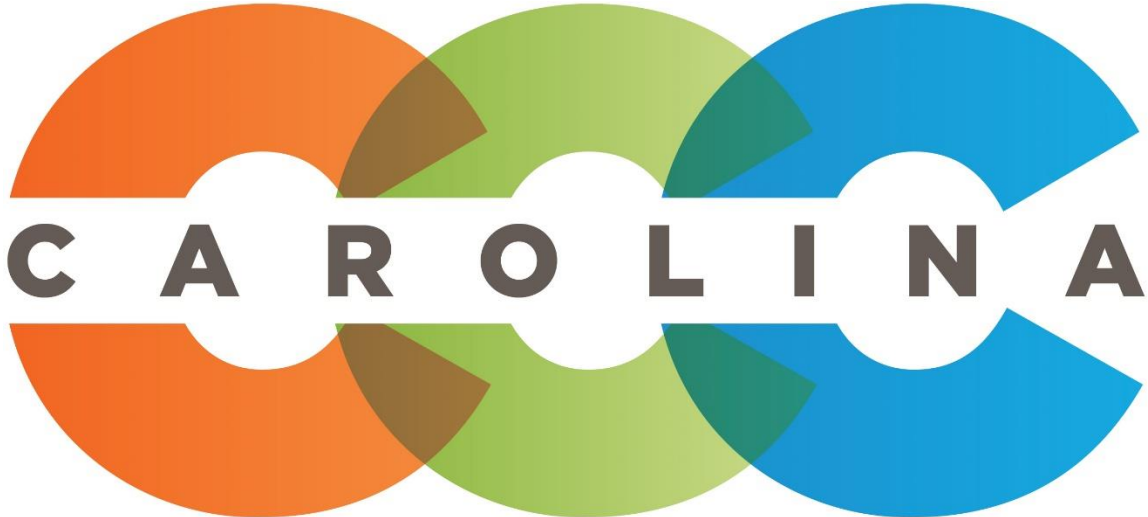


# SCHOOL CATALOG



CAREER COLLEGE



**Carolina Career College**  
A Division of Carolina Computer Learning Systems, Inc.

5400 South Miami Boulevard, Suite 140  
Durham, NC 27703  
Phone: (919) 336-1000  
Fax: (919) 336-1019  
[www.carolinacareercollege.edu](http://www.carolinacareercollege.edu)



**Licensed by:**

North Carolina State Board of Community Colleges  
5016 Mail Service Center  
Raleigh, NC 27699-5016  
Phone: (919) 807-7100  
Fax: (919) 807-7164

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# **ABOUT US**

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## **HISTORY**

Carolina Career College is a division of Carolina Computer Learning Systems, Inc. (CCLS). CCLS began operating on July 1, 2001 as a franchise of New Horizons Worldwide. CCLS launched Carolina Career College on July 18, 2016 to serve individuals seeking to succeed in the Information Technology field. CCLS originally opened in Morrisville, NC and in December 2008, moved to a larger facility in Durham, NC.

## **PHILOSOPHY**

The institution believes that any person willing to apply themselves to their studies can benefit from the training offered by the school. Computer and Information Technology related jobs are in high demand. The school provides training to help prepare students for technical careers by providing hands-on training, textbooks, labs and instruction which have been certified by the vendors (Microsoft, CompTIA, and Cisco). It is the institution's goal to provide students with resources that assist all types of learners to be successful in beginning, transitioning, enhancing or advancing their Information Technology Careers.

## **MISSION**

The mission of Carolina Career College is to provide an educational environment of excellence that provides training and guidance that inspires and prepares students to attain their goals, graduate, and find employment and growth in the Information Technology field.

## **OPERATION AND OWNERSHIP**

The institution is owned, managed and controlled by Carolina Computer Learning Systems, Inc. dba Carolina Career College. The owners and directors are Alan Staple and Scott Aaron. The Executive Board is comprised of Alan Staple, Chief Executive Officer and Scott Aaron, Chief Operating Officer and President.

