proctored.

Additional disclosures (criminal background check, licensure exams, language offered, medical exams/physical requirements, etc.):

Both PC Professor schools are Certiport and Pearson Vue testing centers. When a student is ready to take an industry certification exam, they will register with Certiport or Pearson Vue depending on the specific industry exam. Students can take the exam at one of PC Professors' testing centers or they can opt to do proctored at-home testing as long as Certiport and/or Pearson Vue continue to offer that option. In any case, students must provide PC Professor with a copy of their exam results.

The Distribution of materials:

All student materials will be provided in digital form. All courses use eBooks and other digital material including videos, labs, etc. Students will receive digital versions of each course syllabus, outline, assignments, etc. through Moodle, or Zoom. Students will continue to have access to the digital content once each course is complete for reference. Students may optionally purchase hard copy versions of the eBooks if they so desire.

Examination and evaluation of student work:

All online quizzes and examinations will be conducted online using Zoom. PC Professor quizzes and exams are open book and may be timed. As such, complex proctoring when students take quizzes or exams at home is not required. When necessary, PC Professor may utilize plagiarism checking software. Most student work in computer technology classes is in the form of labs that student must successfully complete. PC Professor may use online lab hosting providers that allow the instructor to monitor student progress and evaluate how the students are progressing.

Timely response to students' questions and comments:

Students will have several ways to contact their instructor via Zoom or Microsoft Teams. Students can also use email. Instructors usually strive to respond to students in a timely manner (within 24 hours). Students who are doing online synchronous can ask questions during class as well as using online methods. Instructors assigned to mentoring online asynchronous students will respond to students in a timely manner. The Director of Education will also closely monitor students' questions and comments and can respond directly to students, if needed.

Attendance and record keeping:

The attendance for online students is recorded by Zoom or Microsoft Teams. Online synchronous students are expected to attend scheduled classes remotely the same as on-site students. Online asynchronous students are expected to log in at least 3 times per week and complete assignments by their due dates. All this is tracked by Zoom or Microsoft Teams. Even watching assigned videos online may be tracked, when possible. On-campus students may use Microsoft Teams or Zoom for tracking and record keeping purposes.

Internships/Externships/Labs:

PC Professors programs do not require Internships or Externships. However, once a student has graduated, there may be opportunities for students to do an internship at PC Professor. In addition to training, each PC Professor school has an actual PC service department that services customer computers. PC Professor also maintains networks in the communities it serves. Students who are selected to participate in an internship with PC Professor may gain valuable experience and may be able to use PC Professor as a reference afterwards.

Labs are typically computer-based and can usually be performed remotely with a few exceptions. Our online computer lab hosting partners allow instructors to monitor student progress with assigned labs. Some courses (ie, CMP1001, NET1001, and NET2004) are listed as hybrid since students must do a couple of on-site physical hands-on workshops to pass each course. These workshops are scheduled regularly with lab instructors and students can schedule when they want to do the workshops. These four hybrid courses are 85% online and 15% on-site workshops.

How transcripts are maintained by school/obtained by students:

Transcripts are maintained by the school and obtained by remote students the same way as traditional on-site students. At the end of each course, information for transcripts is transferred from the remote reports to PC Professor's transcript system. Students can request transcripts via a link on PC Professor's website or by email to the School's Director of Education.

Technical Support:

Students and faculty can request technical support through Zoom, email, or phone. Our phone system offers a technical support option and we have a dedicated email, webmaster@pcprofessor.edu. At least one PC Professor employee is on-call to provide technical support from 7am to 11pm including weekends and holidays. Technical support response time is typically 24 hours or less.

Equipment and supplies used/needed (i.e. Operating System):

Students will need a computer and internet access to attend online synchronous and/or online asynchronous classes. The internet speed should be 3 Mbps or greater. Zoom and Microsoft Teams have apps to run on multiple platforms (Windows, Android, iOS, etc.) but having a laptop with a regular size screen provides the best experience. Labs run in the cloud using a lab hosting partner or by having online students remotely connect to PC Professor classroom computers. As a result, the power of the home computer is typically not important. Even a Chromebook can usually be used to do the labs.

Group Study (if applicable):

Students are encouraged to form groups among themselves and participate in either physical and/or virtual group study.

Student services (placement, academic, counseling, etc.):

Students registered in distance learning courses receive the same support services as on-campus students. These services include registration, advising, financial aid, disabled student services, tutoring, online library services, placement assistance, counseling, as well as others. Private "Zoom Rooms", team meetings and chats may be utilized between students and student services personnel.

Vocational Training Programs

Vocational training programs are usually 40 or more hours and can run up to 52 weeks. Day class sessions are usually 8:30am to 5:30 pm. Evening sessions are usually from 6 pm to 10 pm. Vocational classes include job placement assistance. See an Admissions Representative or our web site for exact schedules.

Program Title: *Advanced Cloud and Infrastructure with DevOps*

Program Length, Timeframe, and Cost

<i>Program Length</i>		<i>Total Contact Hrs</i>		<i>Program Cost</i>	
<i>Clock Hrs</i>	270	<i>Theory Hrs</i>	135	<i>Tuition</i>	\$13,245
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	135	<i>Registration Fees</i>	\$150
				<i>Books, Labs, Supplies/Software</i>	\$750
<i>Tot Length</i>	270	<i>Total Hrs</i>	270	<i>Total Program Cost</i>	\$14,145

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
3 Days	18	15
5 Evenings	18	15

Entrance/Admission Requirements

Please refer to page 14.

Program Objective

The objective of this advanced level program is to prepare a student for a career in the IT field. Specifically, this program will help to prepare students for a server administrator or system administrator role including help to prepare students for associated industry standard certifications.

Program Description

This advanced program prepares students to maintain servers and networks in both on-premises and cloud environments. The program includes scripting for server automation and working with containers and DevOps. When successfully completed, students should be able to support a modern server infrastructure in organizations of any size.

Required Courses

<i>SVR2002</i>	<i>Linux Review</i>	<i>54 hours</i>
<i>SVR2003</i>	<i>Automation, Containers, and DevOps</i>	<i>72 hours</i>
<i>CLD2001</i>	<i>Microsoft Cloud Administration</i>	<i>72 hours</i>
<i>CLD2002</i>	<i>AWS Cloud Administration</i>	<i>72 hours</i>

Total Clock Hours: 270 hours

SOC Codes:

151231, 151152 (Computer Network Support Specialists)

Program Title: **CCNA Preparatory (Cisco Certified Network Associate)**

Program Length, Timeframe, and Cost

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	216	<i>Theory Hrs</i>	108	<i>Tuition</i>	\$10,895
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	108	<i>Registration Fees</i>	\$150
				<i>Books, Labs, Supplies/Software</i>	\$300
<i>Tot Length</i>	216	<i>Total Hrs</i>	216	<i>Total Program Cost</i>	\$11,345

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
3 Days	18	12
5 Evenings	18	12

Entrance/Admission Requirements

Please refer to page 13.

Program Objective

The objective of this program is to prepare a student for a career in the IT field. Specifically, this program will help to prepare students for an entry level network administrator role including help to prepare students for associated Cisco CCNA industry certification.

Program Description

This program includes computer networking and security basics. The program consists of three classes based on the Cisco Networking Academy. When successfully completed, students should be able to support a modern medium to large network infrastructure for an organization.

Required Courses

<i>NET2001</i>	<i>CCNA1: Introduction to Networks</i>	<i>72 hours</i>
<i>NET2002</i>	<i>CCNA2: Switching, Routing, and Wireless Essentials</i>	<i>72 hours</i>
<i>NET2003</i>	<i>CCNA3: Enterprise Networking, Security, and Automation</i>	<i>72 hours</i>

Total Clock Hours: 216 hours

SOC Codes:

151231, 151152 (Computer Network Support Specialists)

Program Title: *Cloud and Computer Systems Professional
(formerly known as Computer Maintenance Technology – CMT)*

**Program Length,
Timeframe, and Cost**

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	<i>576</i>	<i>Theory Hrs</i>	<i>288</i>	<i>Tuition</i>	<i>\$23,195</i>
<i>Credit Hrs</i>	<i>0</i>	<i>Lab Hrs</i>	<i>288</i>	<i>Registration Fees</i>	<i>\$150</i>
				<i>Books, Labs, Supplies/Software</i>	<i>\$2,000</i>
<i>Tot Length</i>	<i>576</i>	<i>Total Hrs</i>	<i>576</i>	<i>Total Program Cost</i>	<i>\$25,345</i>

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>3 Days</i>	<i>18</i>	<i>32</i>
<i>5 Evenings</i>	<i>18</i>	<i>32</i>

Entrance/Admission Requirements *Please refer to page 14.*

Program Objective *The objective of this program is to prepare a student for a career in the IT field. Specifically, this program will help to prepare students for an entry level server administrator or system administrator role including help to prepare students for associated industry standard certifications.*

Program Description *This program includes computer hardware, software, networking, and security basics. It then goes on to prepare students to maintain servers in both on-premises and cloud environments. The program includes scripting for server automation and working with containers and DevOps. When successfully completed, students should be able to support a modern server infrastructure in organizations of any size.*

Required Courses

<i>CMP1001</i>	<i>IT Essentials</i>	<i>72 hours</i>
<i>NET2001</i>	<i>CCNA1: Introduction to Networks</i>	<i>72 hours</i>
<i>SEC1001</i>	<i>Cybersecurity Essentials</i>	<i>72 hours</i>
<i>SVR2001</i>	<i>Windows Server Administration</i>	<i>72 hours</i>
<i>SVR2002</i>	<i>Linux Server Administration</i>	<i>72 hours</i>
<i>SVR2003</i>	<i>Automation, Containers, and DevOps</i>	<i>72 hours</i>
<i>CLD2001</i>	<i>Microsoft Cloud Administration</i>	<i>72 hours</i>
<i>CLD2002</i>	<i>AWS Cloud Administration</i>	<i>72 hours</i>

Total Clock Hours: 576 hours

*SOC Codes:
151231, 151152 (Computer Network Support Specialists)*

Program Title: *Cloud, Network, and Computer Systems Professional*

Program Length, Timeframe, and Cost

Program Length		Total Contact Hrs		Program Cost	
Clock Hrs	792	Theory Hrs	396	Tuition	\$25,795
Credit Hrs	0	Lab Hrs	396	Registration Fees	\$150
				Books, Labs, Supplies/Software	\$3,000
Tot Length	792	Total Hrs	792	Total Program Cost	\$28,945

Number of Days/Week	Hours/Week	No. Weeks
3 Days	18	44
5 Evenings	18	44

Entrance/Admission Requirements

Please refer to page 14.

Program Objective

The objective of this program is to prepare a student for a career in the IT field. Specifically, this program will help to prepare students for an entry level server administrator, system administrator, or network administrator role including help to prepare students for associated industry standard certifications.

Program Description

This program includes computer hardware, software, networking, and security basics. It then goes on to prepare students to maintain servers in both on-premises and cloud environments. The program includes scripting for server automation and working with containers and DevOps. The program then goes on to prepare students to install, maintain, troubleshoot, and repair network equipment in both on-premises and cloud environments. The program includes working with wired, wireless, and cloud environments. The program also includes Voice over IP (VoIP) and video networking. When successfully completed, students should be able to support a modern server and/or network infrastructure in organizations of any size.

Required Courses

<i>CMP1001</i>	<i>IT Essentials</i>	<i>72 hours</i>
<i>NET2001</i>	<i>CCNA1: Introduction to Networks</i>	<i>72 hours</i>
<i>SEC1001</i>	<i>Cybersecurity Essentials</i>	<i>72 hours</i>
<i>SVR2001</i>	<i>Windows Server Administration</i>	<i>72 hours</i>
<i>SVR2002</i>	<i>Linux Server Administration</i>	<i>72 hours</i>
<i>SVR2003</i>	<i>Automation, Containers, and DevOps</i>	<i>72 hours</i>
<i>NET2002</i>	<i>CCNA2: Switching, Routing, & Wireless</i>	<i>72 hours</i>
<i>NET2003</i>	<i>CCNA3: Enterprise Networking</i>	<i>72 hours</i>
<i>WWL001</i>	<i>Wireless and Collaboration Admin.</i>	<i>72 hours</i>
<i>CLD2001</i>	<i>Microsoft Cloud Administration</i>	<i>72 hours</i>
<i>CLD2002</i>	<i>AWS Cloud Administration</i>	<i>72 hours</i>

Total Clock Hours: 792 hours

SOC Codes:

151231, 151152 (Network Computer User Support Specialist)

Program Title: **Computer Support Specialist with Security
(formerly known as Computer Repair)**

**Program Length,
Timeframe, and Cost**

Program Length		Total Contact Hrs		Program Cost	
Clock Hrs	216	Theory Hrs	108	Tuition	\$10,295
Credit Hrs	0	Lab Hrs	108	Registration Fees	\$150
				Books, Labs, Supplies/Software	\$900
Tot Length	216	Total Hrs	216	Total Program Cost	\$11,345

Number of Days/Week	Hours/Week	No. Weeks
3 Days	18	12
5 Evenings	18	12

**Entrance/Admission
Requirements**

Please refer to page 14.

