



2026 - 2027 Program Catalog

*250 Berryhill Road, Suite 502
Columbia, SC 29210*

SECONDARY OFFICE
*4055 Faber Place Ste. 202
North Charleston, SC 29405*

803-772-6441
www.trainingconcepts.edu

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STATEMENT OF PURPOSE

Training Concepts (Legal Name: RJC Group Corp) exists to provide career advancement and employment opportunities through quality “real-world”, instructor-led, hands-on, intensive technical training and industry-wide, professional credential standards. The training methods used at Training Concepts focus on providing balance between concept-based lecture and practical lab experience. This method ensures the student’s ability to display competent performance on the job and in vocational advancement opportunities. Our mission at Training Concepts is to empower individuals to make the next career step with live, hands-on learning, cutting edge resources, and career support, enabling them to build a successful future in the world of technology. **Training Concepts cannot guarantee employment** or successful certification through program participation. Training Concepts is headquartered in Columbia, South Carolina and has been offering specialized technology and management training since 2001.

INSTITUTIONAL FACILITIES

Training Concepts’ primary campus is located at ***250 Berryhill Road, Suite 502, Columbia, SC 29210***. There is also a satellite location training center at ***4055 Faber Place Drive, North Charleston, SC 29405***. The phone number for both locations is 803-772-6441. The primary campus consists of student lab areas, administrative offices, conference rooms, a reception area, an engineering office area, a student break room (w/kitchenette), a testing center, onsite adjacent restrooms, and up to (5) training rooms. The satellite campus consists of an entrance area, administrative offices, one conference room, a break room, a workspace/IT area, and one training room. The student computers are Dell desktops with Intel 7 core processors, 32 GB RAM, TPM 2.0 chips, and dual flat panel monitors. Internal network infrastructure is mainly constructed with Dell power edge servers, Dell and Cisco Systems, Inc networking devices. Training rooms can contain 9-18 students and up to two instructors/teaching assistants. Maximum class size is 30 students. student teacher ratio 30:2 (instructor and certified teaching assistant). The rationale behind this ratio is maintaining a 15:1 student ratio. *Distance learning students are expected to have similar or better computer equipment, stable high-speed internet services with a desk, room or office that is uninterrupted during class hours.*(more detailed specifications available upon request). EDU Microsoft Office 365 software accounts are provided to all students. There are always 2 teaching resource staff present in every class for maximum engagement. **Training Concepts is a nationally accredited vocational trade school following guidelines of ACCET, Accrediting Council for Continuing Education & Training (ACCET.org). We are scheduled for renewal next in August 2027 under the last three-year board approval. ACCET is an approved agency of accreditation recognized under the (DOE) Dept. of Education. ACCET address: 1722 N St NW, Washington DC, 20036 | Phone: (202) 955-1113 | Email: info@accet.org**

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION- LICENSURE STATEMENT

Licensed by the South Carolina Commission on Higher Education, 1122 Lady Street, Suite 400, Columbia, SC 29201, Telephone 803-737-2260, www.che.sc.gov. Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the US Department of Education.

COLUMBIA CAMPUS

250 Berryhill Road, Suite 502 Columbia SC 29210



CHARLESTON CAMPUS

4055 Faber Place Dr. Suite 202 N Charleston 29405



EDUCATION OBJECTIVES

It is the objective of Training Concepts to help equip students with the skills and credentials needed to be successful in gaining knowledge about the IT and Management career fields while helping them to successfully apply these skills in the real world and advance their chosen career path. All career students are required to take school tests and maintain passing grades to obtain official school certificates based on established industry objectives. It is also encouraged for students to attempt to earn the relevant industry-wide certification exams in their careers as Information Technology and Management professionals. Training Concepts utilizes industry standardized curriculum from The Computing Technology Industry Association (CompTIA). This curriculum includes course content and courseware that comes directly from the creators of the respective certifications. All courseware provided to students is authorized and directly reflects the respective certification objectives for each course. All courses are formatted to follow the appropriate hours and outlines to prepare students for successful real world application. Professional test proctoring services are provided onsite with Pearson, Certiport and PeopleCert. Online remote certification test options are available to those who qualify. Dedicated computer labs provide additional certification exam preparation including testing simulations to reinforce the practical application of provided course content for technical courses. Students can utilize tutoring services or retake classes at no cost for a year to reinforce content, as well. Training Concepts offers career services, career recruitment, and employer incentive resources to assist students in advancing their chosen career path or getting established into their career field. **Program participation does not guarantee employment.** Training Concepts is accredited by the Accrediting Council for Continuing Education & Training (ACCET.org). ACCET is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

MANAGEMENT STAFF

Denysha Tuff, *Operations Assistant
Coordinator, Operations Team, Testing Proctor*

Owen Clark, *Lead Technical Instructor*

Ralph Collum, *Technical Instructor Manager
& Cybersecurity Engineer*

Emily Davis, *Operations & Finance Manager,
Financial Aid Contact, SCO*

Crystal Gibbs, *Student Services Coordinator,
Lead Testing Administrator*

Mark Basile, *Government and Professional
Services Manager*

Jesse Tieck, *Career Services Manager, TA
Manager, Apprenticeship Manager*

Michael Ray, *Program Operations Manager,
Career Services Manager, SCO*

Robert Saunders, *Admissions Manager,
Veteran Counselor, Marketing*

Timothy Ward, *Systems Administrator I*

Andrew Tryon, *Technical Instructor, System
Administration II*

OWNER

President & Owner

Christine Basile

PRIOR EDUCATION CREDIT & REQUIREMENTS

All students must submit valid proof of a high school diploma or an equivalent credential prior to enrollment. Enrollment will not be considered final until documentation is received and verified. Accepted forms of documentation include a high school diploma issued by a recognized U.S. high school, official high school transcripts showing graduation date, GED certificate, state-authorized high school

equivalency certificate, home school completion documentation (must meet state requirements), or foreign equivalents. Foreign equivalents must be evaluated by a recognized credential evaluation service and deemed equivalent to a U.S. high school diploma. Documents may be submitted via email, mail, or in-person. The admissions department will review all documents for authenticity. Any document suspected of fraud will be flagged and investigated. Conditional admission may be offered for students who are in their final term of high school, provided final proof of graduation is submitted before the official start date of the program. Students who are enrolling through third-party funding sources that independently verify high school completion as part of its eligibility process may be exempt from providing additional documentation. In such cases, the institution may accept the funding agency's confirmation of eligibility as sufficient proof of high school completion provided that the agency's documentation is received and verified prior to enrollment and that the agency has confirmed the student meets the same minimum educational requirement as the school. All diploma or equivalency documentation will be securely stored in the student's digital file in accordance with institutional recordkeeping policies. All prospective students must complete enrollment forms, registration documentation, and participate in a school orientation session in person or online. A comprehensive prior credit evaluation is completed for all incoming students. Programs will accept prior credit for industry certification for corresponding courses. Standard programs will accept prior credit for corresponding industry certifications provided by the student. Previously funded training courses at Training Concepts may be accepted for prior credit for same curriculum or version. College credit is not generally acceptable as prior credit. When prior credit is warranted, it will proportionately be applied thus reducing the program duration and cost of the education. All students must meet individual program requirements based on specific competencies needed to effectively participate in any particular program. Training Concepts does not have any transfer agreements with any other academic institutions allowing the transfer of college program transfers or academic credit in any form to or from other schools and Training Concepts.

ADMISSIONS TRANSFER CREDIT POLICY

Transfer college credit is not generally acceptable as prior credit towards programs at Training Concepts. Training Concepts does not have any standing academic agreements with any other schools or academic institutions regarding unilateral or bilateral course credit being granted to or from Training Concepts. Industry certification or recent certificate training is generally accepted. When prior credit is warranted, it will proportionately be applied thus reducing the program duration and cost of the education. All students must meet individual program requirements based on specific competencies needed to effectively participate in any particular program.

STUDENT RE-ENTRY

If students are seeking to gain re-entry within 180 days of initial departure after separating or withdrawing from the program, then students will have the ability to gain prior credit for all completed full courses where academic and attendance requirements were met. The program duration and prorated cost will be shortened proportionally. Also, any resources associated with the original program such as books or exam vouchers will be reinstated from the original partially completed program.

CORE VOCATIONAL PROGRAM REQUIREMENTS

Training Concepts' core vocational programs (CSIS & ITCS) for information technology have a pre-training assessment requirement. Students may opt out of this assessment requirement by submitting **(a)** *transcripts of a technical related degree (AS, BS, MA)* or **(b)** *submitting a recently active third party, industry-recognized IT certification such as CompTIA, Google, Cisco, or Microsoft*. The school can provide a free, no-obligation pre-training option, TC Tech+ Fundamentals, or school-recommended options such as Google IT Support Professional or comparable credentials may be acceptable. Pretraining requirements are completed prior to starting the program.