## **GOVERNING BODY**

The governing body is Carolina Computer Learning Systems, Inc., located at 5400 S Miami Blvd., Suite 140, Durham, NC 27703. The principal office is located at 5400 S Miami Blvd, Suite 140, Durham, NC 27703.

## **LICENSED BY**

North Carolina State Board of Community Colleges  
5016 Mail Service Center  
Raleigh, NC 27699-5016  
Phone: (919) 807-7100  
Fax: (919) 807-7164

The North Carolina State Board of Community Colleges is not an accrediting agency.

## **ACCREDITING COUNCIL FOR CONTINUING EDUCATION & TRAINING (ACCET)**

Carolina Career College is accredited as a private vocational school through the Accrediting Council for Continuing Education & Training (ACCET). ACCET Accreditation benefits the student by providing schools with guidelines to ensure honest and ethical practices. By meeting the ACCET Standards for Accreditation, Carolina Career College program offerings and services are fully and accurately described in an ethical manner in order to permit prospective students to make informed enrollment decisions, as well as ensure that the prospective student can reasonably be expected to benefit from the training offered. In order to remain accredited, there are minimum standards for graduation and placement, both of which Carolina Career College has met and exceeded (ACCET Document 30). Carolina Career College strives to foster an environment of student success, and as such does not anticipate that students will experience any serious problems while attending school. However, in the event that a student grievance cannot be rectified by the school to the satisfaction of the student, he/she may utilize ACCET as an alternative contact source for resolution. Student complaint resolution is discussed further in a later portion of this publication.

Accrediting Council for Continuing Education & Training  
1722 N. St. NW  
Washington, DC, 20036  
Phone: (202) 955-1113  
Fax: (202) 955-1118

## **APPROVED BY THE FOLLOWING NON-GOVERNMENTAL AGENCIES**

CompTIA Platinum Partner – Certifies that Carolina Career College meets technical specifications and requirements to deliver Computer Hardware/Software Training (A+), Computer Network Training (Network+), and Computer Security Training (Security+ and CASP).

Authorized Pearson VUE Testing Center – Certifies that Carolina Career College is authorized to deliver exams that lead to certifications for many of the IT industry's leading companies such as Cisco and CompTIA.

Professional Association of Résumé Writers and Career Coaches (PARWCC)

## CAROLINA CAREER COLLEGE FACULTY AND STAFF

<b>MAIN PHONE NUMBER</b>	<b>(919) 336-1000</b>	<b>EXTENSION</b>
Front Desk		1000
Accounting Department		1004
Admissions Representative	Thomas Buckenberger	1013
Associate Director of Admissions	Darrell McCain	1033
Career Services Specialist	Jeneen Jefferson	1021
Chief Information Officer	Tasha Parr	1007
Director of Compliance and Career Services	Perry Aaron	1041
Instructor	Ronald Thayer	1011
Operations Coordinator	Erin Keeter	1001
President	Scott Aaron	1017
Senior Vice President of Financial Services	Michael Buckenberger	1018
Student Support Administrator	Devin Aaron	1022
	Paulette Aaron	1002
	Jennifer Aaron	1003
VA Certifying Representative	Michele Giffin	1014



## DESCRIPTION OF SCHOOL FACILITIES

Carolina Career College training center is a 16,700 square foot single story building located on Miami Boulevard in Durham, NC. The main facilities available at the training center are detailed below.