Program Objective

The objective of this program is to prepare a student for a career in the IT field. Specifically, this program will help to prepare students for an entry level desktop computer support role or help desk role including help to prepare students for associated industry standard certifications.

Program Description

This program includes computer hardware essentials, operating system software essentials, networking essentials, and network security essentials needed to support a modern computer infrastructure in organizations of any size.

Required Courses

<i>CMP1001</i>	<i>IT Essentials</i>	<i>72 hours</i>
<i>NET2001</i>	<i>CCNA1: Introduction to Networks</i>	<i>72 hours</i>
<i>SEC1001</i>	<i>Cybersecurity Essentials</i>	<i>72 hours</i>

Total Clock Hours: 216 hours

SOC Codes: 151231, 151152 (Computer Network Support Specialists)

Program Title: *Database Professional with Business Intelligence
(formerly known as Database Professional)*

**Program Length,
Timeframe, and Cost**

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	240	<i>Theory Hrs</i>	120	<i>Tuition</i>	\$14,895
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	120	<i>Registration Fees</i>	\$150
				<i>Books, Labs, Supplies/Software</i>	\$1,000
<i>Tot Length</i>	240	<i>Total Hrs</i>	240	<i>Total Program Cost</i>	\$16,045

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
3 Days	18	13
2 Evenings	9	30

**Entrance/Admission
Requirements**

*Please refer to page 14.
This program also requires six months IT experience, Access
Microsoft Office Specialist (MOS) certification, or Director approval.*

Program Objective

*The objective of this program is to prepare a student for a career in
the IT field. Specifically, this program will help to prepare students
for an entry level role as a Database Professional to support users..
This program will also help to prepare students for associated
industry standard certifications.*

Program Description

*This program includes learning relational database fundamentals,
querying relational databases, designing relational databases,
analyzing data using Business Intelligence, and database
administration.*

Required Courses

<i>DBA1001</i>	<i>Database Fundamentals</i>	<i>24 hours</i>
<i>DBA1005</i>	<i>Querying Relational Databases</i>	<i>54 hours</i>
<i>DBA1010</i>	<i>Designing Relational Databases</i>	<i>54 hours</i>
<i>DBA1015</i>	<i>Analyzing Data with Business Intelligence</i>	<i>54 hours</i>
<i>DBA1020</i>	<i>Database Administration</i>	<i>54 hours</i>

Total Clock Hours: 240 hours

SOC Code: 151232, 151151 (Computer User Support Specialists)

Program Title: *Executive Administrative Assistant
(formerly known as Executive Secretary)*

**Program Length,
Timeframe, and Cost**

Program Length		Total Contact Hrs		Program Cost	
Clock Hrs	144	Theory Hrs	72	Tuition	\$6,945
Credit Hrs	0	Lab Hrs	72	Registration Fees	\$150
				Books, Labs, Supplies/Software	\$500
Tot Length	144	Total Hrs	144	Total Program Cost	\$7,595

Number of Days/Week	Hours/Week	No. Weeks
1 Day	8	18
2 Evenings	8	18

Entrance/Admission Requirements *Please refer to page 14.*

Program Objective *The objective of this program is to help prepare a student for a role as an administrative assistant for an organization that uses Microsoft Office products and accounting packages such as QuickBooks.*

Program Description *This program includes training in Microsoft Windows, Word, Excel, Outlook, PowerPoint, and Access. This program also includes training in QuickBooks.*

Required Courses

WIN1001	Microsoft Windows	8 hours
OFF1001	Word 1	8 hours
OFF1002	Word 2	8 hours
OFF1003	Word 3	8 hours
OFF1011	Excel 1	8 hours
OFF1012	Excel 2	8 hours
OFF1013	Excel 3	8 hours
OFF1021	Outlook 1	8 hours
OFF1022	Outlook 2	8 hours
OFF1031	PowerPoint 1	8 hours
OFF1032	PowerPoint 2	8 hours
OFF1051	Publisher 1	8 hours
OFF1052	Publisher 2	8 hours
OFF1041	Access 1	8 hours
OFF1042	Access 2	8 hours
OFF1043	Access 3	8 hours
QBK1001	QuickBooks	8 hours
QBK1002	QuickBooks	8 hours

Total Clock Hours: 144 hours

SOC Codes:

151232, 151151 (Computer User Support Specialist)

Program Title: *Full Stack Web Developer
(formerly known as Web Developer)*

**Program Length,
Timeframe, and Cost**

<i>Program Length</i>		<i>Total Contact Hrs</i>		<i>Program Cost</i>	
<i>Clock Hrs</i>	468	<i>Theory Hrs</i>	234	<i>Tuition</i>	\$16,995
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	234	<i>Registration Fees</i>	\$150
				<i>Books, Labs, Supplies/Software</i>	\$2,000
<i>Tot Length</i>	468	<i>Total Hrs</i>	468	<i>Total Program Cost</i>	\$19,145

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
3 Days	18	26
5 Evenings	18	26

**Entrance/Admission
Requirements**

Please refer to page 14.

Program Objective

The objective of this program is to prepare a student for a career in the IT field. Specifically, this program will help to prepare students for an entry level full stack web developer role in cluding both front-end web design and back-end web development. The program includes help to prepare students for associated industry standard certifications.

Program Description

This program includes web design basics including HTML, CSS, JavaScript, and graphics design. It includes modern design frameworks used by the industry. It also includes back-end development technologies including modern eCommerce platforms. Finally, the program includes Search Engine Optimization (SEO) and digital marketing including social media.

Required Courses

<i>WEB1001</i>	<i>Web Development with HTML and CSS</i>	<i>72 hours</i>
<i>WEB1002</i>	<i>Content Management and Graphics</i>	<i>54 hours</i>
<i>SEO1001</i>	<i>SEO, Social Media, and Digital Marketing</i>	<i>54 hours</i>
<i>PRO1001</i>	<i>Programming Essentials in Python</i>	<i>72 hours</i>
<i>WEB1003</i>	<i>Browser Scripting</i>	<i>72 hours</i>
<i>WEB1004</i>	<i>Web Design Frameworks</i>	<i>72 hours</i>
<i>WEB1010</i>	<i>Back-End Development</i>	<i>72 hours</i>

Total Clock Hours: 468 hours

SOC Codes: 151254, 151134 (Web Developers)

Program Title: *IT SECURITY Professional
(formerly known as Security)*

**Program Length,
Timeframe, and
Cost**

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	108	<i>Theory Hrs</i>	54	<i>Tuition</i>	\$6,345
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	54	<i>Registration Fees</i>	\$150
				<i>Books, Labs, Supplies/Software</i>	\$1,650
<i>Tot Length</i>	108	<i>Total Hrs</i>	108	<i>Total Program Cost</i>	\$8.145

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
3 Days	18	6
5 Nights	18	6

Entrance/Admission Requirements *Please refer to page 14.
This program has a pre-requisite of Security+ or equivalent*

Program Objective *The objective of this program is to prepare a student for career advancement in the IT field. Specifically, this program will help to prepare students for an entry level role as a security penetration tester and/or computer forensics investigator. This program also helps to prepare students for associated industry standard certifications.*

Program Description *This program includes both ethical hacking and computer forensics investigation. The skills learned can be used within an organization or as a contractor.*

Require Courses *SEC2001 Ethical Hacking 54 hours*
 SEC2002 Computer Forensics Investigation 54 hours

Total Clock Hours: 108 hours

SOC Codes: 151231, 151152 (Computer Network Support Specialists)

Program Title: *Linux Professional
(formerly known as Linux)*

**Program Length,
Timeframe, and Cost**

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	<i>108</i>	<i>Theory Hrs</i>	<i>54</i>	<i>Tuition</i>	<i>\$7,595</i>
<i>Credit Hrs</i>	<i>0</i>	<i>Lab Hrs</i>	<i>54</i>	<i>Registration Fees</i>	<i>\$150</i>
				<i>Books, Labs, Supplies/Software</i>	<i>\$400</i>
<i>Tot Length</i>	<i>108</i>	<i>Total Hrs</i>	<i>108</i>	<i>Total Program Cost</i>	<i>\$8,145</i>

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>3 Days</i>	<i>18</i>	<i>6</i>
<i>5 Nights</i>	<i>18</i>	<i>6</i>

Entrance/Admission Requirements *Please refer to page 14.
This program has a pre-requisite of CompTIA A+ and Network+ or equivalent*

Program Objective *The objective of this program is to prepare a student for career advancement in the IT field. Specifically, this program will help to prepare students for an entry level role as a VMware Virtualization Administrator. This program also helps to prepare students for associated industry standard certifications.*

Program Description *This program matches the VMware Certified Professional roadmap which includes two courses: VMware Install, Configure, Manage (ICM) and VMware Optimize and Scale.*

Require Courses

<i>LNX2001</i>	<i>Linux Server Administrator</i>	<i>54 hours</i>
<i>LNX2002</i>	<i>Linux Server Roles</i>	<i>54 hours</i>

Total Clock Hours: 108 hours

SOC Codes: 151231, 151152 (Computer Network Support Specialists)

Program Title: *MCP Preparatory (Microsoft Certified Professional)*

Program Length, Timeframe, and Cost

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	<i>40</i>	<i>Theory Hrs</i>	<i>20</i>	<i>Tuition</i>	<i>\$1,950</i>
<i>Credit Hrs</i>	<i>0</i>	<i>Lab Hrs</i>	<i>20</i>	<i>Registration Fees</i>	<i>\$150</i>
				<i>Books, Labs, Supplies/Software</i>	<i>\$895</i>
<i>Tot Length</i>	<i>40</i>	<i>Total Hrs</i>	<i>40</i>	<i>Total Program Cost</i>	<i>\$2,995</i>

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>3 Days</i>	<i>18</i>	<i>2</i>
<i>5 Nights</i>	<i>18</i>	<i>2</i>

Entrance/Admission Requirements *Please refer to page 14.*

Program Objective *This program is designed to give students the skills required to install, configure and administer Windows as a desktop operating system in a peer-to-peer network environment.*

Program Description *Upon completion, students will be qualified to take the Microsoft Professional certification exam. Additionally, they may continue on with the remainder of the national certification tracks to achieve numerous other Microsoft designations.*

Require Courses *Microsoft Server Administration*

Total Clock Hours: 40 hours

SOC Codes: 151231, 151152 (Computer Network Support Specialists)

Program Title: *MCSA Preparatory (Microsoft Certified Systems Administrator)*

Program Length, Timeframe, and Cost

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	160	<i>Theory Hrs</i>	80	<i>Tuition</i>	\$6,445
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	80	<i>Registration Fees</i>	\$150
				<i>Books, Labs, Supplies/Software</i>	\$1,400
<i>Tot Length</i>	160	<i>Total Hrs</i>	160	<i>Total Program Cost</i>	\$7,995

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>3 Days</i>	18	9
<i>5 Nights</i>	18	9

Entrance/Admission Requirements *Please refer to page 14.*

Program Objective *This program offers students the knowledge and concepts necessary to prepare for an entry level career as a Microsoft Certified Systems Administrator.*

Program Description *Upon completion, students should be qualified to take the national Microsoft MCSA certification exams and/or work in networking at an entry level position.*

Require Courses	<i>CMP1001</i>	<i>IT Essentials</i>	<i>72 hours</i>
	<i>NET2001</i>	<i>Introduction to Networks</i>	<i>72 hours</i>
	<i>SEC1000</i>	<i>Cybersecurity Basics</i>	<i>16 hours</i>

Total Clock Hours: 160 hours

SOC Codes: 151231, 151152 (Computer Network Support Specialists)

Program Title: *MCS D Preparatory (Microsoft Certified Solutions Developer)*

Program Length, Timeframe, and Cost

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	208	<i>Theory Hrs</i>	104	<i>Tuition</i>	\$8,345
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	104	<i>Registration Fees</i>	\$150
				<i>Books, Labs, Supplies/Software</i>	\$1,500
<i>Tot Length</i>	208	<i>Total Hrs</i>	208	<i>Total Program Cost</i>	\$9,995

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
3 Days	18	11.5
5 Nights	18	11.5