ADVANCED VOCATIONAL PROGRAM REQUIREMENTS

Prerequisites for Advanced Professional level programs are more extensive to qualify for participation. The **IT Security Professional & Cisco Professional Certification** require (1) or more of the following requirements **(a)** *provide AS, BS or MA college degree in a relevant technical field* **(b)** *successful completion of the CSIS or ITCS program* **(c)** *CompTIA Network+ & Security+ certification* **(d)** *two or more years of computer/technical work experience in a related job role*. **Project Management Professional** program requirements are representative of the requirements of PMI.org and IASSC.org.

ADMISSIONS

All students will participate in a consultation where goals and expectations are discussed. After the consultation period, the student will submit all necessary documentation needed to confirm funding, eligibility, and required prerequisite completion. Prior education and training are reviewed for potential meeting of prerequisites and/or course requirements. Once a student's funding method has been confirmed, a registration form will be sent for the student to sign. The student will be registered in the appropriate courses and receive confirmation of the registrations. Enrollment limits are thirty (30) students per program cohort. All students are expected to attend an orientation either virtually or in person prior to the start of their program. Training Concepts does not discriminate on the basis of sex, race, ethnic origin, or religion. Students with special needs or requirements are encouraged to share this during the admissions process. **Training Concepts is accredited to offer the option to attend programs via virtual-live online interactive distance learning platform or attend traditional live, in-residence at one of our training centers.** Additionally, special accommodations are available. These include, but are not limited to, alternative formats of textbooks, use of supplement recorded sessions, abilities to eat/drink in the classroom, and preferential seating for in person classes. Both of the Training Concepts physical locations are accessible to those with special needs.

ENTRANCE & EXIT COUNSELING

All students seeking entrance into our vocational programs participate in a live consultation where goals and expectations are discussed. The program goals and objectives are discussed in detail to see if they are aligned with the student goals and aspirations. The program outcome expectations for credentials and job prospects are also shared. It is emphasized that no job placement or specific certifications can be guaranteed, and further explanations of daily program participation are discussed in greater detail. After the consultation period, the student will submit all necessary documentation including transcripts, credentials and resume. Funding options are then reviewed. Upon selection of a funding source by the student they are then expected to complete the pretraining prerequisite or provide opt-out credentials.

Upon successful completion of the program students are expected to meet for a one-on-one career counseling session with a career services staff member. Many students elect to have an introductory career meeting during the program to start working on advanced employment strategy. Upon completion students meet to discuss the next steps which may include advanced training in-field, earning more credentials and job seeking activation steps working with school partners and external recruiters/employers. Students may also be invited to participate in the DoD Apprenticeship program as positions become available. Career services usually maintain contact multiple times monthly through verified employment or alternate paths.

FUNDING

Training Concepts accepts a diverse array of financial aid resources, including private funding sources, impactful scholarships, military and government school payment resources. These options can be explored below.

----- **Military-Affiliated Programs:** -----

DOD SKILLBRIDGE-CSP SCHOLARSHIP – This DoD registered program allows transitioning military service personnel who are actively seeking employment after separation or retirement. This may apply to participate within 180 days prior to their final date of separation. This twelve-week program requires commander approval to be relieved from military duties during this period for a full-time program. Military spouses may also participate in the same program. There are no costs or education benefits required for this program.

POST 9/11 GI BILL® – Veterans and qualifying dependents with Chapter 33 educational entitlement may utilize this program to participate in our career programs. *GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill*

VETERAN’S READINESS & EMPLOYMENT (VR&E) - The Veteran’s Readiness & Employment program is designed for veterans with a service-connected disability rating who are currently unemployed or underemployed due in part to their disability. Through VR&E, you’ll be assigned to a VA career counselor who will assist you with approving a viable career path that better accommodates your injury or disability.

ARMY CA – CREDENTIALING ASSISTANCE - Army (TA) Tuition Assistance funds CA which provides funds for active-duty Soldiers' voluntary postsecondary education, enabling them to complete professional certification.

----- **General Financial Aid Programs** -----

PRIVATE STUDENT LOANS – Training Concepts works with various private student loan companies to offer additional payment options for students. These companies include *Ascent Funding, Climb Credit,* and *Meritize Financial.*

EDUCATION PAYMENT PLAN - With a minimum \$1,000 initial payment students may schedule convenient monthly payments at 0% interest. Short-term, no-interest, payment plans may be chosen to finance education. Accepted payment methods include check, credit card, and ACH.

WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA) - The Workforce Investment Opportunity Act (WIOA) provides job training benefits for adults, dislocated workers, and youth looking to gain skills necessary to obtain and maintain employment. To qualify, you must be approved by your local workforce development agency.

----- **Scholarship Financial Aid Programs** -----

TRAINING CONCEPTS HARDSHIP SCHOLARSHIP - If you meet the Federal standards for dislocated or adult unemployed worker through the WIOA (Workforce Innovations and Opportunity Act) guidelines by meeting the disadvantaged income standards for an adult or adult household, you may qualify for a Training Concepts Hardship Scholarship. This secondary scholarship is available to any and all students who may meet these federal criteria. It may cover up to (50%) of the total program costs to participate in our approved vocational programs. The maximum scholarship amount is based on our longest program.

CO-ENROLLMENT SCHOLARSHIP – With this program, a full sponsor paid participant may accept a family/partner or associate member to participate at no cost or benefits in the same program. For example, a paid registered student and a dependent, sibling, spouse, cousin, parent, partner or personal associate can complete the same approved career program in the same program together. The family/partner member will receive a full scholarship covering all tuition, books, and any program fees and will be separately enrolled. Only approved vocational and career programs are included, and all scholarship guidelines must be met. The sponsor student and family/partner/associate member must attend the same program. The same standards of admission and standards of progress must be adhered to by both the sponsor student and the family/partner/associate member for continuation in the program. Co-enrollment scholarships are also available for partner-associate participants who are at equal or greater technical education or experience level.

ALUMNI SCHOLARSHIP - Students who have previously successfully completed or paid for a career program of study at Training Concepts may opt to re-enroll for the same full program if they are actively pursuing employment, career or credential advancement. This will earn CE units/hours to recertify recently earned credentials. Continuing education is key with professional certification. A full scholarship will not cover any new courseware or curriculum, new labs or participation while extending program benefits for another year. This will renew any unutilized testing resources and career benefits.

PTH SCHOLARSHIP – If Prefer To Hire benefits were earned, a PTH scholarship may be used towards (1) single advanced program such as Cisco Certification, IT Security or Project Management. This will fully utilize the supplemental career skills benefit. These supplemental skills must be required by an employer or be a required skill set for the type of jobs you are seeking. Participants must be either employed or actively working with the TC career services staff seeking immediate employment.

PRIVATE STUDENT LOAN OPTIONS

Training Concepts offers several private student loan options for career students who do not qualify for government-based or scholarship funding. Training Concepts offers student loan options with three independent private education loan companies; Ascent Funding, Climb Credit Education Loans and Meritize Career Funding. Training Concepts also offers shorter term, low/zero interest school payment plans through Lumion Financial and TFC Tuition Services.

- **Ascent Funding**
 - optional deferred payments & zero money down
 - Find more information (www.ascentfunding.com)
- **Climb Credit**
 - zero money down & no credit impact
 - Find more information (www.climbcredit.com)
- **Meritize**
 - Good grades in school can improve your approval odds and lower your interest rate!
 - no payments due until 3 months after training is complete
 - Find more information (www.meritize.com)

If a student is interested in a student loan they would apply directly with the loan company. If a student is interested in a payment plan a school representative will coordinate different payment options with TPC or Lumion.

GRADING

At the end of each program course, if the student has satisfactorily completed all in-class assignments, quizzes, and lab modules, they will be administered an end-of-course test based on the class content. Students must take and pass the school test to achieve course completion. All course tests are graded on a

1-100% scale. A passing score of 70% or higher is required for all program courses. Failure by the student to attain a passing score of at least 70% will result in a subsequent probation period until a passing score is achieved. If student is on probation over thirty program days, it will result in program termination. While on probation, students will have the opportunity to make up the required work with a qualified staff member and retake the test to achieve a passing score thus continuing on with their program. Make-up work consists of any uncompleted course assignments, quizzes, labs or end-of-course test. If a student is not able to earn a passing grade during probation, they will be terminated due to unsatisfactory progress. If all tests are not passed in the required program a grade of "I" will be granted for incomplete program status. If the incomplete grade status is not rectified within the thirty days, it will revert to a failing "F" grade for that program course. If a student is terminated due to academic standards of progress, they will need to reapply to be admitted into the next available program. Prior credit will be awarded for successfully completed courses at Training Concepts.