FACILITY	DESCRIPTION	APPROXIMATE SQUARE FOOTAGE
Reception Area	Open entrance with marble tile floor and reception desk for student registration and check-in.	450
Testing Lab	Secure testing lab meeting all standards for administration of Pearson VUE exams. Testers are continuously monitored by the testing administrator through CCTV.	225
Student Phone and Internet Access	Two computer workstations with LCD flat panel monitors, local phones, printer, and workspace for student use. Secure wireless Internet access is available at no charge for all students.	100
Cafeteria	Tiled floor, vending machines, microwave, refrigerator, coffee machines, and seating for up to 40.	1046
One Classroom (Dividable)	The room has a movable partition capable of a dividing the room into two smaller classrooms. Each half of the classroom has a white board and ceiling mounted projector. Maximum student to instructor ratio is 24:1.	1000
Eight Classrooms for Technical Courses	Seating and workspace for up to 24 students. Each room is equipped with computers meeting Microsoft Level IV, V or VI specifications. Computers are networked to a classroom switch and Internet access is available to all computers. Each classroom has two white boards, ceiling-mounted projector, instructor workstation, and independent temperature controls. Maximum student to instructor ratio is 24:1.	600 each
Instructor Prep Area	Work space equipped with computers and phone access for instructor preparation.	1200
Parking Area	110 parking spaces within 25 yards of the front door; additional parking available within 100 yards of the front door	N/A
Server Room	Network management and server room equipped with multiple servers, switches, and routers. The network is segmented into two local area networks one for the classroom and student use and a separate secured business network.	180
Restrooms	Two women's and two men's restrooms located in the same corridor as the classrooms.	800 Total
Internet Access	Two full T-1 lines. Two separate networks are maintained, one for use by students in the classrooms and a separate business network with secure internet access. A secure wireless network is also supported for the classroom network.	

# **ADMISSION POLICIES AND PROCEDURES**

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## **ADMISSION REQUIREMENTS**

The purpose of the admissions process is to assist prospective students by providing the information necessary to determine a successful career path. Admissions Representatives interview applicants on campus to assist students in determining whether the Career Development Programs or Professional Development Program offered meet their individual career objectives. During the interview process, the Admissions Representative will review and evaluate the applicant's career history, education history, and goals to assess the candidate's potential for academic success.

An applicant must be at least 18 years of age and be capable of demonstrating the ability to benefit from the programs offered at Carolina Career College. All applicants are required to possess a high school diploma or its legal equivalent. Students must provide a copy of their high school transcript or a copy of their Certificate of High School Equivalency to Carolina Career College upon admission to a Career or Professional Development Program.

Students must show that they have the basic knowledge necessary for the program during an interview prior to enrollment. Previous work, certifications, or training experience may allow a student to be exempt from some courses in a program. An Admissions Representative will assist the student in determining whether he/she qualifies for such exemption (see Transfer of Previous Clock Hours).

Prior to admission, each applicant must complete a Wonderlic Scholastic Level exam administered by the institution. Applicants must score a minimum of 17 to be eligible to enroll. Applicants who score less than the minimum score may still be enrolled based on an admissions panel review.

A student wishing to apply for enrollment may audit one session of an applications or technical class prior to entering the program at no cost to determine if the program is something he/she wants to pursue.

All prospective students must complete and sign a Technical Enrollment Education Agreement and provide photo identification. The Sr. Vice President of Financial Services reviews all applications to determine final enrollment eligibility. Students will be notified within two weeks of application of their acceptance status.

Each student is assigned an Admissions Representative that interviews the student prior to any program. The Admissions Representative will continue to monitor the students' progress. The Student Support Coordinator is available for all students for program assistance while they are in attendance.

Any student applying for admission requiring special needs in regards to facilities, enrollment, or training should request appropriate assistance at time of application. Carolina Career College will work to accommodate the requests as long as they are within reasonable capabilities of the facilities, faculty and staff. Animals and People of Assistance for visually impaired and hearing impaired are always permitted on campus for students with such needs.

## **NONDISCRIMINATION**

In the process of admission, instruction, career services, and/or program completion, Carolina Career College does not discriminate on the basis of race, sex, religion, sexual orientation, disability, national origin, ethnic origin, age, or marital status.

## **CANCELATION**

A student may cancel his/her enrollment prior to the first day of their Career or Professional Development Program as outlined on their Technical Education Enrollment Agreement. In the event of a student cancellation, the student is eligible for a one hundred percent (100%) refund. If a student never reports for their Program (no show), they are considered a cancellation.

Technology Test Drive: A student may cancel his/her enrollment within the first 24 clock hours of their Career or Professional Development Program as outlined on their Technical Education Enrollment Agreement. In the event of a student cancellation, the student is eligible for a one hundred percent (100%) refund.