Entrance/Admission Requirements *Please refer to page 14.*

Program Objective *This class is designed for those interested in escalating their programming career as an IT (Information Technology) professional. Graduates are qualified to either work in a large computer company or to be an independent computer consultant as a programmer and to provide programming services to such a company.*

Program Description *Upon completion, students will understand the advanced programming concepts to prepare for an entry level job as a programmer or upgrade their skills.*

Require Courses

<i>PRO1001</i>	<i>Programming Essentials in Python</i>	<i>72 hours</i>
<i>WEB1004</i>	<i>Web Design Frameworks</i>	<i>72 hours</i>
<i>WEB1010</i>	<i>Back-End Development</i>	<i>64 hours</i>

Total Clock Hours: 208 hours

SOC Codes: 151254, 151134 (Web Developers)

Program Title: *Network+*

Program Length, Timeframe, and Cost

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	48	<i>Theory Hrs</i>	24	<i>Tuition</i>	\$3,145
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	24	<i>Registration Fees</i>	\$150
				<i>Books, Labs, Supplies/Software</i>	\$200
<i>Tot Length</i>	48	<i>Total Hrs</i>	48	<i>Total Program Cost</i>	\$3,495

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
3 Days	18	3
5 Nights	18	3

Entrance/Admission Requirements *Please refer to page 14.*

Program Objective *Taught in a hands-on manner, our Network Plus (N+) course covers hardware and software upgrades, operating systems, and configuration files. Hands-on experience and lab time are plentiful in this vocationally based, high tech class.*

Program Description *The Network+ Course is designed to test the skills of network technicians involving areas of networking technologies while preparing students for the Network+ examination. The Network Plus class is preparatory in nature and the next certification is in a line of national CompTIA certifications indicating that students are competent in the specific areas tested by CompTIA.*

Require Courses *NET2001 Introduction to Networks 72 hours*

Total Clock Hours: 48 hours

SOC Codes: 151231, 151152 (Computer Network Support Specialists)

Program Title: *Technical Repair*

Program Length, Timeframe, and Cost

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	<i>72</i>	<i>Theory Hrs</i>	<i>36</i>	<i>Tuition</i>	<i>\$5,695</i>
<i>Credit Hrs</i>	<i>0</i>	<i>Lab Hrs</i>	<i>36</i>	<i>Registration Fees</i>	<i>\$150</i>
				<i>Books, Labs, Supplies/Software</i>	<i>\$800</i>
<i>Tot Length</i>	<i>72</i>	<i>Total Hrs</i>	<i>72</i>	<i>Total Program Cost</i>	<i>\$6,645</i>

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>3 Days</i>	<i>18</i>	<i>4</i>
<i>5 Nights</i>	<i>18</i>	<i>4</i>

Entrance/Admission Requirements *Please refer to page 14. This program has a pre-requisite of CompTIA A+ and Network+ or equivalent*

Program Objective *The objective of this program is to prepare a student for a career in the IT field. Specifically, this program will help to prepare students for an entry level desktop support or help desk role including help to prepare students for an associated industry certification*

Program Description *This program includes computer hardware and software basics. The program includes training on several operating systems including Windows, Macs, and Linux. When successfully completed, students should be able to support a modern desktop environment for an organization.*

Require Courses *CMP1001 IT Essentials Classroom or Online 72 Hours*

Total Clock Hours: 72 hours

SOC Codes: 151231, 151152 (Computer Network Support Specialists)

Program Title: *Virtualization Professional
(formerly known as Virtualization)*

**Program Length,
Timeframe, and
Cost**

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	<i>108</i>	<i>Theory Hrs</i>	<i>54</i>	<i>Tuition</i>	<i>\$7,595</i>
<i>Credit Hrs</i>	<i>0</i>	<i>Lab Hrs</i>	<i>54</i>	<i>Registration Fees</i>	<i>\$150</i>
				<i>Books, Labs, Supplies/Software</i>	<i>\$400</i>
<i>Tot Length</i>	<i>108</i>	<i>Total Hrs</i>	<i>108</i>	<i>Total Program Cost</i>	<i>\$8,145</i>

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>3 Days</i>	<i>18</i>	<i>6</i>
<i>5 Nights</i>	<i>18</i>	<i>6</i>

Entrance/Admission Requirements *Please refer to page 14.
This program has a pre-requisite of Network+ or equivalent*

Program Objective *The objective of this program is to prepare a student for career advancement in the IT field. Specifically, this program will help to prepare students for an entry level role as a VMware Virtualization Administrator. This program also helps to prepare students for associated industry standard certifications.*

Program Description *This program matches the VMware Certified Professional roadmap which includes two courses: VMware Install, Configure, Manage (ICM) and VMware Optimize and Scale.*

Require Courses

<i>VMW1001</i>	<i>VMware Install, Configure, Manage</i>	<i>54 hours</i>
<i>VMW1002</i>	<i>VMware Optimize and Scale</i>	<i>54 hours</i>

Total Clock Hours: 108 hours

*SOC Codes:
151231, 151152 (Computer Network Support Specialists)*

Program Title: *Webmaster*

**Program Length,
Timeframe, and Cost**

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	<i>180</i>	<i>Theory Hrs</i>	<i>90</i>	<i>Tuition</i>	<i>\$7,295</i>
<i>Credit Hrs</i>	<i>0</i>	<i>Lab Hrs</i>	<i>90</i>	<i>Registration Fees,</i>	<i>\$150</i>
				<i>Books, Labs,</i>	<i>\$800</i>
				<i>Supplies/Software</i>	
<i>Tot Length</i>	<i>180</i>	<i>Total Hrs</i>	<i>180</i>	<i>Total Program Cost</i>	<i>\$8,245</i>

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>3 Days</i>	<i>18</i>	<i>10</i>
<i>5 Nights</i>	<i>18</i>	<i>10</i>

**Entrance/Admission
Requirements**

Please refer to page 14.

Program Objective

Utilizing the latest in software application tools Webmaster students learn how to create state-of-the-art websites incorporating sound, graphics, animation and e-commerce.

Program Description

Upon completion, students will have an understanding of what is necessary to design, configure and implement an e-commerce enabled web site. Successful graduates may either start their own web design business or seek entry level web design employment.

Course Outline

Webmaster (WEB 701) consists of the following topics:

<i>WEB1001</i>	<i>Web Development with HTML and CSS</i>	<i>72 hours</i>
<i>WEB1002</i>	<i>Content Management and Graphics</i>	<i>54 hours</i>
<i>SEO1001</i>	<i>SEO, Social Media, and Digital Marketing</i>	<i>54 hours</i>

Total Clock Hours for Webmaster: 180 hours

SOC Codes: 151254, 151134 (Web Developers)

Program Title: *Wired and Wireless Network Professional
(Formerly known as CCNA Preparatory)*

**Program Length,
Timeframe, and Cost**

Program Length		Total Contact Hrs		Program Cost	
Clock Hrs	576	Theory Hrs	288	Tuition	\$23,195
Credit Hrs	0	Lab Hrs	288	Registration Fees	\$150
				Books, Labs, Supplies/Software	\$2,000
Tot Length	576	Total Hrs	576	Total Program Cost	\$25,345

Number of Days/Week	Hours/Week	No. Weeks
3 Days	18	32
5 Evenings	18	32

Entrance/Admission Requirements *Please refer to page 14.*

Program Objective *The objective of this program is to prepare a student for a career in the IT field. Specifically, this program will help to prepare students for an entry level network technician or network administrator role including help to prepare students for associated industry standard certifications.*

Program Description *This program includes networking and security basics. It then goes on to prepare students to install, maintain, troubleshoot, and repair network equipment in both on-premises and cloud environments. The program includes working with wired, wireless, and cloud environments. The program also includes Voice over IP (VoIP) and video networking. When successfully completed, students should be able to help support a modern network infrastructure in organizations of any size.*

Required Courses	<i>CMP1001</i>	<i>IT Essentials</i>	<i>72 hours</i>
	<i>NET2001</i>	<i>CCNA1: Introduction to Networks</i>	<i>72 hours</i>
	<i>NET2002</i>	<i>CCNA2: Switching, Routing, and Wireless Essentials</i>	<i>72 hours</i>
	<i>NET2003</i>	<i>CCNA3: Enterprise Networking, Security, and Automation</i>	<i>72 hours</i>
	<i>WWL001</i>	<i>Wireless and Collaboration Admin.</i>	<i>72 hours</i>
	<i>CLD2001</i>	<i>Microsoft Cloud Administration</i>	<i>72 hours</i>
	<i>CLD2002</i>	<i>AWS Cloud Administration</i>	<i>72 hours</i>
	<i>SEC1001</i>	<i>Cybersecurity Essentials</i>	<i>72 hours</i>

Total Clock Hours: 486 hours

SOC Codes:

151231, 151152 (Computer Network Support Specialists)

Vocational Application Software Training

Most of these courses are eight hours and are completed in one day. Classes begin weekly and are typically available on a day, evening or weekend basis. If you will be seeking continuing education units (CEU), it is recommended that you check with your issuing agency first to ensure proper credit.

Program Title:

Access

**Program Length,
Timeframe, and Cost**

<i>Program Length</i>		<i>Total Contact Hrs</i>		<i>Program Cost</i>	
<i>Clock Hrs</i>	8	<i>Theory Hrs</i>	4	<i>Tuition</i>	\$170 F
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	4	<i>Registration Fees,</i>	\$150
				<i>Books & Supplies</i>	\$25
<i>Tot Length</i>	8	<i>Total Hrs</i>	8	<i>Total Program Cost</i>	\$345

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Nights</i>	8	1
<i>1 Day</i>	8	1

**Entrance/Admission
Requirements**

Please refer to page 14.

Program Objective

Microsoft Access is the standard tool in office database software. For example, let's say you work in a doctor's office and want to know how many patients are between the ages of 18-25 that live in zip code 33433 and have had chickenpox during the month of March. Access would quickly scan your data and offer your solution. It allows for complex database searches to be performed easily and efficiently with powerful wizards, tools, charts and reports.

Program Description

Upon completion, students know how to use and create databases for home or office.

Course Outline

ACCESS Course (ACC 101) consists of the following topics:

- 1: An Overview of Access 1 Hr*
- 2: Managing Data 1 Hr*
- 3: Establishing Table Relationships 1 Hr*
- 4: Querying the Database 1 Hr*
- 5: Designing Forms 2 Hrs*
- 6: Producing Reports 2 Hrs*

Total Clock Hours for ACC 101: 8 Hrs.

Program Title: CADD

**Program Length,
Timeframe, and Cost**

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	48	<i>Theory Hrs</i>	24	<i>Tuition</i>	\$3,410
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	24	<i>Registration Fees,</i>	\$150
				<i>Books & Supplies</i>	\$85
<i>Tot Length</i>	48	<i>Total Hrs</i>	48	<i>Total Program Cost</i>	\$3,645

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Nights</i>	8	6
<i>1 Day</i>	8	6

**Entrance/Admission
Requirements**

Please refer to page 14.

Program Objective

This course covers the basics of AutoCAD for those wishing to learn proper usage of the extremely powerful engineering software. Learn how to plan, create, edit, and convert to 3D images. Using AutoCAD LT software, you will learn how to change the viewing perspective easily, efficiently and productively. Whether your specialty is mechanical, electrical, or landscape design, this course will show you how to accomplish what you need to improve your design presentations while making them more accurate at the same time.

Program Description

Upon completion, students know how to operate and utilize second and third dimension design into their work.

Course Outline

CADD Course (CADD 701) consists of the following topics:

- 1. Creating a Simple Drawing 2 Hrs*
- 2. Making Your Drawings More Precise 2 Hrs*
- 3. Drawing Organization and Information 3 Hrs*
- 4. Creating More Complex Objects 3 Hrs*
- 5. Preparing to Print 3 Hrs*
- 6. Annotating Your Drawing 3 Hrs*
- 7. Productivity Tools 3 Hrs*
- 8. Creating and Organizing Blocks 3 Hrs*
- 9. Drawing Setup and Utilities 3 Hrs*
- 10. Productivity Tools 3 Hrs*
- 11. Advanced Object Types 3 Hrs*
- 12. Advanced Blocks and Attributes 2 Hrs*
- 13. Referencing and Sharing Information 5 Hrs*
- 14. Layouts and Plotting 5 Hrs*
- 15. Aerial and 3D Modeling Views 5 Hrs*

Total Clock Hours for CADD 701: 48 Hours.