RECORDS MANAGEMENT & STANDARDS OF PROGRESS

All records of students' academic progress (SAP) will be kept on file electronically for a minimum of (6) years. All student grades are digitally accessible by students through our LMS-Learning Management System for completed courses in their program. Transcripts will be maintained for (50) years following program graduation. **Students may request an electronic transcript grade report of all grades at any time from school staff.** Academic progress is tracked through our LMS as well as attendance and general attendance participation in lecture sessions. Students are addressed about their progress at the end of each course (usually 3 weeks) or as needed due to poor academic or attendance performance. Probationary policy will be discussed, and steps will be outlined with metrics to be achieved, if necessary.

SOP APPEAL PROCESS

If a student does not agree with a school determination regarding adherence to the school standards of progress (SOP), they may submit a written request to the Program Manager. This appeal must be submitted within thirty days of notification of termination due to SAP-SOP related issues. The student will provide documentation or substantiated information of which obligation was not met, the reason(s) they were not met, and what has changed to allow the student to change the results at the next SAP-SOP evaluation period. A determination will be conveyed within ten days back to the student and the student file will be updated. Upon a successful appeal, an academic plan of action including make-up work and test retakes will be submitted to the student in writing and must be followed before the next evaluation period to regain good standing.

ATTENDANCE

Students must be present a minimum number of clock hours per training program to avoid attendance probation or program incompleteness due to lack of SOP compliance. Tardiness and/or early departure is counted against "class hours attended" requirement. Excessive tardiness and/or early departure (five+ strikes) may be tallied as a full absence or could lead to student termination. **(80%) of program hours** must be attended to meet attendance SOP and remain in good standing to progress forward with program(s). If attendance requirements are not met during the original program term, the student will be in attendance probation until clock-hour compliance is achieved to gain program completion. Attendance probation may be incurred during the program if three or more unexcused absences are incurred in a week or attendance in a single course is less than 60% before the start of the next course. ***If a student misses more than two (2) weeks of training consecutively of unexcused absences the student can be terminated.*** If in attendance probation, make-up hours through supplemental school-led sessions may be required with

qualified staff to exit probation and gain full reinstatement towards compliance in the next or following course at a minimum attendance rate of 80% (within thirty program days), mitigating circumstances notwithstanding. Subsequent make-up sessions will not extend the original program term.

LEAVE OF ABSENCE

Approved LOA (leave of absence) may be utilized due to approved mitigating circumstances to maintain compliance after an approved period of inactivity. The LOA period must not extend the original term by more than 50% (not to exceed 180 days). 18 hours per week is required for full-time status at the school.

Mitigating Circumstances - Mitigating circumstances are situations or events beyond your control that cause you to withdraw from (or “drop”) withdraw from a school entirely or request a LOA.

Mitigating circumstances include:

- An illness or death in your immediate family
- An injury or illness you had while you were enrolled
- A change in your conditions of employment that you couldn't avoid
- A job transfer to a new location while you were enrolled that you couldn't avoid
- Immediate family or financial demands that you had no control over
- Active military service that you didn't know about ahead of time
- A sudden end to childcare coverage that you didn't know about ahead of time

Approval - If a student professes that his program is affected by mitigating circumstances, they must send written request that is signed, dated, and directed to the school program manager, unless unforeseen circumstances prevent the student from doing so. If a student does not request an LOA within a timeframe consistent with the number of consecutive absences allowed, they will be withdrawn from the program. The PM will review the request and decide on whether an LOA will be granted. A LOA will often involve a change of cohort vs. rejoining the same cohort so the schedule options must be feasible from a scheduling standpoint. If the PM agrees that the mitigating circumstances affecting the SOP are temporary or actions will be taken by the student to limit the time span of their effect, then an approval will be sent to the student along with a reinstatement Plan of Action and revised schedule. The student must attest to understanding the procedures and implications for returning or failing to return to the program. If the LOA is not approved the student must withdraw or find a way to maintain SOP progress while remaining on the original cohort schedule. The PM will document the decision whether approved or not approved for the LOA request. No additional charges will be assessed to the student as a result of an approved LOA request. The length and frequency of LOAs must not impede student progress.

Reinstatement Plan of Action – Upon LOA approval, a written approval document will be completed and loaded into the student file which will also include a reinstatement Plan of Action. The TA manager and operations staff will be notified, along with the student, and a modified schedule will be created. If the student was on probation prior to the LOA, then the student may need to get back in good standing before being allowed to continue after the period of activity.

PROBATION & READMISSION

Students on academic or attendance probation have 30 program days to regain compliance. Students that are on attendance probation for low attendance must make up the missed hours/sessions with a qualified instructor or staff member within 30 days. Students that are on academic probation for performance must receive personal direction/tutoring with a qualified instructor/TA until they successfully pass all EOC tests at a 70% grade level. Students have 30 program days to exit probation before being terminated from the program. Students who are terminated due to SOP compliance will need to reapply for admission to join the next available program. Students who withdraw may apply for readmission into their original program within 30 days of initial withdrawal. Students who do not agree with a school SOP or wish to file an appeal may contact the Program Manager directly within 14 days of termination or probation.

COURSE COMPLETION

Upon completion of all school Standards of Progress for attendance and academics, the student will be awarded a school program certificate. Industry-recognized certification is highly encouraged but not required for program completion. Students have the option of pursuing a standardized industry professional certification credential after successfully passing the school certificate program. Industry certification resources are provided such as in-house certification testing facility with Pearson, supplemental certification exam prep, tutoring, lab practice, Cert Master study-groups and instructor content reinforcement for technical courses.

COURSE SCHEDULES

Instructor-led courses held at our authorized facilities are as follows: Cohort courses are all **full-time requiring 18 hours/week of live, instructor-led, synchronous group training**. Maximum class size is 30 students. All cohorts meet on Monday, Tuesday, Wednesday, and Thursday for morning, afternoon or night cohort sessions. Morning cohorts maintain the hours of 8:30am – 1:00pm, afternoon cohorts from 1:00pm – 5:30pm, and night cohorts from 5:30pm – 10:00pm. All program cohort terms are standard terms and are usually offered on a quarterly or semesterly basis.

The school is closed for all training, labs, and testing on the following days: **MLK Day, Presidents' Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Break (11/23/26 – 11/27/26), and a designated Winter Break (12/19/26 – 1/3/27)** which includes **Christmas Day & New Year's Day**.

ITCS – IT CAREER START PROGRAM 3/9/26 - 8/6/26, 5/11/26 - 10/8/26, 7/6/26 - 12/10/26, 8/3/26 - 1/21/27, 10/5/26 - 3/25/27, 3/29/27 - 8/26/27

CSIS – COMPTIA SECURE SPECIALIST 3/9/26 - 5/28/26, 5/11/26 - 7/30/26, 7/6/26 - 10/15/26, 10/5/26 - 2/4/27, 3/29/27 - 6/17/27

ITSP – IT SECURITY PROFESSIONAL 4/6/26 - 6/25/26, 8/24/26 - 11/12/26, 11/16/26 - 2/22/27, 3/29/27 - 6/17/27

CISCO PROFESSIONAL CERTIFICATION 6/1/26 - 8/20/26, 7/20/26 - 10/8/26, 11/16/26 - 2/22/27, 3/29/27 - 6/17/27

PROJECT MANAGEMENT PROFESSIONAL 4/6/26 - 6/25/26, 8/24/26 - 11/12/26, 3/29/27 - 6/17/27

GRADUATION REQUIREMENTS

Students must complete all attendance and academic program SOP (standards of progress) required. All required program courses must be completed, including EOC(end-of-course) testing to successfully earn graduation and the program certificate. Attendance clock-hour minimum requirements must be completed as well. All school fees and tuition must be cleared as well. **Training Concepts makes no claim or guarantee that credit earned can be transferred to another institution.**

JOB PLACEMENT ASSISTANCE & EMPLOYMENT

Training Concepts cannot guarantee job placement for all program participants. Students are eligible to utilize intensive Career Services upon successful completion of career vocational programs. Career services include employment guidance, resume building, and connections directly to our recruiting companies and direct employers in the **TC Career Consortium**. A career soft skills practicum is offered for mock interviews, role-playing and panel presentations. Additionally, inquire about the qualifications for the Prefer-To-Hire career services program for incentives directly to any potential employer to hire our career students. **Completion of any vocational program, including obtaining industry certification, is not a guarantee of employment.** A criminal record may prevent the student from obtaining certain employment.