In the event Carolina Career College cancels an entire Career or Professional Development Program, any and all students registered in the canceled program will be eligible for a one hundred percent (100%) refund of all monies paid. Programs are defined by the graduation date and program title as detailed in the mutually signed Technical Education Enrollment Agreement.

## **WITHDRAWAL**

Withdrawal from a Career or Professional Development Program may be requested by the student at any time during their program. The request to withdraw should be submitted verbally or in writing to the Student Support Coordinator. Withdrawal may also be initiated by Carolina Career College in the form of an administrative withdrawal. Reasons for administrative withdrawal include, but are not limited, to the following:

- Insufficient progress toward program completion.
- Fourteen consecutive unexcused absences.
- Non-payment of costs.
- Failure to comply with code of conduct.
- Failure to meet the terms of probation.
- Failure to return from a leave of absence.

Carolina Career College will notify a student by certified mail if he/she is being administratively withdrawn from their program. Regardless of how the withdrawal is initiated, the student may be eligible for a pro-rated refund as indicated below.

After the first 24 program clock hours and thru fifty percent (50%) of the program clock hours, tuition charges retained will include a pro-rata portion for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed, up to a maximum of \$1000. When determining the number of weeks completed by the student, Carolina Career College will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week. Fees for services retained will not exceed a pro-rata portion for the training period completed minus a \$250 non-refundable facilities fee. The cost of any distributed courseware is non-refundable.

After fifty percent (50%) of the student's Career or Professional Development Program clock hours have been completed, the student will not be eligible for a refund.

Withdrawal/Refund Policy for Veterans, Participants, Military and other Eligible Persons enrolled under provisions of Title 38 United States Code is as follows:

The institution has and maintains the following policy for the refund of the unused portion of tuition, fees, and other charges. This policy covers situations when the eligible person fails to enter the course or withdraws or is discontinued at any time prior to completion.

The charges to the eligible person for tuition, fees, and other charges will not exceed the approximate pro rata portion of the tuition, fees, and other charges that the length of the completed portion of the course bears to the total length of the course.

## **FINANCIAL ASSISTANCE**

Students may qualify for financial assistance in the form of education loans.

General eligibility requirements for financial assistance are as follows:

- Student must be a US citizen or eligible non-citizen with a valid social security number.
- Student must be accepted for enrollment in an eligible Career or Professional Development Program.
- Student must maintain satisfactory academic progress.
- Identification verification generally achieved with valid driver's license or state issued ID.

Student loan funding sources are available to those who qualify. These private, non-federal education loans are based on individual credit history and often require co-signers to complete. The terms of these loans including origination fees, interest rates and repayment options are based on individual credit rating and will vary accordingly.

## **CHET AARON INFORMATION TECHNOLOGY CAREER AWARD**

The Chet Aaron Information Technology Career Award may be applied for by all new applicants enrolling in a Career or Professional Development Program.

The merit award is named after Chet Aaron, the father of the President of Carolina Career College. Chet exemplifies the hard work, diligence, integrity and inexhaustible drive to succeed that we want from our students.

The application procedure consists of completing the application and submitting the form to an admissions representative. The application must be completed prior to enrollment. A committee of Admissions, Operations and an Executive will review the application and supporting documentation. A career award will be granted on majority consensus.

To be eligible for the Chet Aaron Information Technology Career Award a student must:

- Complete the Chet Aaron Information Technology Career Award Application.
- Have a completed and approved Career Award Application prior to signing their Technical Education Enrollment Agreement.
- Be 18 years of age or older.
- Possess a high school diploma or its legal equivalent.
- Obtain the following score on the Wonderlic Scholastic Aptitude Test: a score of 17 minimum automatically qualifies. A score of 13-16 requires an Admissions panel review. A score below 13 disqualifies the student.
- Obtain the following score on the Wonderlic Risk Assessment: a survey of 3 or below automatically qualifies. A score of 4 or above requires an Admissions panel review.
- Write an essay on the student application.
- Other than the self-certification of HS Diploma or equivalent (which is required), 3 of the other 4 criteria are required to be deemed acceptable in order for automatic acceptance with two of those required to be acceptable scores on the Scholastic Level Exam and the Risk Assessment Survey. Any other combination will be submitted to the Admissions panel.