Program Title: **Excel**

**Program Length,
Timeframe, and Cost**

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	8	<i>Theory Hrs</i>	4	<i>Tuition</i>	\$170
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	4	<i>Registration Fees</i>	\$150
				<i>Books & Supplies</i>	\$25
<i>Tot Length</i>	8	<i>Total Hrs</i>	8	<i>Total Program Cost</i>	\$345

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Nights</i>	8	1
<i>1 Day</i>	8	1

Entrance/Admission Requirements *Please refer to page 14.*

Program Objective *Microsoft Excel has quickly become the standard in office spreadsheet programs. In this class, participants learn to properly use the software along with many tips and techniques designed for efficient and accurate operation of the program.*

Program Description *Upon completion, students will be able to use Excel to create spreadsheets that are useful for personal or business use.*

Course Outline *Excel Course (EXL 101) consists of the following topics:*

- 1: Getting Started with Excel 2 Hrs*
- 2: Modifying a Worksheet 1 Hr*
- 3: Performing Calculations 1 Hr*
- 4: Formatting a Worksheet 1 Hr*
- 5: Developing a Workbook 1 Hr*
- 6: Printing Workbook Contents 1 Hr*
- 7: Customizing Layout 1 Hr*

Total Clock Hours for EXL 101: 8 Hrs.

Program Title: *Advanced Excel*

**Program Length,
Timeframe, and Cost**

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	<i>8</i>	<i>Theory Hrs</i>	<i>4</i>	<i>Tuition</i>	<i>\$170</i>
<i>Credit Hrs</i>	<i>0</i>	<i>Lab Hrs</i>	<i>4</i>	<i>Registration Fees</i>	<i>\$150</i>
				<i>Books & Supplies</i>	<i>\$25</i>
<i>Tot Length</i>	<i>8</i>	<i>Total Hrs</i>	<i>8</i>	<i>Total Program Cost</i>	<i>\$345</i>

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Nights</i>	<i>8</i>	<i>1</i>
<i>1 Day</i>	<i>8</i>	<i>1</i>

Entrance/Admission Requirements *Please refer to page 14.*

Program Objective *This class picks up where Beginning Excel leaves off and covers some of the more complex features of the popular spreadsheet program. Designed for power-users and successful graduates of our first course, this class is very fast-paced but covers aspects of the software that are guaranteed to make an advanced user's life more efficient.*

Program Description *Upon completion, students will know advanced features of Microsoft Excel to use complex spreadsheets and graphs for home or office.*

Course Outline *Advanced Excel Course (EXL 201) consists of the following topics:*

- 1: Creating and Applying Templates 1 Hr*
- 2: Creating and Modifying Charts 1 Hr*
- 3: Working with Graphic Objects 2 Hrs*
- 4: Calculating with Advanced Formulas 1 Hr*
- 5: Using Excel with the Web 1 Hr*
- 6: Sorting and Filtering Data 2 Hrs*

Total Clock Hours for EXL 201: 8 Hrs.

Program Title: *Illustrator*

**Program Length,
Timeframe, and Cost**

<i>Program Length</i>		<i>Total Contact Hrs</i>		<i>Program Cost</i>	
<i>Clock Hrs</i>	8	<i>Theory Hrs</i>	4	<i>Tuition</i>	\$145
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	4	<i>Registration Fees,</i>	\$150
				<i>Books & Supplies</i>	\$50
<i>Tot Length</i>	8	<i>Total Hrs</i>	8	<i>Total Program Cost</i>	\$345

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Nights</i>	8	1
<i>1 Day</i>	8	1

Entrance/Admission Requirements *Please refer to page 14.*

Program Objective *Utilizing Adobe's Illustrator software, participants will learn how to efficiently plan, create and edit desktop illustrations using tools, commands and shortcuts. The creation may then be used in a newsletter, brochure or web site.*

Program Description *Upon completion, students know how to create publication documents such as brochures and fliers that can be used for the home or office.*

Course Outline *Illustrator Course (ILR 101) consists of the following topics:*

- 1. Creating Logos Using Simple Shapes 2 Hrs*
- 2: Enhancing Logos 1 Hr*
- 3: Creating Logos Using Custom Paths 1 Hr*
- 4: Creating a Logo with Type Special Effects 1 Hr*
- 5: Creating an Advertisement 1 Hr*
- 6: Manipulating Body Type 1 Hr*
- 7: Managing Assets with Adobe Bridge 1 Hr*

Total Clock Hours for ILR 101: 8 Hours

Program Title: *Advanced Illustrator*

**Program Length,
Timeframe, and Cost**

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	<i>8</i>	<i>Theory Hrs</i>	<i>4</i>	<i>Tuition</i>	<i>\$175</i>
<i>Credit Hrs</i>	<i>0</i>	<i>Lab Hrs</i>	<i>4</i>	<i>Registration Fees,</i>	<i>\$150</i>
				<i>Books & Supplies</i>	<i>\$20</i>
<i>Tot Length</i>	<i>8</i>	<i>Total Hrs</i>	<i>8</i>	<i>Total Program Cost</i>	<i>\$345</i>

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Nights</i>	<i>8</i>	<i>1</i>
<i>1 Day</i>	<i>8</i>	<i>1</i>

**Entrance/Admission
Requirements**

Please refer to page 14.

Program Objective

Utilizing Adobe's Illustrator software, participants will learn advanced techniques to efficiently plan, create and edit desktop illustrations using tools, commands and shortcuts. The creation may then be used in a newsletter, brochure or web site.

Program Description

Advanced Desktop Publishing Concepts, Tools and Tips, Techniques and Shortcuts, Screen Dimensions, Optimizing Your Printer, Wizards, Using the Pasteboard, Placing Graphics and Text, Viewing the Page, Editing and Formatting, Placing Text Blocks, Saving and Printing and More!

Course Outline

Advanced Illustrator Course (ILR 201) consists of the following topics:

- 1: Creating Complex Illustrations 1 Hr*
- 2: Providing Support for PSD and PDF Files 1 Hr*
- 3: Creating a Vector Version of a Raster Graphic 1 Hr*
- 4: Outputting Documents 1 Hr*
- 5: Creating a Poster 1 Hr*
- 6: Exporting Graphics for the Web 1 Hr*
- 7: Applying Color Management 1 Hr*
- 8: Coloring Artwork Using Live Paint 1 Hr*

Total Clock Hours for ILR 201: 8 Hours

Program Title: *Internet*

**Program Length,
Timeframe, and Cost**

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	<i>8</i>	<i>Theory Hrs</i>	<i>4</i>	<i>Tuition</i>	<i>\$145</i>
<i>Credit Hrs</i>	<i>0</i>	<i>Lab Hrs</i>	<i>4</i>	<i>Registration Fees</i>	<i>\$150</i>
				<i>Books & Supplies</i>	<i>\$50</i>
<i>Tot Length</i>	<i>8</i>	<i>Total Hrs</i>	<i>8</i>	<i>Total Program Cost</i>	<i>\$345</i>

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Nights</i>	<i>8</i>	<i>1</i>
<i>1 Day</i>	<i>8</i>	<i>1</i>

Entrance/Admission Requirements *Please refer to page 14.*

Program Objective *The Internet has quickly become a necessary tool for both home and office alike. In this class, you will learn to surf, look for research on a person or company, email, chat, and explore interesting sites and lots more.*

Program Description *Upon completion, students will know the history and terminology of the Internet, getting online, using Browsers, and conducting research.*

Course Outline *Internet Course (INT 101) consists of the following topics:
Customized to customer needs*

Total Clock Hours for INT 101: 8 Hours

Program Title: **Microsoft Office**

Program Length, Timeframe, and Cost

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	48	<i>Theory Hrs</i>	24	<i>Tuition</i>	\$1375
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	24	<i>Registration Fees</i>	\$150
				<i>Books & Supplies</i>	\$270
<i>Tot Length</i>	48	<i>Total Hrs</i>	48	<i>Total Program Cost</i>	\$1795

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Nights</i>	8	1
<i>1 Day</i>	8	1

Entrance/Admission Requirements

Please refer to page 14

Program Objective

This program has become the most popular software application package on the market today--and rightfully so! Whether one's goal is that of business or personal use, he or she can easily find a need for each of the different components of Microsoft's Office package. Windows, Word, Excel, PowerPoint and Access are each covered in this intense 48 hour class.

Program Description

Upon completion, students will be familiar with the five main application components within in the Microsoft Office suite consisting of Windows, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook and Microsoft Access.

Course Outline

Microsoft Office Course (OFC 101) consists of the following topics:

- 1. Microsoft Windows 8 Hrs*
- 2. Microsoft Word 8 Hrs*
- 3. Microsoft Excel 8 Hrs*
- 4. Microsoft PowerPoint 8 Hrs*
- 5. Microsoft Outlook 8 Hrs*
- 6. Microsoft Access 8 Hrs*

Total Clock Hours for OFC 101: 48

Program Title: Outlook

**Program Length,
Timeframe, and Cost**

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	8	<i>Theory Hrs</i>	4	<i>Tuition</i>	\$170
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	4	<i>Registration Fees</i>	\$150
				<i>Books & Supplies</i>	\$25
<i>Tot Length</i>	8	<i>Total Hrs</i>	8	<i>Total Program Cost</i>	\$345

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Nights</i>	8	1
<i>1 Day</i>	8	1

Entrance/Admission Requirements Please refer to page 14.

Program Objective Outlook is a very popular software package among office users. It allows users to track appointments, contacts, and emails. With numerous options available for fine tuning, this class teaches students how to get the most out of the Microsoft Office package.

Program Description Upon completion, students will be able to use and configure Outlook for either personal or business use.

Course Outline Outlook Course (OTL 101) consists of the following topics:

- 1: Getting Started with Outlook 1 Hr
- 2: Composing Messages 1 Hr
- 3: Managing Mail 1 Hr
- 4: Scheduling Appointments 1 Hr
- 5: Scheduling Meetings 1 Hr
- 6: Managing Contacts 1 Hr
- 7: Managing Tasks 1 Hr
- 8: Using Notes 1 Hr

Total Clock Hours for OTL 101: 8 Hours

Program Title: **Photoshop**

**Program Length,
Timeframe, and Cost**

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	8	<i>Theory Hrs</i>	4	<i>Tuition</i>	\$145
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	4	<i>Registration Fees,</i>	\$150
				<i>Books & Supplies</i>	\$50
<i>Tot Length</i>	8	<i>Total Hrs</i>	8	<i>Total Program Cost</i>	\$345

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Nights</i>	8	1
<i>1 Day</i>	8	1

**Entrance/Admission
Requirements**

Please refer to page 14.

Program Objective

Utilizing Adobe's Photoshop software, participants will learn how to efficiently plan, create and edit desktop illustrations using tools, commands and shortcuts. The creation may then be used in a newsletter, brochure or web site.

Program Description

Upon completion, students know how to create publication documents such as brochures and fliers that can be used for the home or office.

Course Outline

Photoshop Course (PTS 101) consists of the following topics:

- 1: Exploring Photoshop Environment .5 Hr*
- 2: Sizing Images .5 Hr*
- 3: Selecting Image Areas .5 Hr*
- 4: Creating Image Composites .5 Hr*
- 5: Blending Composite Images 1 Hr*
- 6: Exploring Image Modes 1 Hr*
- 7: Applying Colors 1 Hr*
- 8: Enhancing Images with Text and Special Effects 1 Hr*
- 9: Adjusting Images 1 Hr*
- 10: Saving Completed Images 1 Hr*

Total Clock Hours for PTS 101: 8 Hours

Program Title: *Advanced Photoshop*

**Program Length,
Timeframe, and Cost**

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	<i>8</i>	<i>Theory Hrs</i>	<i>4</i>	<i>Tuition</i>	<i>\$175</i>
<i>Credit Hrs</i>	<i>0</i>	<i>Lab Hrs</i>	<i>4</i>	<i>Registration Fees</i>	<i>\$150</i>
				<i>Books & Supplies</i>	<i>\$20</i>
<i>Tot Length</i>	<i>8</i>	<i>Total Hrs</i>	<i>8</i>	<i>Total Program Cost</i>	<i>\$345</i>

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Nights</i>	<i>8</i>	<i>1</i>
<i>1 Day</i>	<i>8</i>	<i>1</i>

**Entrance/Admission
Requirements**

Please refer to page 14.

Program Objective

Utilizing Adobe's Photoshop software, participants will learn advanced techniques to efficiently plan, create and edit desktop illustrations using tools, commands and shortcuts. The creation may then be used in a newsletter, brochure or web site.

Program Description

Upon completion, students know how to create publication documents such as brochures and fliers that can be used for the home or office.