PROFESSIONAL CERTIFICATION

NON-PROGRAM INDIVIDUAL COURSES

| | Hrs | Cost |
|---|-----|---------|
| CERTIFIED ETHICAL HACKER (CEH) | 72 | \$3,500 |
| CERTIFIED INFORMATION SYSTEMS SECURITY PROFESSIONAL (CISSP) | 72 | \$3,000 |
| CERTIFIED NETWORK DEFENDER (CND) | 72 | \$3,000 |
| CISCO CERTIFIED NETWORK ASSOCIATE (CCNA) | 72 | \$5,000 |
| CISCO CERTIFIED SUPPORT TECHNICIAN (CCST) – CYBERSECURITY | 54 | \$2,500 |
| CISCO CCNP – ENTERPRISE NETWORKING (ENCORE) | 54 | \$4,295 |
| COMPTIA A+ CORE 1 or CORE 2 | 54 | \$2,250 |
| COMPTIA SECURITY-X | 54 | \$3,000 |
| COMPTIA CLOUD+ | 54 | \$2,500 |
| COMPTIA CYBERSECURITY ANALYST (CYSA+) | 72 | \$3,000 |
| COMPTIA LINUX+ | 54 | \$2,500 |
| COMPTIA NETWORK+ | 54 | \$2,500 |
| COMPTIA PENTEST+ | 72 | \$3,000 |
| COMPTIA SECURITY+ | 54 | \$2,500 |
| COMPTIA SERVER+ | 54 | \$2,500 |
| ITIL V4 FOUNDATIONS | 18 | \$2,250 |
| LEAN SIX SIGMA - GREEN BELT | 80 | \$3,000 |
| PMI - ACP AGILE CERTIFIED PRACTITIONER | 54 | \$2,500 |
| PMP - PROJECT MANAGEMENT PROFESSIONAL | 72 | \$2,500 |
| CERTIFIED ETHICAL HACKER (CEH) | 72 | \$3,500 |

NOTE: Shown cost only includes courseware and tuition unless otherwise noted. If a student requests a cancellation, courseware will be treated as a non-refundable cost for any courseware not previously redeemed. Any costs for certification testing fees or vouchers are paid separately.

CAREER PROGRAMS

CORE PROGRAMS

CompTIA Secure Infrastructure Specialist
Information Technology Career Start

(Vocational Program)
(Vocational Program)

ADVANCED PROGRAMS

Cisco Professional Certification
IT Security Professional
Project Management Professional

(Advanced - Vocational Program)
(Advanced - Vocational Program)
(Advanced - Vocational Program)

*All programs instructor-led, FT (full-time), 18 clock hours/week. Morning Cohort [required] (8:30AM- 1:00PM)
Night Cohort [required] (5:30PM - 10:00PM) Afternoon Cohort [required] (1:00PM - 5:30PM)*

FEES & CHARGES: All programs shown below include the following : - tuition, - online courseware, -labs, -unlimited tutoring, -practice exam software, -alumni benefits & -career placement services. Exam vouchers are not inclusive. Certification exam costs are independent and separate.

PROGRAM BREAKDOWN – LENGTH & COST

| Hours (lecture/ lab) | Cost |
|----------------------------|------|
|----------------------------|------|

All of the following entrance requirements must be met: (a) high school diploma or GED (b) pre-training assessment course: TC Tech+ Fundamentals or comparable technical certificate (c) Admissions consultation and assessment (d) transcripts of all prior post-secondary college or education.

CORE PROGRAMS

| | | |
|--|-----------------|-----------------|
| COMPTIA SECURE INFRASTRUCTURE SPECIALIST (12-weeks) Page 20 | 144 / 72 | \$10,680 |
|--|-----------------|-----------------|

REQUIRED COURSES

| | | |
|------------------------------|----|--|
| COMPTIA A+ Hardware (Core 1) | 54 | |
| COMPTIA A+ Software (Core 2) | 54 | |
| COMPTIA NETWORK+ | 54 | |
| COMPTIA SECURITY+ | 54 | |

ELECTIVE COURSE: TECH SOFT SKILLS PRACTICUM

| | | |
|---|------------------|-----------------|
| INFORMATION TECHNOLOGY CAREER START (22-weeks) Page 23 | 270 / 126 | \$19,980 |
|---|------------------|-----------------|

REQUIRED COURSES

| | | |
|--|----|--|
| COMPTIA A+ Hardware (Core 1) | 54 | |
| COMPTIA A+ Software (Core 2) | 54 | |
| COMPTIA NETWORK+ | 54 | |
| COMPTIA SECURITY+ | 54 | |
| COMPTIA CLOUD+ | 54 | |
| COMPTIA LINUX+ or SERVER+ | 54 | |
| ITIL - IT SERVICE FOUNDATIONS | 36 | |
| (AI) PRACTITIONER FOR TECH PROFESSIONALS | 36 | |

ELECTIVE COURSE: TECH SOFT SKILLS PRACTICUM

(1) or more of the following requirements must be met: (a) provide AS, BS or MA college degree in a relevant technical field (b) successful completion of the CSIS or ITCS program (c) CompTIA Network+ & Security+ certification (d) two or more years of computer/technical work experience in a related role.

ADVANCED PROGRAMS

| | | | |
|---|-------------------|-----------------|-----------------|
| CISCO PROFESSIONAL CERTIFICATION | (12-weeks) | 144 / 72 | \$11,980 |
| Page 18 | | | |

REQUIRED COURSES

| | | | |
|---|----|--|--|
| CISCO CERTIFIED SUPPORT TECHNICIAN (CCST)-CYBERSECURITY | 54 | | |
| CISCO CERTIFIED NETWORK ASSOCIATE (CCNA) | 90 | | |
| CISCO ENTERPRISE NETWORK CORE TECHNOLOGIES (ENCOR)* | 72 | | |

*required for Cisco CCNP Certification

| | | | |
|---------------------------------|-------------------|-----------------|-----------------|
| IT SECURITY PROFESSIONAL | (12-weeks) | 144 / 72 | \$11,400 |
| Page 27 | | | |

CORE COURSES (contains 3 total courses)

| | | | |
|---------------------------------------|----|--|--|
| CERTIFIED ETHICAL HACKER (CEH) | 72 | | |
| COMPTIA SECURITY-X | 72 | | |
| COMPTIA CYBERSECURITY ANALYST (CYSA+) | 72 | | |

ELECTIVE COURSE(S)

| | | | |
|---|----|--|--|
| COMPTIA PENTEST+ | 72 | | |
| CERTIFIED INFORMATION SYSTEMS SECURITY PROFESSIONAL (CISSP) | 72 | | |
| EC-COUNCIL CERTIFIED SECURITY ANALYST (ECSA) | 72 | | |

| | | | |
|--|-------------------|-----------------|-----------------|
| PROJECT MANAGEMENT PROFESSIONAL | (12-weeks) | 144 / 72 | \$10,500 |
| Page 30 | | | |

REQUIRED COURSES

| | | | |
|---------------------------------------|----|--|--|
| PROJECT MANAGEMENT PROFESSIONAL (PMP) | 72 | | |
| LEAN SIX SIGMA - GREEN BELT | 90 | | |
| PMI-ACP AGILE CERTIFIED PRACTITIONER | 54 | | |

NOTE: All program shown cost includes tuition, courseware, labs, tutoring and practice software, alumni benefits & career services. Exam vouchers are not inclusive. Certification exam costs are independent and separate.

CERTIFICATION TEST PLANNING

Courses at Training Concepts include official courseware, lab and exam preparation resources. Programs instruct published objectives in curriculum, labs and practice software. Program costs shown do not include non-mandatory industry certification exam vouchers. Programs have optional exam voucher resources that may be included in registration or may be purchased independently. This program cost includes proctoring services, simulations and performance labs. Students planning on pursuing a certification exam are encouraged to utilize mandatory lab sessions and complete additional pre-exam requirements. All testing will be arranged and coordinated through our on-site testing administrator. Students are required to fill out testing account forms. Various testing locations including Training Concepts, other authorized testing centers, and remote testing options are available. All students are strongly encouraged to pursue industry recognized certification in addition to the school program certificate to maximize employment opportunities. Third party, industry certification will greatly increase job marketability. Training Concepts cannot guarantee passing of any standardized certification exam.

COMPLAINT PROCEDURE

Training Concepts is committed to our customers and, as such, it is important to ensure that our customers have complete faith in the Training Concepts complaint procedures and solutions.

Any student who feels aggrieved by the actions of another student, instructor, or facility may file a complaint with the Program Manager or Mrs. Christine Basile at Training Concepts, 250 Berryhill Road, Suite 502, Columbia, SC, 803-772-6441. The e-mail address is chris.basile@trainingconcepts.com

It is the promise of Training Concepts that all complaints will be examined thoroughly to determine the best course of action. Any complaint may also be pursued through the South Carolina Commission on Higher Education through the following contacts:

Training Concepts has obtained national accreditation with the Accrediting Council for Continuing Education & Training (ACCET). If a complaint is left unresolved, it may also be pursued through ACCET. To file a complaint through ACCET, visit the Addendum section of the catalog or utilize the link below: https://s3.amazonaws.com/docs.accet.org/downloads/Doc_49.1_Dec2022.pdf.