Continuing eligibility of the career award is contingent upon:

- Maintaining full time student status.
- Successfully completing the program and graduate in a timely fashion.

Career Awards granted shall not exceed 5% of total annual tuition.

Students who receive the Chet Aaron Career Award and withdraw or are administratively withdrawn from their Career Development Program forfeit the total award and 100% of the amount will be paid back to Carolina Career College.

## **PAYMENT POLICY**

Payment arrangements for tuition and fees is required prior to the first day of the Career or Professional Development Program. Carolina Career College offers a variety of private student lending options. If a student has qualified for a student loan, a promissory note with the student lending organization must be signed prior to attendance. Carolina Career College accepts payments via the following methods: Credit Card (Visa, MasterCard, American Express, and Discover), Cash, Personal Check, Cashier's Check, and Money Order. Students who do not have a signed promissory note with a student lending organization and have not paid tuition in full prior to the first day of class will not be permitted to attend class. Enrollment will be delayed until payment or promissory note is received.

Carolina Career College will consider an account past due after 5 days and the student will be placed on financial probation. For delinquencies over 30 days, the student will be administratively withdrawn. If the loan reaches default status, it will be turned over to a third party collection company.

## **REFUND POLICY**

If a student is eligible for a refund due to a cancelation initiated by either the student or the institution, the refund will be made within forty-five (45) days of the first scheduled day of the program or date of cancelation, whichever is earlier. If a student is eligible for a refund due to a student requested or administrative withdrawal, the refund will be made within forty-five (45) days from the documented date of determination. The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution administratively withdraws the student, by applying the institution's attendance, conduct, or Satisfactory Academic Progress policy.

## **TRANSFER OF PREVIOUS CLOCK HOURS**

Carolina Career College will accept hours obtained from attending courses at other schools when deemed related to the Career or Professional Development Program for which the student is enrolling. Acceptance of transfer hours will be at the discretion of the Sr. Vice President of Financial Services. Courses offered at colleges, universities, military programs, and apprenticeships may be accepted for transfer, provided the student can show proof of completion with a passing grade.

To apply for a clock hours transfer, a student must fill out a Transfer of Clock Hours Evaluation Request form prior to signing their Technical Education Enrollment Agreement. They may be required to submit official transcripts for review and provide a school catalog, course outline or course syllabus to help determine the validity of transfer. Upon completion of transcript review, the student will be notified of any clock hours accepted as transferable and Carolina Career College will issue a credit against the student's tuition charge for determined number of clock hours accepted when they sign their Technical Education Enrollment Agreement. Transferred clock hours may not comprise more than twenty five percent (25%) of the student's entire Career or Professional Development Program.

Students may also receive clock hours for previously attained industry certifications. A student must fill out a Transfer of Clock Hours Evaluation Request form prior to signing their Technical Education Enrollment Agreement and provide proof of certification. Upon certification review, the student will be notified of any clock hours allowed for previously earned industry certifications and Carolina Career College will issue a credit against the student's tuition charge for determined number of clock hours accepted when they sign their Technical Education Enrollment Agreement. Clock hours for industry based certifications may not exceed 25% of the student's entire Career or Professional Development Program.

Carolina Career College will review all transcripts and previously earned certifications for transfer of clock hours at no charge to the student.

## **STUDENT POLICY AND PROCEDURES**

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### **ATTENDANCE AND TARDY POLICY**

It is the students' responsibility to sign the sign-in sheets which are located at the front desk for each class session. The Student Support Administrator is responsible for removing the sign-in sheets 20 minutes after the start of the class. If a student arrives more than 20 minutes late the student may sign-in, but the Student Support Administrator will mark them as tardy on the sign-in sheet.