Course Outline

Advanced Photoshop Course (PTS 201) consists of the following topics:

- 1: Masking and Clipping Layers 2 Hrs*
- 2: Masking with Vector Paths 1 Hr*
- 3: Enhancing Photographs 1 Hr*
- 4: Creating Special Effects 1 Hr*
- 5: Working with Video Files 2 Hrs*
- 6: Automating Tasks 1 Hr*

Total Clock Hours for PTS 201: 8 Hours

Program Title: *PowerPoint*

**Program Length,
Timeframe, and Cost**

<i>Program Length</i>		<i>Total Contact Hrs</i>		<i>Program Cost</i>	
<i>Clock Hrs</i>	8	<i>Theory Hrs</i>	4	<i>Tuition</i>	\$170
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	4	<i>Registration Fees</i>	\$150
				<i>Books & Supplies</i>	\$25
<i>Tot Length</i>	8	<i>Total Hrs</i>	8	<i>Total Program Cost</i>	\$345

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Nights</i>	8	1
<i>1 Day</i>	8	1

Entrance/Admission Requirements *Please refer to page 14.*

Program Objective *Microsoft PowerPoint is a graphic slide presentation program and is the standard for impressive sales presentations and demonstrations. This program is a must for those in management, sales, public speaking or a similar position who may need to give a presentation or impress others using computerized facts, figures and animated slides.*

Program Description *Upon completion, students will know how to use PowerPoint to create presentations for home or office use.*

Course Outline *PowerPoint Course (PWP 101) consists of the following topics:*

- 1: An Orientation to PowerPoint 1 Hr*
- 2: Beginning a Presentation 1 Hr*
- 3: Formatting Text Slides 1 Hr*
- 4: Adding Tables to a Presentation 1 Hr*
- 5: Charting Data 1 Hr*
- 6: Modifying Objects 1 Hr*
- 7: Adding Images to a Presentation 1 Hr*
- 8: Preparing to Deliver a Presentation 1 Hr*

Total Clock Hours for PWP 101: 8 Hours

Program Title: *Project*

**Program Length,
Timeframe, and Cost**

<i>Program Length</i>		<i>Total Contact Hrs</i>		<i>Program Cost</i>	
<i>Clock Hrs</i>	8	<i>Theory Hrs</i>	4	<i>Tuition</i>	\$170
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	4	<i>Registration Fees,</i>	\$150
				<i>Books & Supplies</i>	\$25
<i>Tot Length</i>	8	<i>Total Hrs</i>	8	<i>Total Program Cost</i>	\$345

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Nights</i>	8	1
<i>1 Day</i>	8	1

**Entrance/Admission
Requirements**

Please refer to page 14.

Program Objective

Microsoft Project is particularly useful for project coordinators who are seeking a useful, reliable tool for planning project outcomes. In this class, participants learn to properly use the software along with many tips and techniques designed for efficient and accurate operation of the program.

Program Description

Upon completion, students will be able to use Microsoft Project to create project timelines that are useful for personal or business use.

Course Outline

Project Course (PRJ 101) consists of the following topics:

- 1: Creating a Project Plan File 2 Hrs*
- 2: Creating a Work Breakdown Structure 2 Hrs*
- 3: Creating and Assigning Resources 2 Hrs*
- 4: Finalizing the Project Plan 2 Hrs*

Total Clock Hours for PRJ 101: 8 Hours

Program Title: **QuickBooks**

Program Length, Timeframe, and Cost

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	8	<i>Theory Hrs</i>	4	<i>Tuition</i>	\$145
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	4	<i>Registration Fees,</i>	\$150
				<i>Books & Supplies</i>	\$50
<i>Tot Length</i>	8	<i>Total Hrs</i>	8	<i>Total Program Cost</i>	\$345

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Nights</i>	8	1
<i>1 Day</i>	8	1

Entrance/Admission Requirements *Please refer to page 14.*

Program Objective *QuickBooks is the standard in home and small business accounting software packages! This class covers the essentials of tracking a checking or savings account and balancing properly and accurately.*

Program Description *Upon completion, students will be able to properly balance bank accounts, print out reports, graphs and registers. Additionally, graduates of this program will feel comfortable writing, categorizing and splitting checks written from within QuickBooks.*

Course Outline *QuickBooks Course (QBK 101) consists of the following topics:*

- 1: Customizing Forms .5 Hr*
- 2: Using QuickBooks Accounts .5 Hr*
- 3: Creating Reports 1 Hr*
- 4: Creating Graphs 1 Hr*
- 5: Tracking and Paying Sales Tax 1 Hr*
- 6: Doing Payroll with QuickBooks 1 Hr*
- 7: Keeping Track of the Job 1 Hr*
- 8: Writing Letters 1 Hr*
- 9: Synchronizing with Contact Management Software 1 Hr*

Total Clock Hours for QBK 101: 8 Hours

Program Title: **Visio**

**Program Length,
Timeframe, and Cost**

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	8	<i>Theory Hrs</i>	4	<i>Tuition</i>	\$175
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	4	<i>Registration Fees</i>	\$150
				<i>Books & Supplies</i>	\$20
<i>Tot Length</i>	8	<i>Total Hrs</i>	8	<i>Total Program Cost</i>	\$345

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Nights</i>	8	1
<i>1 Day</i>	8	1

**Entrance/Admission
Requirements**

Please refer to page 14.

Program Objective

Use Visio to easily create business and technical diagrams to think through, organize, and better understand complex ideas, processes, and systems. Visio is a diagramming program that can help you create business and technical diagrams that document and organize complex ideas, processes, and systems. Diagrams created in Visio enable you to visualize and communicate information clearly, concisely, and effectively in ways that text and numbers cannot. Visio also automates data visualization by synchronizing directly with data sources to provide up-to-date diagrams and it can be customized to meet the needs of your organization.

Program Description

Upon completion, students will be able to create, edit and maintain technical diagrams. This course is useful for personal or business use.

Course Outline

Visio Course (VIS 101) consists of the following topics:

- 1: Getting Started with Visio 2011 2 Hrs*
- 2: Creating a Route Map 2 Hrs*
- 3: Enhancing a Basic Diagram 2 Hrs*
- 4: Creating Process Diagrams 1 Hr*
- 5: Representing an Organization Hierarchy 1 Hr*

Total Clock Hours for VIS 101: 8 Hours

Program Title: **Windows**

**Program Length,
Timeframe, and Cost**

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	8	<i>Theory Hrs</i>	4	<i>Tuition</i>	\$170
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	4	<i>Registration Fees,</i>	\$150
				<i>Books & Supplies</i>	\$25
<i>Tot Length</i>	8	<i>Total Hrs</i>	8	<i>Total Program Cost</i>	\$345

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Nights</i>	8	1
<i>1 Day</i>	8	1

Entrance/Admission Requirements *Please refer to page 14.*

Program Objective *This is the place to start! Our Microsoft Windows class is designed for those new to computers or for those wanting a thorough beginning. It assumes no prior knowledge and moves quickly from there. Participants learn the basic essentials of using a computer such as making backups, checking for viruses, scanning the hard drive for data errors, customizing the setting and copying files onto disks.*

Program Description *Upon completion, students will have a basic understanding of Windows and multitasking programs.*

Course Outline *Windows Course (WIN 101) consists of the following topics:*

- 1: Getting Started with Personal Computers 2 Hrs*
- 2: Using a Personal Computer 2 Hrs*
- 3: Managing Folders and Files 2 Hrs*
- 4: Using Programs at the Same Time 2 Hrs*

Total Clock Hours for WIN 101: 8 Hours

Program Title: **Word**

**Program Length,
Timeframe, and Cost**

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	8	<i>Theory Hrs</i>	4	<i>Tuition</i>	\$170
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	4	<i>Registration Fees</i>	\$150
				<i>Books & Supplies</i>	\$25
<i>Tot Length</i>	8	<i>Total Hrs</i>	8	<i>Total Program Cost</i>	\$345

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Nights</i>	8	1
<i>1 Day</i>	8	1

Entrance/Admission Requirements *Please refer to page 14.*

Program Objective *Microsoft Word is the standard in home and office word processing and allows users to create professional looking documents with minimal effort. This class is designed for those wishing to learn the intricacies of the software and how to use it efficiently, effectively and productively.*

Program Description *Upon completion, students will know how to use basic Word functions to create letters and documents for the home or office.*

Course Outline *Word Course (WRD 101) consists of the following topics:*

- 1: Creating a Basic Document 1 Hr*
- 2: Editing a Document 1 Hr*
- 3: Formatting Text 1 Hr*
- 4: Formatting Paragraphs 1 Hr*
- 5: Proofing a Document 1 Hr*
- 6: Adding Tables 1 Hr*
- 7: Inserting Graphic Elements 1 Hr*
- 8: Proofing a Document 1 Hr*

Total Clock Hours for WIN 101: 8 Hours

Program Title: *Advanced Word*

**Program Length,
Timeframe, and Cost**

<i>Program Length</i>		<i>Total Contact Hrs</i>		<i>Program Cost</i>	
<i>Clock Hrs</i>	8	<i>Theory Hrs</i>	4	<i>Tuition</i>	\$170
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	4	<i>Registration Fees,</i>	\$150
				<i>Books & Supplies</i>	\$25
<i>Tot Length</i>	8	<i>Total Hrs</i>	8	<i>Total Program Cost</i>	\$345

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Nights</i>	8	1
<i>1 Day</i>	8	1

Entrance/Admission Requirements *Please refer to page 14.*

Program Objective *This class is open only to those who have a comfortable working knowledge of the sophisticated word processing program or to those that have successfully completed our beginning session. Picking up where the first class leaves off, this course will cover advanced techniques, tricks, traps and shortcuts that all serious Microsoft Word users should know about.*

Program Description *Upon completion, students will know complex and advanced features of Microsoft Word which can be utilized for either home or office use.*

Course Outline *Advanced Word Course (WRD 201) consists of the following topics:*

- 1: Managing Lists .5 Hrs*
- 2: Customizing Tables and Charts .5 Hrs*
- 3: Customizing Formatting .5 Hrs*
- 4: Working with Custom Styles .5 Hrs*
- 5: Modifying Pictures 1 Hr*
- 6: Creating Customized Graphic Elements 1 Hr*
- 7: Controlling Text Flow 1 Hr*
- 8: Automating Common Tasks 1 Hr*
- 9: Automating Document Creation 1 Hr*
- 10: Performing Mail Merges 1 Hr*

Total Clock Hours for WRD 201: 8 Hours

Course Descriptions (in course number order)

CLD2001 **Microsoft Cloud Administration**

54 Hours **27 Hours Lecture, 27 Hours Lab, Available Online**

Prerequisite: **NET1001**

Microsoft Azure is the 2nd biggest cloud provider and is experiencing tremendous growth. This course provides lectures, demonstrations, and hands-on practice for working with Microsoft's Azure cloud environment. This includes working with virtual networks, virtual servers, Azure storage, Azure databases and more. The course helps prepare students for the Microsoft Azure Administrator role certification. Students will also learn the basics of Microsoft 365 administration and Azure Active Directory since many organizations use Microsoft 365 and Office 365.

CLD2002 **AWS Cloud Administration**

54 Hours **27 Hours Lecture, 27 Hours Lab, Available Online**

Prerequisite: **NET1001**

Amazon Web Services is the largest cloud provider. Industry experts expect most Servers to be in the cloud in the next few years. This course provides lectures, demonstrations, and hands-on practice for working with Amazon Web Services (AWS) cloud environment. This includes working with virtual networks, virtual servers, storage, databases and more. This course helps prepare students for the AWS Solutions Architect Associate certification.

CMP1001 **IT Essentials**

72 Hours **36 Hours Lecture, 36 Hours Lab, Available Hybrid**

(must attend on-campus workshops)

Prerequisite: **None**

This course provides lectures, demonstrations, and hands-on practice for installing, configuring, troubleshooting, and repairing personal computer and workstation hardware including desktops, laptops, and mobile equipment. During this course, students will receive tools and a parts kit to assemble a complete desktop computer as part of the curriculum. Students will own the assembled computer and tools and can use them during more advanced courses. This course helps prepare students for the CompTIA A+ exams.

DBA1001 **Database Fundamentals**

24 Hours **12 Hours Lecture, 12 Hours Lab, Available Online**

Prerequisite: **None**

Relational database management systems are the most common type of database currently in use. This course provides lectures, demonstrations, and hands-on practice for planning, installing, configuring, troubleshooting, and using relational databases using Structured Query Language (SQL). At the completion of this course, students will have a working knowledge of relational databases and SQL including security and backups. This course helps prepare students for the Microsoft Technology Associate (MTA) Database Administration exam and certification.