TRAINING CONCEPTS CANCELLATION & REFUND POLICY

School & State Requirements

If a student withdraws from a career or vocational program within fifteen days after the program start date, or drop/add date at the end of the first course, a full refund will be made without penalty or any fees. There will be no tuition or fees imposed until after the drop/add date. After this timeline, the school may retain a prorated portion of program tuition. Information on how this prorated portion is calculated is available below. After a student has attended more than 60% of the program, Training Concepts is entitled to retain 100% of the program tuition. The PA (percent attendance) is calculated by determining the LDA (Last Date Attended). The total number of program days attended is divided by the total number of program days. If a student wishes to discontinue their program, the student must submit a request (paper, digital, or verbal) directly to Operations staff or the Program Manager to notify the school of their intentions. All refunds will be processed and issued within (30) days of the date the cancellation request was received.

Prorated Refunds Rates:*

| Percent Attendance (%) | Institution Retains* | Refund Due |
|------------------------|----------------------|------------|
| 0-10% | 10% | 90% |
| 10-20% | 20% | 80% |
| 20-30% | 30% | 70% |
| 30-40% | 40% | 60% |
| 40-50% | 50% | 50% |
| 50-60% | 60% | 40% |
| 60% and greater | 100% | 0% |

* Accepted payment methods include cash, check, credit card, and ACH.

* Training Concepts reserves the right to work with an external collection agency if delinquent tuition is not collected in an appropriate manner and time.

* Training Concepts reserves the right to exclude a refund for any physical courseware not returned or any digital courseware previously redeemed for cancellation types including student cancellations and no shows.

* Training Concepts is accredited with the Accrediting Council for Continuing Education & Training (ACCET). As such, the ACCET Cancellation and Refund Policy will also be considered against Training Concepts' policy and the policy with the greater advantage to the student will be honored. ACCET's policy can be found here: <https://s3.amazonaws.com/docs.accet.org/downloads/Doc+31+-+Final+4-16.pdf>

Other Cancellations:

Rejection of Applicant – Training Concepts reserves the right to reject an applicant for enrollment. If done, a full refund will be made to the applicant.

Program/Course Cancellation – *The minimum number of students in each program is at least five (or more) new students.* If the program or course is rescheduled by the institution due to low enrollment, students will be notified in advance by phone and email. Students will have the choice to attend the next scheduled start date or to receive a full refund of all monies paid.

CODE OF CONDUCT

Students will have no right to interfere with the freedom of instructors to teach or the rights of others to learn. If a student disrupts a class after the instructor has addressed and explained the unacceptable behavior, the student may be dismissed at that time. The instructor will confer with a student prior to the next class meeting to resolve the issue. Further disruptions may result in dismissal. Immediate disciplinary action will be taken upon report of the following:

- *Possession of alcohol or drugs on campus. Training Concepts is an alcohol and drug free campus, and all students are strictly prohibited from drug or alcohol use in any capacity while engaged in any aspect of school related activities.*
- *Student subjecting anyone to physical or verbal abuse or sexual harassment.*
- *Destruction, theft, damage, or misuse of property of another student or Training Concepts.*
- *Possession or use of any firearm or other weapon, incendiary device, or explosive on Training Concepts property.*

Termination due to misconduct or misuse of company materials will not allow for future readmission.

Misuse of school information systems is prohibited. Misuse includes the following:

- *Attempting to modify or remove computer equipment, software, or peripherals without proper authorization.*
- *Accessing, without proper authorization, computers, software, information, or networks regardless of whether the resource accessed is owned by the school.*
- *Taking actions, without authorization, which interfere with the access of others to information systems.*
- *Circumventing logon or other security measures.*
- *Using information systems for any illegal or unauthorized purpose.*
- *Violating any software license or copyright including copying or redistributing copyrighted software.*
- *Using electronic communications to harass or threaten users in such a way as to create an atmosphere which unreasonably interferes with the education or the employment experience. Similarly, electronic communications shall not be used to harass or threaten other information recipients.*
- *Using electronic communications to disclose proprietary information without the explicit permission of the owner.*
- *Reading other users' information or files without permission.*
- *Using electronic communications to hoard, damage, or otherwise interfere with academic resources available electronically.*
- *Launching a computer worm, computer virus, or other rogue program.*
- *Downloading or posting illegal, proprietary, or damaging material to a computer or any portion of a network that belongs to the school.*

- *Transporting illegal, proprietary, or damaging material.*
- *Violating any state or federal law or regulation in connection with use of any information system.*

COPYRIGHT INFRINGEMENT STATEMENT

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Programs of Education

Curriculum Guide

CISCO PROFESSIONAL CERTIFICATION (CPC)

PROGRAM FORMAT & DURATION: [216 Clock hours, (144 Lecture, 72 Lab), Instructor-Led Classroom Training]

**Computer Network Architects
15-1241.00 O*Net**

Design and implement computer and information networks, such as local area networks (LAN), wide area networks (WAN), intranets, extranets, and other data communications networks. Perform network modeling, analysis, and planning, including analysis of capacity needs for network infrastructures. May also design network and computer security measures. May research and recommend network and data communications hardware and software.

Sample of reported job titles: Computer Network Technologist, Network Analyst, Network Consultant, Network Systems Consultant, Networking Systems Engineer, Solutions Architect, System Programmer, Systems Engineer, WAN Engineer (Wide Area Network Engineer), Wireless Network Engineer

Educational and Career Objective: This program of education is for career individuals interested in obtaining the requisite knowledge and skills to earn a certificate in the field of Computer Network Support. This program incorporates the computer networking professional to analyze, test, troubleshoot, and evaluate existing network systems, such as local area networks (LAN), wide area networks (WAN), cloud networks, servers, and other data communications networks. Perform network maintenance to ensure networks operate correctly with minimal interruption. This program leads towards the professional objective credential of Cisco Certified Network Associate (CCNA) and Cisco Certified Networking Professional (CCNP): These certifications of educational attainment is industry recognized and globally accepted standardized (www.cisco.com). The credential is also a job requirement for all Information Assurance Technical (IAT)-Level II & III positions under the DoD Directive 8570.01 compliance vocational regulations.

COURSES

Required Core Courses:

CISCO CERTIFIED SUPPORT TECHNICIAN (CCST) – CYBERSECURITY

CISCO CERTIFIED NETWORK ASSOCIATE (CCNA)

CISCO ENTERPRISE NETWORK CORE TECHNOLOGIES (ENCOR)*

***required for Cisco CCNP Certification**

Cisco Certified Support Technician (CCST) – Cybersecurity

Key Topics, Skills & Concepts:

Module 1: Essential Security Principles

Module 2: Basic Network Security Concepts

Module 3: Endpoint Security Concepts

Module 4: Vulnerability Assessment and Risk Management

Module 5: Incident Handling

Cisco Certified Network Associate (CCNA)

Key Topics, Skills & Concepts:

Module 1: Network Fundamentals

Module 2: Network Access

Module 3: IP Connectivity

Module 4: IP Services

Module 5: Security Fundamentals

Module 6: Automation and Programmability

CISCO ENTERPRISE NETWORK CORE TECHNOLOGIES (ENCOR)

Key Topics, Skills & Concepts:

Module 1: CCNP ENCOR - 01 Network Switching - Examining Cisco Enterprise Network Architecture

Module 2: CCNP ENCOR - 01 Network Switching - Cisco Switching Paths

Module 3: CCNP ENCOR - 01 Network Switching - Implementing Campus LAN Connectivity

Module 4: CCNP ENCOR - 01 Network Switching - Building Redundant Switched Topology

Module 5: CCNP ENCOR - 01 Network Switching - Implementing Network Redundancy

Module 6: CCNP ENCOR - 01 Network Switching - Implementing Layer 2 Port Aggregation