Instructors will be provided with sign-out sheets for each class session which they will make available in the classroom. It is the student's responsibility to sign the sign-out sheets. It is the responsibility of the instructor to note any students' early departure, more than 20 minutes prior to class dismissal, and designate as a tardy on the sign-out sheet. Both the sign-in and sign-out sheets are forwarded to the Student Support Coordinator.

Students receive a report of their attendance grade via the grade report following the completion of every course. If a Student believes their attendance data is incorrect, they should contact the Student Support Coordinator. After one week following the grade report distribution, all attendance data is considered permanent and cannot be altered

Students are required to maintain an 80% attendance record in each class. The attendance percentage is determined by dividing the number of clock hours required by the number of clock hours attended. Make up hours may be granted for excused absences. Make up hours must be completed under the observation of an instructor.

If a student falls below the 80% requirement, the student will be assigned a course grade of "I" and be placed on probation and required to repeat the course per the Satisfactory Academic Progress Policy. Students should note that repetition of courses could adversely affect the completion of their program within the maximum time frame allowed and consequently jeopardize their current graduation date.

Students that have three consecutive absences from a course will automatically be placed on probation and be withdrawn from the course. The student may be required to repeat the course to regain Satisfactory Academic Progress status. Students should note that repetition of courses could adversely affect the completion of their program within the maximum time frame allowed and consequently jeopardize their current graduation date.

Students who are more than 20 minutes late to a class or leave earlier than 20 minutes prior to dismissal will be marked as absent for the entire class period. After the satisfactory completion of make-up time scheduled with your instructor, you will be marked as present for that class session.

Students who miss more than fourteen consecutive sessions of their program will be administratively withdrawn from their Career or Professional Development Program, and they will have to reapply for admission (See Re-Entry Policy).

Carolina Career College Career Services may review attendance records prior to providing placement assistance to its students. Remember employers need reliable employees.

If you know you are going to be absent or tardy, please notify the Front Desk or the Student Support Coordinator.

## **CAREER SERVICES AND CAREER PLACEMENT ASSISTANCE**

Students who enroll in a Career or Professional Development Program may be entitled to Career Services and Career Placement Assistance upon completing eligibility requirements. To qualify for these services, a student must successfully complete 50 percent of their program for which they have enrolled as outlined in their Technical Education Enrollment Agreement. Prior to 50 percent program completion, a student may qualify for services by securing a certification that is part of his/her Career Development Program while attending Carolina Career College. Carolina Career College does not guarantee job placement.

Career Services includes a professional assessment, career planning, résumé development, cover letter construction, interview preparation, professional coaching, mock interviews, and networking techniques.

Career Placement Assistance is available to students who complete their Career Services and Professional Development Courses as scheduled. Additionally the student must complete a one-on-one career coaching session, a résumé evaluation, and at least one mock interview with their Career Services Specialist. Career Placement Assistance includes résumé distribution, career opportunity leads and exclusive career fairs. Career Placement Assistance does not guarantee job placement but is a service provided to distribute student and graduate's résumés to Carolina Career College's business partners and market student's skills to hiring managers.

The level of Career Services and Career Placement Assistance for which students qualify are outlined in their Technical Education Enrollment Agreement.

## **COMPLAINTS, GRIEVANCE AND ARBITRATION POLICY**

Carolina Career College primary goal is to assist students with their technical career goals. If a student concern or problem needs to be addressed, students may confidentially address their concerns with any Carolina Career College faculty or staff. Carolina Career College is committed to fairly addressing all student issues. Formal complaints may be made when attempts at resolution have been unsuccessful. To initiate a formal complaint; the student will prepare a written report to the attention of the school President detailing your attempts at resolution. If your situation is not satisfactorily resolved with the President, you must submit another letter to the governing body of the school. If any concern is of a legal nature and cannot be resolved, it is agreed that the parties involved will bring all disputes and claims to be resolved by arbitration under the Better Business Bureau (BBB) of Eastern North Carolina.