DBA1005 **Querying Relational Databases**

54 Hours **27 Hours Lecture, 27 Hours Lab, Available Online**

Prerequisite: **DBA1001**

Relational database management systems are the most common type of database currently in use. This course provides lectures, demonstrations, and hands-on practice for using Structured Query Language (SQL) to retrieve data and manipulate data in a modern relational database. At the completion of this course, students will know advanced techniques for working with data in relational databases.

DBA1010***Designing Relational Databases*****54 Hours****27 Hours Lecture, 27 Hours Lab, Available Online****Prerequisite:****DBA1001**

Microsoft SQL Server is one of the most popular relational database management systems in use. This course provides lectures, demonstrations, and hands-on practice for using Structured Query Language (SQL) to create, modify, and remove relational database objects including tables, views, indexes, stored procedures, and functions using Data Definition Language (DDL) statements in a Microsoft SQL Server environment.

DBA1015***Analyzing Data with Business Intelligence*****54 Hours****27 Hours Lecture, 27 Hours Lab, Available Online****Prerequisite:****DBA1001**

This course will discuss 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 also show how to access and process data from a range of data sources including both relational and non-relational data. This course helps to prepare students for the Microsoft exam for the Data Analyst Associate role certification.

DBA1020***Database Administration*****54 Hours****27 Hours Lecture, 27 Hours Lab, Available Online****Prerequisite:****DBA1001**

This course provides students with the knowledge and skills to administer a SQL Server database infrastructure for cloud, on-premises and hybrid relational databases and who work with the Microsoft PaaS relational database offerings. Additionally, it will be of use to individuals who develop applications that deliver content from SQL-based relational databases. This course helps to prepare students for the Microsoft exam for the Azure Database Administrator role certification.

LNX2001***Linux Server Administration*****54 Hours****27 Hours Lecture, 27 Hours Lab, Available Online****Prerequisite:****CMP1001 and NET1001**

Linux is a popular open-source operating system used by organizations of all sizes. This course provides lectures, demonstrations, and hands-on practice for installing, configuring, troubleshooting, and repairing operating system software for various Linux platforms. The course also covers backup and restore, monitoring, and tuning a Linux platform. This course helps to prepare students for the CompTIA Linux+ certification and the Linux Professional Institute C-1 certification.

LNX2002***Linux Server Roles*****54 Hours****27 Hours Lecture, 27 Hours Lab, Available Online****Prerequisite:****LNX2001**

Linux is a popular open-source operating system used by organizations of all sizes. This course provides lectures, demonstrations, and hands-on practice for installing, configuring, troubleshooting, and repairing various server roles on various Linux server platforms. Roles investigated include DNS servers, DHCP servers, Remote Access servers, email servers, and more. This course helps to prepare students for the Linux Professional Institute C-2 certification.

NET2001**CCNA1: Introduction to Networks****72 Hours****36 Hours Lecture, 36 Hours Lab, Available Online****Prerequisite:****None**

The first course in the CCNA curriculum introduces the architectures, models, protocols, and networking elements that connect users, devices, applications and data through the Internet and across modern computer networks including IP addressing and Ethernet fundamentals. This course along with NET2002 and NET2003 help prepare students for the Cisco CCNA exam and certification. Upon successful completion, students will be able to set up a Small Office or Home Office network. This course helps to prepare students for the Cisco Certified Support Technician (CCST) Networking certification.

NET2002**CCNA2: Switching, Routing, and Wireless Essentials****72 Hours****36 Hours Lecture, 36 Hours Lab, Available Online****Prerequisite:****NET2001**

The second course in the CCNA curriculum focuses on switching technologies and router operations that support small-to-medium business networks and includes wireless local area networks (WLAN) and security concepts. This course along with NET2001 and NET2003 prepares students for the Cisco CCNA exam and certification.

NET2003**CCNA3: Enterprise Networking, Security, and Automation****72 Hours****36 Hours Lecture, 36 Hours Lab, Available Online****Prerequisite:****NET2002**

The final course in the CCNA series covers the architecture, security, and operation of an enterprise network, along with introducing the new ways in which network engineers interact with programmable infrastructure. This course, along with NET2001 and NET2002, helps prepare students for the Cisco CCNA exam and certification.

OFF1001**Word 1****8 Hours****4 Hours Lecture, 4 Hours Lab, Available Online****Prerequisite:****WIN1001**

Microsoft word is the most popular word processing application used on personal computers. This course provides lectures, demonstrations, and hands-on practice on Microsoft Office Word to perform basic tasks including: Work with the Quick Access toolbar, Create Documents, Editing Word documents, Formatting text, Controlling text and page design, Using Page Setup and Printing Options, Inserting Clip Art, Text, and Word Options.

OFF1002**Word 2****8 Hours****4 Hours Lecture, 4 Hours Lab, Available Online****Prerequisite:****OFF1001**

Microsoft word is the most popular word processing application used on personal computers. This course provides lectures, demonstrations, and hands-on practice on Microsoft Office Word to work with intermediate tasks including: Advanced Lists, Tables, Advanced Tables, Charts, Formatting with Styles and Themes, Templates, Advanced Page Layouts, and Graphic Objects

OFF1003**Word 3****8 Hours****4 Hours Lecture, 4 Hours Lab, Available Online****Prerequisite:****OFF1002**

Microsoft word is the most popular word processing application used on personal computers. This course provides lectures, demonstrations, and hands-on practice on Microsoft Office Word to work with advanced tasks including: Linking Word with Other Programs, Creating and Editing Macros, Mail Merge, Working with Large Documents, Collaborating on Documents, Protecting Documents, and Creating Forms

OFF1011**Excel 1****8 Hours****4 Hours Lecture, 4 Hours Lab, Available Online****Prerequisite:****WIN1001**

Microsoft Excel is the most popular spreadsheet application used on personal computers. This course provides lectures, demonstrations, and hands-on practice on Microsoft Office Excel to perform the following basic tasks: Open, View, and Navigate a Workbook, Creating an Excel Workbook, Editing a Worksheet, Calculating Data, Formatting Cells, Creating Page Setup and Printing Options, and Working with Multiple Sheets.

OFF1012**Excel 2****8 Hours****4 Hours Lecture, 4 Hours Lab, Available Online****Prerequisite:****OFF1011**

Microsoft Excel is the most popular spreadsheet application used on personal computers. This course provides lectures, demonstrations, and hands-on practice on Microsoft Office Excel to work with intermediate tasks including: Advanced Calculations and Formatting, Advanced Functions, Sorting and Filtering Table Data, Excel Tables, Templates, Pivot Tables and Pivot Charts, Charts

OFF1013**Excel 3****8 Hours****4 Hours Lecture, 4 Hours Lab, Available Online****Prerequisite:****OFF1012**

Microsoft Excel is the most popular spreadsheet application used on personal computers. This course provides lectures, demonstrations, and hands-on practice on Microsoft Office Excel to work with advanced tasks including: Data and Formula Integrity, Formulas Across Files, Text Functions, What-If Scenarios, Securing Data, Collaboration in Excel, Importing and Exporting Excel Data, and Macros.

OFF1021**Outlook 1****8 Hours****4 Hours Lecture, 4 Hours Lab, Available Online****Prerequisite:****WIN1001**

Microsoft Outlook is a premier email/scheduling application used by businesses of all sizes. This course provides lectures, demonstrations, and hands-on practice on Microsoft Office Outlook to perform the following tasks: Work with the Outlook Ribbon and Help, Using Email, Formatting Email Messages, Creating Contacts, Using the Calendar, Working with Tasks, and Working with Notes.

OFF1022**Outlook 2****8 Hours****4 Hours Lecture, 4 Hours Lab, Available Online****Prerequisite:****OFF1021**

Microsoft Outlook is a premier email/scheduling application used by businesses of all sizes. This course provides lectures, demonstrations, and hands-on practice on Microsoft Office Outlook to perform advanced tasks including: Organize Emails, Use Search Folders, Use the Journal, Set Email Options, Set Calendar Options, Create Rules, Archive Email, Import and Export, and use Mail Merge

OFF1031**PowerPoint 1****8 Hours****4 Hours Lecture, 4 Hours Lab, Available Online****Prerequisite:****WIN1001**

PowerPoint is a complete presentation graphics package. It gives you everything you need to produce a professional-looking presentation. PowerPoint offers word processing, outlining, drawing, graphing, and presentation management tools. This course provides lectures, demonstrations, and hands-on practice on Microsoft Office PowerPoint to perform the following tasks: Work with the Quick Access toolbar, Opening and Viewing a Presentation, Creating a Presentation, Formatting a Presentation, Adding Tables, Adding a Chart, Inserting and modifying Graphic Objects, and Delivering a Presentation.

OFF1032 PowerPoint 2

8 Hours 4 Hours Lecture, 4 Hours Lab, Available Online

Prerequisite: OFF1031

PowerPoint is a complete presentation graphics package. It gives you everything you need to produce a professional-looking presentation. PowerPoint offers word processing, outlining, drawing, graphing, and presentation management tools. This course provides lectures, demonstrations, and hands-on practice on Microsoft Office PowerPoint to customize presentations, add special effects to presentations, customize a slideshow, create diagrams, collaborating on a presentation, securing a presentation and publishing a presentation.

OFF1041 Access 1

8 Hours 4 Hours Lecture, 4 Hours Lab, Available Online

Prerequisite: WIN1001

Microsoft Access is an information management tool that helps you store information for reference, reporting, and analysis. Microsoft Access helps you analyze large amounts of information and manage related data more efficiently than Microsoft Excel or other spreadsheet applications. This course provides lectures, demonstrations, and hands-on practice with Microsoft Office Access to describe a relational database, use the Access window, navigation pane, and help features, plan a relational database, split information into tables, design and build a database, design database tables, create table relationships, import data into Access, create forms, create basic queries, and create basic reports.

OFF1042 Access 2

8 Hours 4 Hours Lecture, 4 Hours Lab, Available Online

Prerequisite: OFF1041

Microsoft Access is an information management tool that helps you store information for reference, reporting, and analysis. This course provides lectures, demonstrations, and hands-on practice on Microsoft Office Access to create basic queries, work with query criteria, create calculations in queries, build reports, design reports, build action queries, export data, perform advanced queries, perform advanced form design, and perform advanced report design.

OFF1043 Access 3

8 Hours 4 Hours Lecture, 4 Hours Lab, Available Online

Prerequisite: OFF1042

Microsoft Access is an information management tool that helps you store information for reference, reporting, and analysis. This course provides lectures, demonstrations, and hands-on practice on Microsoft Office Access to use macros to automate processes, finalize a database build, enhance security on a database, troubleshoot database issues, interact with dialog forms, use Visual Basic for Applications (VBA), perform database maintenance, and use XML in Access.

OFF1050***Publisher 1*****8 Hours****4 Hours Lecture, 4 Hours Lab, Available Online****Prerequisite:****WIN1001**

Microsoft 365 Publisher is Microsoft's desktop publishing program that is designed to give individuals and small to medium-sized businesses the ability to quickly and easily create publications for both print and the web. This course is intended to help all novice computer users get up to speed with Publisher quickly. We will cover different features of the interface, show users how to create a publication, cover some basic publication tasks, discuss how to manage graphics in Publisher, and show how to prepare a publication for printing and electronic sharing.

OFF1050***Publisher 2*****8 Hours****4 Hours Lecture, 4 Hours Lab, Available Online****Prerequisite:****OFF1050**

Microsoft 365 Publisher is Microsoft's desktop publishing program that is designed to give individuals and small to medium-sized businesses the ability to quickly and easily create publications for both print and the web. This second course is taught workshop style and assists students to develop several publications to practice working with Publisher and to develop a portfolio to show prospective employers.

PRO1001***Programming Essentials in Python*****54 Hours****27 Hours Lecture, 27 Hours Lab, Available Online****Prerequisite:****None**

Learn to design, write, debug, and run programs encoded in the Python language. No prior programming knowledge is required. The course begins with the very basics guiding you step by step until you become adept at solving more complex problems. Prepare for the PCEP Certified Entry-Level Python Programmer and the PCAP Certified Associate Python Programmer certification exams offered by the OpenEDG Python Institute.

QBK1001***QuickBooks 1*****8 Hours****4 Hours Lecture, 4 Hours Lab, Available Online****Prerequisite:****WIN1001**

QuickBooks is an accounting software that takes care of business financial needs for small and mid-sized businesses. This course provides lectures, demonstrations, and hands-on practice on QuickBooks. More than just an application course, this course teaches the basics of small and mid-sized business accounting. Upon successful completion of this course, students will be able to: explore the QuickBooks interface, set up a company and a Chart of Accounts, build and manage lists, manage inventory, record a product sale, create an invoice for services, and work with bank accounts.