Module 7: CCNP ENCOR - 01 Network Switching - Introducing QoS

Module 8: CCNP ENCOR - 02 Network Routing - Explaining EIGRP

Module 9: CCNP ENCOR - 02 Network Routing - Implementing OSPF

Module 10: CCNP ENCOR - 02 Network Routing - Optimizing OSPF

Module 11: CCNP ENCOR - 02 Network Routing - Exploring EBGP

Module 12: CCNP ENCOR - 02 Network Routing - Introducing Multicast Protocols

Module 13: CCNP ENCOR - 02 Network Routing - Implementing NAT

Module 14: CCNP ENCOR - 03 Network Security - Implementing Infrastructure Security
Module 15: CCNP ENCOR - 03 Network Security - Exploring Enterprise Network Security
Module 16: CCNP ENCOR - 03 Network Security - Implementing Secure Access Control
Module 17: CCNP ENCOR - 04 Virtualization and Network Services - Introducing Virtualization Protocols
Module 18: CCNP ENCOR - 04 Virtualization and Network Services - Exploring Virtual Private Networks
Module 19: CCNP ENCOR - 04 Virtualization and Network Services - Implementing Network Services
Module 20: CCNP ENCOR - 04 Virtualization and Network Services - Using Network Analysis Tools
Module 21: CCNP ENARSI - Overview of Implementing Cisco Enterprise Advanced Routing and Services
Module 22: CCNP ENSDWI - Overview of Implementing Cisco Catalyst SD-WAN Solutions
Module 23: CCNP ENSLD - Overview of Designing Cisco Enterprise Networks
Module 24: CCNP ENAUTO - Overview Automating and Programming Cisco Enterprise Solutions
Module 25: CCNP ENNA - Overview Designing and Implementing Enterprise Network Assurance

COMPTIA SECURE INFRASTRUCTURE SPECIALIST (CSIS)

PROGRAM FORMAT & DURATION: [216 Hours Total (144 Lecture, 72 Lab) Instructor-Led Classroom Training]

Computer Network Support Specialists 15-1231.00 O*Net

Analyze, test, troubleshoot, and evaluate existing network systems, such as local area networks (LAN), wide area networks (WAN), cloud networks, servers, and other data communications networks. Perform network maintenance to ensure networks operate correctly with minimal interruption.

Sample of reported job titles: Computer Network Specialist, IT Consultant (Information Technology Consultant), Network Specialist, Network Support Specialist, Network Technical Analyst, Network Technician, Personal Computer Network Analyst, Systems Specialist

VOCATIONAL PROGRAM Objective: This program of education is for career individuals interested in obtaining the requisite knowledge and skills to earn a certificate in the occupational field of Computer Network Support Specialists (O*Net 15-1231.00) and Computer User Support Specialists (**O*Net 15-1232.00**). This program prepares the students to provide technical assistance to computer users. Answer questions or resolve computer problems for clients in person, via telephone, or electronically. Professionals may provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems. This program also incorporates the skills for computer specialist to analyze, test, troubleshoot, and evaluate existing network systems, such as local area networks (LAN), wide area networks (WAN), cloud networks, servers, and other data communications networks. Perform network maintenance to ensure networks operate correctly with minimal interruption. This program provides education and testing resources to help the student successfully earn the Professional industry recognized credentials of CompTIA, A+, Network+, Security+. Upon earning this credential of education it is recognized industry-wide by the (Computer Technology Industry Association, www.comptia.org). The credential is also a job requirement for all Information Assurance Technical (IAT)-Level I & 2 positions under the DoD Directive 8570.01 and 8140 compliance vocational regulations.

Job titles corresponding with this program: Computer Network Specialist, IT Consultant (Information Technology Consultant), Network Specialist, Network Support Specialist, Network Technical Analyst, Network Technician, Personal Computer Network Analyst, Systems Specialist, Computer Specialist, Computer Support Specialist, Computer Technician, Desktop Support Technician, Help Desk Analyst, Help Desk Technician, Information Technology Specialist (IT Specialist), Support Specialist, Technical Support Specialist

COURSES

Required Core Courses:

CompTIA A+ Technician: Core 1

CompTIA A+ Technician: Core 2

CompTIA Network+

CompTIA Security+

Career Soft Skills Practicum*

**elective career training*

CompTIA A+ Technician: Core 1 and 2

Key Topics, Skills & Concepts:

Module 1: Installing Motherboards and Connectors

Module 2: Installing System Devices

Module 3: Troubleshooting PC Hardware

Module 4: Comparing Local Networking Hardware

Module 5: Configuring Network Addressing and Internet Connections

Module 6: Supporting Network Services

Module 7: Summarizing Virtualization and Cloud Concepts

Module 8: Supporting Mobile Devices

Module 9: Supporting Print Devices

Module 10: Configuring Windows

Module 11: Managing Windows

Module 12: Identifying OS Types and Features

Module 13: Supporting Windows

Module 14: Managing Windows Networking

Module 15: Managing Linux and macOS

Module 16: Configuring SOHO Network Security

Module 17: Managing Security Settings

Module 18: Supporting Mobile Software

Module 19: Using Support and Scripting Tools

Module 20: Implementing Operational Procedures

CompTIA Network+

Key Topics, Skills & Concepts:

Module 1: Comparing OSI Model Network Functions

Module 2: Deploying Ethernet Cabling

Module 3: Deploying Ethernet Switching

Module 4: Troubleshooting Ethernet Networks

Module 5: Explaining IPv4 Addressing

Module 6: Supporting IPv4 and IPv6 Networks

Module 7: Configuring and Troubleshooting Routers

Module 8: Explaining Network Topologies and Types

Module 9: Explaining Transport Layer Protocols

Module 10: Explaining Network Services

Module 11: Explaining Network Applications

Module 12: Ensuring Network Availability
Module 13: Explaining Common Security Concepts
Module 14: Supporting and Troubleshooting Secure Networks
Module 15: Deploying and Troubleshooting Wireless Networks
Module 16: Comparing WAN Links and Remote Access Methods
Module 17: Explaining Organizational and Physical Security Concepts
Module 18: Explaining Disaster Recovery and High Availability Concepts
Module 19: Applying Network Hardening Techniques
Module 20: Summarizing Cloud and Datacenter Architecture

CompTIA Security+

Key Topics, Skills & Concepts:

Module 1: Summarize Fundamental Security Concepts
Module 2: Compare Threat Types
Module 3: Explain Cryptographic Solutions
Module 4: Implement Identity and Access Management
Module 5: Secure Enterprise Network Architecture
Module 6: Secure Cloud Network Architecture
Module 7: Explain Resiliency and Site Security Concepts
Module 8: Explain Vulnerability Management
Module 9: Evaluate Network Security Capabilities
Module 10: Assess Endpoint Security Capabilities
Module 11: Enhance Application Security Capabilities
Module 12: Explain Incident Response and Monitoring Concepts
Module 13: Analyze Indicators of Malicious Activity
Module 14: Summarize Security Governance Concepts
Module 15: Explain Risk Management Processes
Module 16: Summarize Data Protection and Compliance Concepts

Career Soft Skills Practicum * *elective training*

Key Topics, Skills & Concepts:

Module 1: CompTIA Soft Skills for IT Essentials
Module 2: CompTIA Soft Skills – Role playing
Module 3: Capstone Project Presentation
Module 4: Mock Interviews For Technical Roles

INFORMATION TECHNOLOGY

CAREER START (ITCS)

PROGRAM FORMAT & DURATION: [396 Hours Total (270 Lecture, 126 Lab), Instructor-Led Classroom Training]

Computer and Information Systems Managers

11-3021.00 O*Net

Plan, direct, or coordinate activities in such fields as electronic data processing, information systems, systems analysis, and computer programming.

Sample of reported job titles: Application Development Director, Computing Services Director, Data Processing Manager, Information Systems Director (IS Director), Information Systems Manager (IS Manager), Information Systems Supervisor (IS Supervisor), Information Technology Director (IT Director), Information Technology Manager (IT Manager), MIS Director (Management Information Systems Director), Technical Services Manager

VOCATIONAL PROGRAM Objective: This program of education is for career individuals interested in obtaining the requisite knowledge and skills to earn a certificate in the occupational field of Computer Network Support Specialists (O*Net 15-1231.00) and Computer User Support Specialists (**O*Net 15-1232.00**). This program prepares the computer provide technical assistance to computer users. Answer questions or resolve computer problems for clients in person, via telephone, or electronically. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems. This program also incorporates the skills for computer specialist to analyze, test, troubleshoot, and evaluate existing network systems, such as local area networks (LAN), wide area networks (WAN), cloud networks, servers, and other data communications networks. Perform network maintenance to ensure networks operate correctly with minimal interruption. This program leads towards the Professional industry recognized credential of CompTIA, A+, Network+, Security+ with options to earn Linux+, Cloud+ and Server+ certification. This certification of educational attainment is industry recognized and standardized (Computer Technology Industry Association, www.comptia.org). The credential is also a job requirement for all Information Assurance Technical (IAT)-Level I & 2 positions under the DoD Directive 8570.01 and 8140 compliance vocational regulations.