The Student understands that that they have legal and binding contract once completed and signed by both parties, themselves and a representative of Carolina Career College. In the event that the parties signed below are not able to informally resolve a dispute or claim in regards to this contract, it is mutually agreed that any and all controversies, claims, or disputes arising out of, relating to, or in connection with this contract or my enrollment or relationship with Carolina Career College, will be resolved by binding arbitration administered by the Better Business Bureau (BBB) of Eastern North Carolina. Both parties agree to comply with all arbitration policies and procedures as outlined by the BBB, and both parties agree that arbitration shall be the sole, exclusive, and final remedy for any dispute between them, and

accordingly, neither party will be permitted to pursue court action regarding controversies, claims, or disputes.

BBB of Eastern North Carolina  
5540 Munford Rd., Ste. 130  
Raleigh, NC 27612-2655  
Phone: (919) 277-4222

If the governing body doesn't resolve your issue, you may then contact the North Carolina State Board of Community Colleges.

North Carolina State Board of Community Colleges  
5016 Mail Service Center  
Raleigh, NC 27699-5016  
Phone: (919) 807-7100

Additionally, you may contact the Accrediting Council for Continuing Education & Training.

Accrediting Council for Continuing Education & Training  
1722 N. St. NW  
Washington, DC, 20036  
Phone: (202) 955-1113

## **CODE OF CONDUCT**

Students are expected to be professional and courteous to their peers, instructors, and staff members at all times. Unprofessional conduct that could lead to immediate administrative withdrawal can be, but is not limited to the following:

- Abusive language or swearing
- Inappropriate internet usage (sex and hate sites included)
- Usage or influence of drugs or alcohol on campus
- Malicious sabotaging of other students' machines, servers, or classroom setup
- Physical or verbal threats
- Sexual harassment
- Theft of property from the school or other students

The standard of conduct for our students is patterned after those commonly found in job situations; however, in some cases, school standards are purposely more demanding. The student is expected to observe the school's regulations, follow the directions given by the instructors, and conduct his or herself at all times in a manner that is a credit to the student, fellow students, and the school.

Carolina Career College reserves the right to determine, at its sole discretion, what constitutes acceptable and unacceptable conduct. Carolina Career College reserves the right to determine, at its sole discretion, any actions to take in response to unacceptable behavior from probation up to and including administrative withdrawal from the program.

## **COURSE REPEAT**

Students in good standing may retake any class in the Career or Professional Development Program from which they graduated for up to one year after their graduation date. Repeat privileges are not guaranteed. Carolina Career College periodically modifies their programs in response to new software releases and local industry trends. Therefore, not all classes may be available at the time the student wishes to repeat. Additionally, enrollment with a repeat status is based on a space available basis per class. Students



attending the class for the first time are given priority when it comes to seating availability. If a new version of courseware has been released and is being utilized in the classroom, students may be required to purchase the newer version.

## **GRADING POLICY**

Any grade of “D” or above is considered a passing grade for an individual course. A student however, must have a cumulative grade point average (GPA) of 2.0 or higher to be eligible for graduation. Grades of “F” or “I” are counted as clock hours attempted but not achieved and will have a value of 0.0 towards the cumulative GPA. An “I” will be assigned to students who do not meet the attendance requirement for each course. When a course is repeated due to failure or incomplete, the lowest grade will be dropped and the highest grade will be used to calculate cumulative GPA. Repetition of courses may adversely affect a student’s academic progress in terms of the allowed maximum time frame, which is 1.5 times the normal program length.

## **GRADING SCALE**

The following grading scale will be used for all classes:

<u>Total Points</u>	<u>Grade Point</u>	<u>Letter Grade</u>
90 – 100	4.0	A
80 – 89	3.0	B
70 – 79	2.0	C
60 – 69	1.0	D
0-59	0.0	F
Incomplete	0.0	I

Students who withdraw from a Program will receive a grade of “I” in each class interrupted by the withdrawal. All interrupted classes must be repeated upon readmission to the institution.