QBK1002***QuickBooks 2*****8 Hours****4 Hours Lecture, 4 Hours Lab, Available Online****Prerequisite:****QBK1001**

QuickBooks is an accounting software that takes care of business financial needs for small and mid-sized businesses. This course provides lectures, demonstrations, and hands-on practice on QuickBooks. Upon successful completion of this course, students will be able to: create an estimate for a job and convert it into an invoice, record business assets and liabilities, process sales tax, create and work with reports, process payroll manually, check the accuracy of accounting data, and integrate other applications with QuickBooks.

SEC1001***Cybersecurity Essentials*****72 Hours****36 Hours Lecture, 36 Hours Lab, Available Online**

Prerequisite: NET1001 or permission of Director

This course provides lectures, demonstrations, and hands-on practice for configuring and troubleshooting network security on computers and network equipment. Basic security for wired and wireless networks is included. This course covers state-of-the-art methods to protect computers and computer networks. This course also covers cryptography, monitoring networks, and incident response. This course also helps to prepare students for the Cisco Certified Support Technician (CCST) Cybersecurity certification.

SEC2001 ***Ethical Hacking***

54 Hours **27 Hours Lecture, 27 Hours Lab, Available Online**

Prerequisite: SEC1001

Ethical hacking, also known as penetration testing or pen testing, is legally breaking into computers and devices to test an organization's defenses. It's among the most exciting IT jobs any person can be involved in. This course provides lectures, demonstrations, and hands-on practice to teach the latest commercial-grade hacking tools, techniques, and methodologies used by hackers and information security professionals to lawfully hack an organization. This course helps prepare students for the EC-Council's CEH exam and certification.

SEC2002 ***Computer Forensics Investigation***

54 Hours **27 Hours Lecture, 27 Hours Lab, Available Online**

Prerequisite: SEC1001

Computer forensics is the application of investigation and analysis techniques to gather and preserve evidence from a particular computing device in a way that is suitable for presentation in a court of law. The goal of computer forensics is to perform a structured investigation while maintaining a documented chain of evidence to find out exactly what happened on a computing device and who was responsible for it. This course provides lectures, demonstrations, and hands-on practice to prepare a student to perform computer hacking forensic investigations. This course helps prepare students for the EC-Council's CHFI exam and certification.

SEO1001 ***SEO, Social Media, and Digital Marketing***

54 Hours **27 Hours Lecture, 27 Hours Lab, Available Online**

Prerequisite: None

SEO, Social Media, and Digital Marketing are critical for generating business to an organization's website. This course provides lectures, demonstrations, and hands-on practice to provide students with the skills to perform Search Engine Optimization (SEO) to rank websites higher in search results. Students will also learn how to effectively use social media and digital marketing to improve the market share for websites that they maintain and are responsible for.

SVR2001 ***Windows Server Administration***

54 Hours **27 Hours Lecture, 27 Hours Lab, Available Online**

Prerequisite: CMP1002 and NET1001

This course provides lectures, demonstrations, and hands-on practice for installing, configuring, troubleshooting, and repairing operating system software for Microsoft Windows Server platform. The course also covers backup and restore, monitoring, and tuning a Microsoft Windows Server platform. The course covers both on-site and cloud servers.

SVR2002 ***Windows Server Roles***

54 Hours **27 Hours Lecture, 27 Hours Lab, Available Online**

Prerequisite: CMP1002 and NET1001

This course provides lectures, demonstrations, and hands-on practice for installing, configuring, troubleshooting, and repairing various server roles on a Microsoft Windows Server platform. Roles investigated include Domain Controllers, DNS servers, DHCP servers, Remote Access servers, Remote Desktop Services and more.

SVR2003 *Automation, Containers, and DevOps*

54 Hours 27 Hours Lecture, 27 Hours Lab, Available Online

Prerequisite: CMP1002 and NET1001

Scripting and automation are now considered essential skills for maintaining a modern server environment. This course provides lectures, demonstrations, and hands-on practice for developing scripting to help automate server operations within an institution. This course also covers the basics of DevOps and working with modern containerization in a server environment. Upon successful completion, students will be able to write scripts to automate common server tasks and work with containers in a modern server environment.

VMW1001 *VMware Install, Configure, Manage*

54 Hours 27 Hours Lecture, 27 Hours Lab, Available Online

Prerequisite: NET1001

VMware vSphere is the industry-leading computer virtualization platform, and the first step to application modernization. This course provides lectures, demonstrations, and hands-on practice which focuses on installing, configuring, and managing VMware vSphere®, which includes VMware ESXi™ and VMware vCenter Server®. This course prepares a student to administer a vSphere infrastructure for an organization of any size. Along with VMW1002, this course helps students prepare for the VMware Certified Professional (VCP) exam and certification.

VMW1002 *VMware Optimize and Scale*

54 Hours 27 Hours Lecture, 27 Hours Lab, Available Online

Prerequisite: VMW1001

VMware vSphere is the industry-leading computer virtualization platform, and the first step to application modernization. This course provides lectures, demonstrations, and hands-on practice to learn advanced skills for configuring and maintaining a highly available and scalable virtual infrastructure. Through a mix of lecture and hands-on labs, students configure and optimize the VMware vSphere® features that build a foundation for a truly scalable infrastructure, and you discuss when and where these features have the greatest effect. Along with VMW1001, this course helps students prepare for the VMware Certified Professional (VCP) exam and certification.

WEB1001 *Web Development with HTML and CSS*

54 Hours 27 Hours Lecture, 27 Hours Lab, Available Online

Prerequisite: None

At the heart of all web pages are HTML and CSS. This course provides lectures, demonstrations, and hands-on practice for designing websites with Hypertext Markup Language (HTML) and Cascading Style Sheets (CSS). The course teaches the latest versions (HTML5 and CSS3). A learn by doing approach is used to gradually develop more sophisticated websites. Many of these websites can be used by students to create a portfolio to show prospective employers.

WEB1002 *Content Management and Graphics*

54 Hours 27 Hours Lecture, 27 Hours Lab, Available Online

Prerequisite: None

This course provides lectures, demonstrations, and hands-on practice working with the most popular website content management system (CMS). This course also provides lectures, demonstrations, and hands-on practice working with popular bitmap and vector graphics software used in modern website design.

WEB1003***Browser Scripting*****54 Hours****27 Hours Lecture, 27 Hours Lab, Available Online****Prerequisite:****WEB1001**

This course provides lectures, demonstrations, and hands-on practice working with JavaScript and jQuery to create interactive websites and data validation. Students will learn to develop interactive websites by developing fun and interesting routines including a count-down timer, a dynamically created calendar, and interactive games.

WEB1004***Web Design Frameworks*****54 Hours****27 Hours Lecture, 27 Hours Lab, Available Online****Prerequisite:****WEB1001**

Modern website design includes frameworks to speed development and help make sites responsive to different platforms including mobile devices and smart phones. This course provides lectures, demonstrations, and hands-on practice working with several popular web development frameworks.

WEB1010***Back-End Development including eCommerce*****54 Hours****27 Hours Lecture, 27 Hours Lab, Available Online****Prerequisite:****WEB1001**

This course provides lectures, demonstrations, and hands-on practice working with back-end website development. Students will learn how to dynamically create and modify web pages at the web server, access databases to retrieve and modify data, and use scripting to manage back-end logic. Students will also be exposed to designing websites with eCommerce platforms.

WIN1001***Microsoft Windows*****8 Hours****4 Hours Lecture, 4 Hours Lab, Available Online****Prerequisite:****None**

Our "Beginners" course to build a strong Foundation of computer knowledge. This course is perfect for beginners or anyone looking to sharpen their skills with their computer system shortcuts and everyday uses. Yes, this is a beginner's class, but do not underestimate it please. It is designed to help students in the workplace. Students will learn file and email management, virus protection, search engines, email preferences, privacy and security, the control panel, computer customization, basic system settings and troubleshooting. Please call for a more specific outline. No matter who you are or what your needs are for the computer, this is a "must have" class.

WWL1001***Wireless and Collaboration Administration*****72 Hours****36 Hours Lecture, 36 Hours Lab, Available Online****Prerequisite:****NET2001**

Wireless networking has continued to grow for organizations of all sizes. This course provides lectures, demonstrations, and hands-on practice for installing, configuring, troubleshooting, and repairing wireless network equipment including wireless network controllers and commercial access points. This course helps prepare students for the Certified Wireless Technology Specialist (CWTS) exam and certification. In addition, many organizations use Voice over IP (VoIP) phones and IP cameras in their network. This course provides lectures, demonstrations, and hands-on practice for installing, configuring, troubleshooting, and repairing network equipment used for voice over IP (VoIP) and video over IP environments. The course includes optimizing networks for VoIP and video in any organization. This course helps students prepare to take the appropriate exam to obtain the Cisco Certified Specialist – Collaboration Core certification

Practice

Classroom computers and/or the school library computer(s) are available all day on Friday from 9:00 am to 5:00 pm, or by appointment if other hours are needed. The practice lab/library is open all week during business hours. There is no charge for students to use our practice computers and students are strongly encouraged to do so. Some sponsoring programs may require supplemental hours in addition to class times.

Bad Checks

Dishonored checks may be subject a service charge of up to \$40.00 and may subject the issuer to cancellation of enrollment.

COLLECTION POLICY

The school reserves the right to retain credit agencies and/or lawyers to assist in any collection efforts. PC Professor reserves the ongoing right to obtain, report and share credit, payment and employment data. In the case of outstanding fees or tuition, any bank account, credit card or debit card on file may be charged in an effort to avoid a default.

IMPORTANT: Please be aware that PC Professor is a member of the Credit Bureau and actively reports payment delinquencies to one or more national credit agencies on a monthly basis. Unless addressed immediately, late payments, NSF reports or a tuition default notice may have a detrimental effect on a student's future credit and borrowing ability. The same reporting ability also gives PC Professor the capability of helping a prompt-paying student's credit.

CONDUCT POLICY

A student can be dismissed for excessive absences, insufficient progress, excessive tardiness, non-payment of costs/tuition, theft, disorderly conduct, or failure to comply with the rules contained in the school catalog or the enrollment agreement.

Conditions for Termination

Students are expected to conduct themselves in a professional manner at all times. Foul language and/or disrespectful behavior are considered unsatisfactory conduct and are subject to dismissal. A student who acts in a manner detrimental to PC Professor, its staff, its property, or another student may have their enrollment terminated. Absenteeism, tardiness, fighting, theft, and/or vandalism are each grounds for immediate dismissal as is any violation of a State or Federal law. Termination is determined at the sole discretion of the School Director.

Dress

Students are expected to dress in neat and casual professional attire. Recruiters have been known to drop in unexpectedly so keep this in mind when dressing for class.

Drug Free School and Workplace

PC Professor is a drug free workplace and study place. We have a zero tolerance policy for drugs and alcohol. No student, instructor, or employee may be on the PC Professor premises under the influence of any substance. As a drug and alcohol-free environment, individuals under the influence may be subject to immediate dismissal/removal. Students may request counseling for substance abuse and will be referred to community resources.

Refresher Classes

Refresher audit courses of the same hardware or software version are awarded on a space-available basis only. PC Professor reserves the right to refuse refresher audit classes to a student if, at PC Professor's sole discretion, it is deemed that the student has been disruptive, has had excessive absences or tardiness, has violated the Code of Conduct, has not been cooperative, has not attended past audit classes or has not fully applied himself/herself to the original class. Registration, book and/or lab fees will remain in effect.

A student repeating a course may be designated as an apprentice and be asked to assist the instructor in various teaching responsibilities as a condition for the privilege of repeating or auditing.

Sexual harassment policy

PC Professor takes the issue of sexual harassment very seriously. Harassment because of sex, age, race, color, religion, national origin, or disability will not be tolerated.

Software Piracy

Software piracy is strictly prohibited. This includes the unauthorized installation onto a School computer as well as any unauthorized duplication of copyrighted software on School property. It is the Student's responsibility to report any suspected violations to the School Director immediately so that proper action may be taken.

Weapons

PC Professor is a school. Weapons are strictly prohibited on campus. Please leave all guns (permitted or not), knives and or other items that can be considered weapons at home or in your locked car.

STUDENT SERVICES

Academic Assistance

Academic assistance is available from the instructors and lab supervisor. Students that need additional assistance are asked to see the school's Director who has the discretion to arrange additional tutoring to assist those in need.

Advising

Students in approved vocational courses may request additional career advice and professional information from the Director and/or any instructor. Our "open door" policy exists for this very purpose and students are encouraged to discuss their career concerns with our staff at any time.

Alumni Services

Graduates may audit refresher courses subject to the refresher policy as space allows. Additionally, alumni of vocational courses may contact the placement assistance office for computer-related job referrals at any time.