Job titles corresponding with this program: Computer Network Specialist, IT Consultant (Information Technology Consultant), Network Specialist, Network Support Specialist, Network Technical Analyst, Network Technician, Personal Computer Network Analyst, Systems Specialist, Computer Specialist, Computer Support Specialist, Computer Technician, Desktop Support Technician, Help Desk Analyst, Help Desk Technician, Information Technology Specialist (IT Specialist), Support Specialist, Technical Support Specialist

COURSES

Required Core Courses:

CompTIA A+ Technician: Core 1

CompTIA A+ Technician: Core 2

CompTIA Network+
CompTIA Security+
CompTIA Cloud+
CompTIA Server+/Linux+
ITIL V4.0 Service Foundation
(AI) Practitioner for Tech Professionals
Career Soft Skills Practicum*

CompTIA A+ Technician: Core 1 and 2

Key Topics, Skills & Concepts:

Module 1: Installing Motherboards and Connectors
Module 2: Installing System Devices
Module 3: Troubleshooting PC Hardware
Module 4: Comparing Local Networking Hardware
Module 5: Configuring Network Addressing and Internet Connections
Module 6: Supporting Network Services
Module 7: Summarizing Virtualization and Cloud Concepts
Module 8: Supporting Mobile Devices
Module 9: Supporting Print Devices
Module 10: Configuring Windows
Module 11: Managing Windows
Module 12: Identifying OS Types and Features
Module 13: Supporting Windows
Module 14: Managing Windows Networking
Module 15: Managing Linux and macOS
Module 16: Configuring SOHO Network Security
Module 17: Managing Security Settings
Module 18: Supporting Mobile Software
Module 19: Using Support and Scripting Tools
Module 20: Implementing Operational Procedures

CompTIA Network+

Key Topics, Skills & Concepts:

Module 1: Comparing OSI Model Network Functions
Module 2: Deploying Ethernet Cabling
Module 3: Deploying Ethernet Switching
Module 4: Troubleshooting Ethernet Networks
Module 5: Explaining IPv4 Addressing
Module 6: Supporting IPv4 and IPv6 Networks
Module 7: Configuring and Troubleshooting Routers
Module 8: Explaining Network Topologies and Types
Module 9: Explaining Transport Layer Protocols
Module 10: Explaining Network Services
Module 11: Explaining Network Applications
Module 12: Ensuring Network Availability
Module 13: Explaining Common Security Concepts
Module 14: Supporting and Troubleshooting Secure Networks
Module 15: Deploying and Troubleshooting Wireless Networks
Module 16: Comparing WAN Links and Remote Access Methods
Module 17: Explaining Organizational and Physical Security Concepts

Module 18: Explaining Disaster Recovery and High Availability Concepts

Module 19: Applying Network Hardening Techniques

Module 20: Summarizing Cloud and Datacenter Architecture

CompTIA Security+

Key Topics, Skills & Concepts:

Module 1: Summarize Fundamental Security Concepts

Module 2: Compare Threat Types

Module 3: Explain Cryptographic Solutions

Module 4: Implement Identity and Access Management

Module 5: Secure Enterprise Network Architecture

Module 6: Secure Cloud Network Architecture

Module 7: Explain Resiliency and Site Security Concepts

Module 8: Explain Vulnerability Management

Module 9: Evaluate Network Security Capabilities

Module 10: Assess Endpoint Security Capabilities

Module 11: Enhance Application Security Capabilities

Module 12: Explain Incident Response and Monitoring Concepts

Module 13: Analyze Indicators of Malicious Activity

Module 14: Summarize Security Governance Concepts

Module 15: Explain Risk Management Processes

Module 16: Summarize Data Protection and Compliance Concepts

ITIL v4.0 Service Foundations

Key Topics, Skills & Concepts:

Module 1: The ITIL-IT Service Management Framework

Module 2: The ITIL Guiding Principles

Module 3: The ITIL Service Value System

Module 4: Key ITIL Practices

Module 5: Other ITIL Practices

CompTIA Cloud+

Key Topics, Skills & Concepts:

Module 1: Preparing to Deploy Cloud Solutions

Module 2: Deploying a Pilot Project

Module 3: Designing a Secure and Compliant Cloud Infrastructure

Module 4: Designing and Implementing a Secure Cloud Environment

Module 5: Planning Identity and Access Management for Cloud Deployments

Module 6: Implementing Backup, Restore, Disaster Recovery, and Business Continuity Measures

Module 7: Analyzing Workload Characteristics to Ensure Successful Migration

Module 8: Troubleshooting Deployment, Capacity, Automation, and Orchestration Issues

Module 9: Determining CPU and Memory Sizing for Cloud Deployments

Module 10: Analyzing Cloud Systems for Performance

Module 11: Maintaining Cloud Systems

Module 12: Troubleshooting Connectivity Issues

Module 13: Troubleshooting Security Issues

Module 14: Determining Storage Requirements for Cloud Deployments

Module 15: Analyzing Cloud Systems for Anomalies and Growth Forecasting

Module 16: Testing Pilot Project Deployments

CompTIA Linux+

Key Topics, Skills & Concepts:

Module 1: Introducing Linux
Module 2: Administering Users and Groups
Module 3: Configuring Permissions
Module 4: Implementing File Management
Module 5: Authoring Text Files
Module 6: Managing Software
Module 7: Administering Storage
Module 8: Managing Devices, Processes, Memory, and the Kernel
Module 9: Managing Services
Module 10: Configuring Network Settings
Module 11: Configuring Network Security
Module 12: Managing Linux Security
Module 13: Implementing Simple Scripts
Module 14: Using Infrastructure as Code
Module 15: Managing Containers in Linux
Module 16: Installing Linux
Appendix A: Mapping Course Content to CompTIA Linux+ (Exam XK0-005)
Appendix B: Linux Command Reference Guide

CompTIA Server+**Key Topics, Skills & Concepts:**

Module 1: Understanding Server Administration Concepts
Module 2: Understanding Virtualization and Cloud Computing
Module 3: Understanding Physical and Network Security Concepts
Module 4: Managing Physical Assets
Module 5: Managing Server Hardware
Module 6: Configuring Storage Management
Module 7: Installing and Configuring an Operating System
Module 8: Troubleshooting OS, Application, and Network Configurations
Module 9: Managing Post-Installation Administrative Tasks
Module 10: Managing Data Security
Module 11: Managing Service and Data Availability
Module 12: Decommissioning Servers

(AI) Practitioner for Tech Professionals**Key Topics, Skills & Concepts:**

Module 1: AI for IT Essentials
Module 2: AI Prompting Essentials
Module 3: AI Help Desk Essentials
Module 4: CoPilot Essentials for Tech Support

Career Soft Skills Practicum *elective training**Key Topics, Skills & Concepts:**

Module 1: CompTIA Soft Skills for IT Essentials
Module 2: CompTIA Soft Skills – Role playing
Module 3: Mock Interviews For Technical Roles
Module 4: Capstone Project Presentation

IT SECURITY PROFESSIONAL (ITSP)

PROGRAM FORMAT & DURATION: [216 Hours, (144 Lecture, 72 Lab) Instructor-Led Classroom Training]

Information Security Analysts 15-1212.00 O*Net

Plan, implement, upgrade, or monitor security measures for the protection of computer networks and information. Assess system vulnerabilities for security risks and propose and implement risk mitigation strategies. May ensure appropriate security controls are in place that will safeguard digital files and vital electronic infrastructure. May respond to computer security breaches and viruses.

Sample of reported job titles: Information Security Officer, Information Security Specialist, Information Systems Security Analyst, Information Systems Security Officer (ISSO), Information Technology Security Analyst (IT Security Analyst), Network Security Analyst, Security Analyst, Systems Analyst

Educational and Career Objective: This program of education is for career individuals interested in obtaining the requisite knowledge and skills to earn a certificate in the field of Information Security. This program incorporates the computer professional to develop and oversee the implementation of information security procedures and policies. Build, maintain and upgrade security technology, such as firewalls, for the safe use of computer networks and the transmission and retrieval of information. Design and implement appropriate security controls to identify vulnerabilities and protect digital files and electronic infrastructures. Monitor and respond to computer security breaches, viruses, and intrusions, and perform forensic investigation. May oversee the assessment of information security systems. This program leads towards the professional industry recognized credential of CompTIA CySA+ certification. This certification of educational attainment is globally recognized and standardized (Computer Technology Industry Association, www.Comptia.org). This program includes EC-Council CEH+ certification. This certification of educational attainment is globally recognized and standardized (www.ec-council.org). The credential is also a job requirement for all Information Assurance Technical (IAT)-Level II & III positions under the DoD Directive 8570.01 compliance vocational regulations.

COURSES

Core Program Courses (3 courses):

- Certified Ethical Hacker (CEH)**
- CompTIA Cybersecurity Analyst (CYSA+)**
- CompTIA Security-X (Security-X)**

Potential Core Substitutions

- Certified Information Systems Security Professional (CISSP)**
- EC-Council Cyber Security Analyst (ECSA)**
- CompTIA Pentest+**

EC-Council CEH

Key Topics, Skills & Concepts:

- Module 1: Introduction to Ethical Hacking
- Module 2: Footprinting and Reconnaissance
- Module 3: Scanning Networks

Module 4: Enumeration
Module 5: Vulnerability Analysis
Module 6: System Hacking
Module 7: Malware Threats
Module 8: Sniffing
Module 9: Social Engineering
Module 10: Denial-of-Service
Module 11: Session Hijacking
Module 12: Evading IDS, Firewalls, and Honeypots
Module 13: Hacking Web Services
Module 14: Hacking Web Applications
Module 15: SQL Injection
Module 16: Hacking Wireless Networks
Module 17: Hacking Mobile Platforms
Module 18: IoT Hacking
Module 19: Cloud Computing
Module 20: Cryptography

CompTIA PenTest+

Key Topics, Skills & Concepts:

Module 1: Scoping Organizational/Customer Requirements
Module 2: Defining the Rules of Engagement
Module 3: Footprinting and Gathering Intelligence
Module 4: Evaluating Human and Physical Vulnerabilities
Module 5: Preparing the Vulnerability Scan
Module 6: Scanning Logical Vulnerabilities
Module 7: Analyzing Scanning Results
Module 8: Avoiding Detection and Covering Tracks
Module 9: Exploiting the LAN and Cloud
Module 10: Testing Wireless Networks
Module 11: Targeting Mobile Devices
Module 12: Attacking Specialized Systems
Module 13: Web Application-Based Attacks
Module 14: Performing System Hacking
Module 15: Scripting and Software Development
Module 16: Leveraging the Attack: Pivot and Penetrate
Module 17: Communicating During the Pen-Testing Process
Module 18: Summarizing Report Components
Module 19: Recommending Remediation
Module 20: Performing Post-Report Delivery Activities

CompTIA Cybersecurity Analyst (CYSA+)

Key Topics, Skills & Concepts:

Module 1: Understanding Vulnerability Response, Handling, and Management
Module 2: Exploring Threat Intelligence and Threat Hunting Concepts
Module 3: Explaining Important System and Network Architecture Concepts
Module 4: Understanding Process Improvement in Security Operations
Module 5: Implementing Vulnerability Scanning Methods
Module 6: Performing Vulnerability Analysis
Module 7: Communicating Vulnerability Information
Module 8: Explaining Incident Response Activities
Module 9: Demonstrating Incident Response Communication

Module 10: Applying Tools to Identify Malicious Activity
Module 11: Analyzing Potentially Malicious Activity
Module 12: Understanding Application Vulnerability Assessment
Module 13: Exploring Scripting Tools and Analysis Concepts
Module 14: Understanding Application Security and Attack Mitigation Best Practices
Appendix A: Mapping Course Content to CompTIA CySA+ (CS0-003)

CISSP - Certified Information Systems Security Professional

Key Topics, Skills & Concepts:

Module 1: Security Governance Through Principles and Policies
Module 2: Personnel Security and Risk Management Concepts
Module 3: Business Continuity Planning
Module 4: Laws, Regulations, and Compliance
Module 5: Protecting Security of Assets
Module 6: Cryptography and Symmetric Key Algorithms
Module 7: PKI and Cryptographic Applications
Module 8: Principles of Security Models, Design, and Capabilities
Module 9: Security Vulnerabilities, Threats, and Countermeasures
Module 10: Physical Security Requirements
Module 11: Secure Network Architecture and Components
Module 12: Secure Communications and Network Attacks
Module 13: Managing Identity and Authentication
Module 14: Controlling and Monitoring Access
Module 15: Security Assessment and Testing
Module 16: Managing Security Operations
Module 17: Preventing and Responding to Incidents
Module 18: Disaster Recovery Planning
Module 19: Investigations and Ethics
Module 20: Software Development Security
Module 21: Malicious Code and Application Attacks

CompTIA Security-X

Key Topics, Skills & Concepts:

Module 1: Perform Risk Management Activities
Module 2: Summarizing Governance & Compliance Strategies
Module 3: Implementing Business Continuity & Disaster Recovery
Module 4: Identifying Infrastructure Services
Module 5: Performing Software Integration
Module 6: Explain Virtualization, Cloud and Emerging Technology
Module 7: Exploring Secure Configurations and System Hardening
Module 8: Understanding Security Considerations of Cloud and Specialized Platforms
Module 9: Implementing Cryptography
Module 10: Implementing Public Key Infrastructure (PKI)
Module 11: Architecting Secure Endpoints
Module 12: Summarizing IoT & IoT Concepts

EC-Council Cyber Security Analyst (ECSA)

Key Topics, Skills & Concepts:

Module 01: Network Attacks and Defense Strategies
Module 02: Administrative Network Security
Module 03: Technical Network Security

Module 04: Network Perimeter Security
Module 05: Endpoint Security-Windows Systems
Module 06: Endpoint Security-Linux Systems
Module 07: Endpoint Security- Mobile Devices
Module 08: Endpoint Security-IoT Devices
Module 09: Administrative Application Security
Module 10: Data Security
Module 11: Enterprise Virtual Network Security
Module 12: Enterprise Cloud Network Security
Module 13: Enterprise Wireless Network Security
Module 14: Network Traffic Monitoring and Analysis
Module 15: Network Logs Monitoring and Analysis
Module 16: Incident Response and Forensic Investigation
Module 17: Business Continuity and Disaster Recovery
Module 18: Risk Anticipation with Risk Management
Module 19: Threat Assessment with Attack Surface Analysis
Module 20: Threat Prediction with Cyber Threat Intelligence

PROJECT MANAGEMENT PROFESSIONAL (PMP)

PROGRAM FORMAT & DURATION: [216 Hours, (144 Lecture, 72 Lab) Instructor-Led Classroom Training]

Information Security Analysts
15-1141.00 O*Net

Educational and Career Objective: This program of education is for career individuals interested in obtaining the requisite knowledge and skills to earn a certificate in the field of Project Management Specialist (O*Net 15-1141.00). This program incorporates administration to analyze and coordinate the schedule, timeline, procurement, staffing, and budget of a product or service in a project framework . Lead and guide the work of technical staff. May serve as a point of contact for the client or customer. This program leads towards the professional objective credential of PMI-PMP Project Management Professional and the PMI-ACP Agile Certified Practitioner. This certification of educational attainment is industry recognized and standardized through PMI (Project Management Institute, www.pmi.org). This program leads towards the professional objective credential of IASSC Green Belt Project Manager. This certification of educational attainment is industry recognized and standardized through IASSC (International Association of Six Sigma Certification).

COURSES

Required Core Courses:

- Project Management Professional (PMP)**
- Lean Six Sigma – Green Belt**
- PMI Agile Certified Practitioner (PMI-ACP)**

Project Management Professional - PMP

Key Topics, Skills & Concepts:

- Module 1: Creating a High-Performing Team
- Module 2: Starting the Project
- Module 3: Doing the Work
- Module 4: Keeping the Team on Track
- Module 5: Keeping the Business in Mind

Lean Six Sigma - Green Belt

Key Topics, Skills & Concepts:

- Module 1: Fundamentals of Lean Phase and DMAIC Project
- Module 2: Define Phase & Project Charter
- Module 3: Conducting the Measure Project Phase
- Module 4: Hypothesis Testing and Analyze Project Phase
- Module 5: Implementation and Improve Project Phase
- Module 6: Monitor and Documentation (story board) Control Phase

PMI Agile Certified Practitioner - ACP

Key Topics, Skills & Concepts:

- Module 1: Agile Principles and Mindset
- Module 2: Value-Driven Delivery
- Module 3: Stakeholder Engagement
- Module 4: Team Performance
- Module 5: Adaptive Planning
- Module 6: Problem Detective and Resolution
- Module 7: Continuous Improvement (Product, Process, People)



ACCET Document 49.1 – Notice to Students: ACCET Complaint Procedure

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that quality educational training programs are provided. When issues or problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET-accredited institutions and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure, which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints that involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

If a student has used the institution's formal student complaint procedure, and the issue has not been resolved, the student has the right and is encouraged to submit a complaint to ACCET in writing via the online form on the ACCET website (<https://accet.org/about-us/contact-us>). The online form will require the following information:

1. Name and location of the ACCET institution
2. A detailed description of the alleged problem(s)
3. The approximate date(s) that the problem(s) occurred
4. The names and titles/positions of all persons involved in the problem(s), including faculty, staff, and/or other students
5. What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET
6. The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved
7. The status of the complainant with the institution (e.g., current student, former student)

Please include copies of any relevant supporting documentation (e.g., student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

Note: Complainants will receive an acknowledgment of receipt within 15 business days.

Online Complaint Submission Form