Certification

The goal of the vocational programs is to prepare students for national certification exams. We do not profess to know the exact questions that will be asked nor can we guarantee success on the exam. All tests are administered by an outside entity. Tests may be taken at any PC Professor campus or at any PearsonVue or Certiport Testing Center throughout the world. The tuition for the class does not include the certification testing fee.

Communication

PC Professor can be found on the Internet at PCProfessor.Edu, the School's official website. Students are asked to register on the site and check regularly for any announcements, updates and/or modification pertaining to this catalog. Additionally, a customer service contact form is on the web site for all to use. Students are asked to submit ideas, suggestions, and/or comments with the assurance that each will be taken very seriously.

All on-premises and remote classes and meetings are subject to recording by audio, video or both. AI may be used to summarize sessions. A student's image and/or voice may be captured for attendance/identification purposes as well as in recorded sessions. Permission is granted by the Student to obtain, store and distribute communication, voicemail, images, audio and video recordings at the School's discretion.

Unless otherwise agreed to in writing, the Student acknowledges a voluntary opt-in to all internet, telephone and text message communication involving the School at any time. Fees and text messaging rates may apply. Permission is granted by the Student for the School to request, report, obtain, store and/or share details of any consumer, credit, employment, income, criminal record and/or salary information.

Counseling

If needed, referrals will be made to community resources for personal counseling. Such resources may include mental health clinics, pregnancy clinics, homeless shelters, medical doctors, food pantries, senior agencies and other community organizations which may be able to professionally assist students with problems. Additionally, the School maintains an online database of active social service organizations in Broward and Palm Beach County which can be accessed at www.WhereToTurnTo.Com.

Family Educational Rights and Privacy Act

PC Professor complies with the Family Educational Rights and Privacy Act of the 1974 Buckley Amendment, Public Law 93-380, and Section 438. All student records are confidential.

Grants, Financial Aid & Scholarships

All grants and scholarships, along with their respective requirements, are posted on our website, <http://PCProfessor.Com>. In the event that a sponsoring grantor, company or agency fails to pay in full, the Student may be held responsible for any outstanding fees and/or tuition.

Partial scholarship(s) previously awarded shall become due and payable-in-full if a tuition balance becomes delinquent by more than 90 days.

Housing

PC Professor does not offer housing to its students. Upon request, a list of websites or Realtors in the area can be provided. Please see the Director for details. For our students who are visiting from afar, our campuses are located within minutes of three, four and five star hotels, bus routes, train stations and international airports.

Sexual Predator Database

As required by law, the school's website contains a link to the Florida's Database of sexual predators. This link can be accessed manually at:
<https://offender.fdle.state.fl.us/offender>

Smoking

While there is no smoking (or vaping) within the school, library and labs, smokers are welcome to go outside during breaks and use the public benches and ashtrays.

Student Placement Assistance

PC Professor makes no representations regarding employment or job availability. In the case of vocational programs, students who have achieved national certification status may request placement assistance and may be furnished with names, position details and employer contact information for current job opportunities. At times, PC Professor may make tuition and/or other incentives available to hiring employers and/or candidates seeking training-related work but is not obligated to do so.

Incoming job opportunities from potential employers may be electronically stored by the Placement Coordinator and are selectively emailed in batches to those seeking training-related employment. Such leads are unscreened in nature and may originate from our website, from our corporate accounts, from public and private sources, from other students, from online employment boards, from past employers seeking additional hires, from our school's employment-identifying initiatives or from other sources. Up-to-date local, regional and national job postings may be listed in an email or on PC Professor's employment web site(s) with links to access the desired employment information. Affiliate links may be used from time to time. PC Professor may attempt to assist students and graduates in finding entry-level employment in computer-oriented careers, but no school can guarantee employment, job availability, salary levels, job satisfaction and/or any vendor certifications. Since employment leads or job referrals from PC Professor may not have been screened or verified, it is imperative that job seekers remain vigilant at all times and not disclose personally identifiable information, PIN numbers, passwords, credit card information, social security numbers and/or bank account details unless verified and absolutely necessary. Nor should money be pre-paid to a prospective employer claiming it necessary for parking, hardware, software or any other hiring expense. Never agree to an in-person meeting without doing thorough research on the interviewer, the prospective company and its management. Make sure the contact information you are using matches with the details listed on the company's actual website and that you will be meeting in a safe, secure location.

Student Records

Student records are continuously maintained by the school electronically and are available upon request. A link for this purpose is on our website, PCProfessor.Com.

PC Professor may periodically update its records and continue to obtain, provide and/or share student details after graduation or program withdrawal. Permission is granted by the Student for the School to obtain, report and share employment, credit, salary details, supervisor and/or other information at any time.

Transcripts

One transcript is provided upon request to the student upon graduation and satisfactory payment of all fees and tuition. Additional transcripts may be requested at a fee of \$25.00 each.

FACULTY ROSTER

Sorted alphabetically. All faculty work at both campuses.

Howard Fellman, BA in Political Science Cum Laude, Ohio State University

BOCA RATON AND WEST PALM BEACH FACULTY

Ohio State College of Law, Student Retention Level 1/Level 2, Campus Management, Microsoft Seminars, IBM Seminars, Real Estate Salesperson/Gold Coast School of Real Estate/Florida Real Estate Commission Continuing Education, Internal Audits - Building a Compliant Campus, ASP.NET/AJAX/Cardspace, Flash Web Design Animation, CIW Foundation, CIW Site Development

Robert Fellman, BS in Finance; BS in Marketing, University of Maryland

BOCA RATON FACULTY AND WEST PALM BEACH FACULTY

Executive Education Certificate Program of the Wharton School of Business/University of Pennsylvania; Prometric Test Administrator, Real Estate Broker/Gold Coast School of Real Estate/Florida Real Estate Commission Continuing Education, Setting Up Effective Placement Departments, Creating Publicity for Career Schools, Broker Post Licensing

Steven Fellman, BS in Computer Engineering and Math, University of Miami

BOCA RATON FACULTY AND WEST PALM BEACH FACULTY

Microsoft Office Specialist/Microsoft Office, Master Instructor Designation, Certified Ethical Hacking and Countermeasures, Dealing With Controversy, Internal Audits/Building a Compliant Campus, Microsoft Certified Product Specialist, Microsoft Windows, Computer Science Award, Microsoft/Supporting Users and Troubleshooting a Microsoft Windows 7/8 Operating System, Certiport IC3 Computing Fundamentals/Key Applications, Microsoft Access Specialist, Microsoft Outlook Specialist, Microsoft Word Specialist, Microsoft Excel Specialist, Microsoft PowerPoint Specialist, Microsoft Office Master Certification

David Fowler

WEST PALM BEACH FACULTY AND BOCA RATON FACULTY

Teaching post-secondary IT classes for 20+ years; CCNA (Cisco Certified Network Associate Routing and Switching), MCT Microsoft Certified Trainer, MCSA (Microsoft Certified Solutions Associate), MCP (Microsoft Certified Professional), Microsoft Certified Systems Administrator, MCSE (Microsoft Certified Systems Engineer), CIW (Certified Internet Webmaster), CompTIA A+/N+

Keith Kander

WEST PALM BEACH AND BOCA RATON FACULTY

University of Phoenix, MBA, Global Management; State University of New York at Oswego, BS, Education

Rich Medel

WEST PALM BEACH FACULTY AND BOCA RATON FACULTY

MCT: Microsoft Certified Trainer; Microsoft Certified Systems Engineer; MCP 2.0 -- Certified Professional; MCPS 2.0 - AOS: Internet Information Server MCPS 2.0 - AOS: Networking MCPS 2.0 - AOS: Proxy Server / Security Server MCPS 2.0 - AOS: TCP/IP MCPI 2.0 - Certified Professional + Internet MCPS 2.0 - AOS: Microsoft Windows NT 4.0 MCPS 2.0 - AOS Commerce MCPS 2.0 - AOS Infrastructure Systems Engineer - Windows 2000 MCPS 2.0 - AOS: Windows NT 4.0 MCPS 2.0 - AOS: Microsoft Windows 2000 MCPS 2.0 - AOS: Microsoft Certified Partner 2002 Core Exams MCPS 2.0 - AOS: Gold Security (MCSE with 2 Security exams) MCPS 2.0 - AOS: Microsoft Certified Partner 2003 Core Exams MCPS 2.0 - AOS: Competency- Network Infrastructure. Rich has been on the PC Professor technical team since 1999.

Roger Olivier

WEST PALM BEACH AND BOCA RATON FACULTY

Former IT Program Chair at ITT/Hialeah

Former IT Instructor at Florida Career College

Former IT Instructor at School of Nursing and Technology/Miramar

Tanner Tobey

WEST PALM BEACH AND BOCA RATON FACULTY

Oklahoma State University, B.S. Marketing

Lean Six Sigma Green Belt

Linux Professional Institute LPIC-1

CompTIA Security+

CISSP

Eric Urfirer

WEST PALM BEACH AND BOCA RATON FACULTY

Florida Career College IT/CNE Associate's Degree

Florida Career College IT Instructor

CompTIA A+ Certified

Windows Deployment Specialist

Jeff Zwickel

MBA in Business Administration, Nova University

WEST PALM BEACH AND BOCA RATON FACULTY

Software Engineer, Software Development Manager, Software Engineer, Group

Manager of Software Development, Consultant, Special Project and Server

Development Specialist

ACADEMIC STAFF MEMBERS (Full Time):

Boca Raton Campus; (561) 750-7879

Robert Fellman, Director of Admissions; Robert@PCProfessor.Com
Howard Fellman, Academic Dean; Howard@PCProfessor.Com
Steven Fellman, School Director; Steven@PCProfessor.Com
Harry Draper, Director of Finance; Harry@PCProfessor.Com
David Fowler, Director of Education; DavidF@PCProfessor.Com
Kevin Warrington (Remote), Admissions; Kevin@PCProfessor.Com

West Palm Beach Campus; (561) 684-3333

Robert Fellman, Director of Admissions; Robert@PCProfessor.Com
Howard Fellman, Academic Dean; Howard@PCProfessor.Com
Steven Fellman, School Director; Steven@PCProfessor.Com
Christy Weatherholtz, Student Services Coordinator; Christy@PCProfessor.Com
Corey Patterson, Accounts Receivable Manager; Corey@PCProfessor.Com
David Fowler, Director of Education; DavidF@PCProfessor.Com

PRICE LIST

Program	Program Cost
Access	\$195
Advanced Cloud and Infrastructure with DevOps	\$13,995
Advanced Excel	\$195
Advanced Illustrator	\$195
Advanced Photoshop	\$195
Advanced Word	\$195
CADD	\$3,495
CCNA Preparatory (Cisco Certified Network Associate)	\$11,195
Cloud and Computer Systems Professional (formerly, Computer Maint. Technology)	\$25,195
Cloud, Network, and Computer Systems Professional	\$28,795
Computer Support Specialist with Security (formerly, Computer Repair)	\$11,195
Database Professional with Business Intelligence (formerly, Database Professional)	\$15,895
Excel	\$195
Executive Administrative Assistant (formerly Executive Secretary)	\$7,445
Full Stack Web Developer (formerly, Web Developer)	\$18,995
Illustrator	\$195
Internet	\$195
IT Security Professional (formerly, Security)	\$7,995
Linux Professional (formerly Linux)	\$7,995
MCP Preparatory (Microsoft Certified Professional)	\$2,845
MCSA Preparatory (Microsoft Certified Systems Administrator)	\$7,845
MCSD Preparatory (Microsoft Certified Solutions Developer)	\$9,845
Microsoft Office	\$1,645
Network+	\$3,345
Outlook	\$195
Photoshop	\$195
PowerPoint	\$195
Project	\$195
QuickBooks	\$195
Technical Repair	\$6,495
Visio	\$195
Virtualization Professional (formerly, Virtualization)	\$7,995
Webmaster	\$8,095
Windows	\$195
Wired and Wireless Network Professional (formerly, CCNA Preparatory)	\$25,195
Word	\$195

REGISTRATION FEE: All vocational programs are subject to a \$150 registration fee, not included in the above pricing.

CERTIFICATION TEST VOUCHERS: Tuition for vocational programs and for the existing IT Professional include all learning materials and unlimited use of school labs. It is not required to take a certification test upon completion of a certification preparation course; however, it is beneficial and highly recommended. Such tests are available at an additional cost which can range from \$100-\$500 per voucher. Some certifications consist of multiple tests and may require the purchase of multiple vouchers. You should check with the appropriate certifying agency for current test requirements, certification maintenance requirements, certification retirement schedules and current voucher pricing.