Course grades are calculated based on the following:

<u>Percent of Total Grade</u>	<u>Criteria</u>
25%	Attendance
50%	Lab Completion, Exercise Completion, and Class Participation
25%	Final Exam

## **GRADUATION**

To satisfy requirements for graduation, a student must complete all classes in the Career or Professional Development Program for which they are enrolled with grade of “D” or above and an attendance record of 80% or better. A student is also required to have a cumulative grade point average of 2.0 or higher. Upon graduation students will receive a certificate of program completion.

## **LEAVE OF ABSENCE POLICY**

Carolina Career College cannot guarantee an available seat or availability of courses in the future; therefore, Carolina Career College does not encourage students to take a leave of absence. A student may be granted a leave of absence for a reasonable amount of time as determined by the Chief Training Officer.

A student who requires a leave of absence must submit a signed leave of absence request form to the Student Support Coordinator, in advance of the leave of absence start date, unless unforeseen circumstances prevent the student from doing so. The request must include the reason for the leave of absence, the start date of the leave of absence, and the end date of the leave of absence. The length of the leave of absence may not be more than .5 times the normal length of the originally scheduled program, as measured in months.

Any student whose schedule allows for an educational gap of more than 30 calendar days will be put on a Leave of Absence.

If a student does not return within the terms of the leave of absence, he/she will be administratively withdrawn from the program (See Withdrawal Policy). The student will not be assessed any fees or charges for a leave of absence.

## **MAKEUP WORK**

Students who have excused absences may makeup class work under instructor observation. Make up work may be any activity deemed appropriate by the instructor for the material missed. The time spent on the makeup work must be equivalent to the time missed from the class and must be completed prior to the last scheduled day of the class. Makeup sessions are to be scheduled through the Student Support Coordinator.

## **MAXIMUM TIME FRAME**

All program requirements must be completed with a maximum time frame of 1.5 times the normal program length, as measured in months. The Security and Network Infrastructure Specialist Program, approximately ten months in length, must be completed within five months of the original graduation date. Students who do not complete within the maximum time frame will be considered a non-graduate. Graduates and non-graduates are able to use the facility for a maximum of twelve months after graduation date to pursue their studies or career search. Non-graduates will not receive career placement assistance.

## **PROBATION**

Student actions that will lead to probation include, but are not limited to:

- Failure to maintain satisfactory academic progress (see Satisfactory Academic Progress Policy).
- Failure to meet attendance requirements (see Attendance and Tardy policy).
- Three unexcused consecutive absences from a course (see Attendance and Tardy Policy).
- Failure to return from a leave of absence as specified (see Leave of Absence Policy).
- Failure to comply with code of conduct (see Code of Conduct).
- Failure to comply with student performance requirements (see Student Performance Requirements).
- Failure to maintain timely financial payments to their student account.

In the event a student is placed on probation, Carolina Career College will notify the student via the Probation Notification Letter indicating the specifics of the probation, and the student actions required to proceed with their Program.

If the probation is due to failure to maintain satisfactory academic progress, the probationary period will be until the completion of the next scheduled course, which may be a repeat of a failed course. During

the probationary period, the student is expected to attain the required GPA and maintain the required attendance. If the student fails to attain the required GPA or maintain the required attendance, the student will be subject to further academic disciplinary action up to and including administrative withdrawal from the Program. During the academic probationary period, a student must maintain full time status and continue to meet the terms of the probation. A student may appeal the determination of failure to meet satisfactory academic progress and the action to be placed on probation.

Students may appeal decisions made by the institution in regards to probation and administrative withdrawals to the school President. An appeal must be made in writing and received by the institution within one week of the date on the Probation Notification Letter or letter of administrative withdrawal. The letter of appeal should be accompanied by any substantiating documentation for the appeal. The President will notify the student of the action regarding the appeal within one week from the receipt of the letter of appeal. The decision of the President regarding the appeal is final.

Students reinstated upon appeal will be placed on a probationary status for the first class in which they are enrolled. The student will be removed from probation once satisfactory progress has been attained

## **PROGRAM DISMISSAL/ RE-ENTRY**

A student can be dismissed and administratively withdrawn, at the discretion of the President, for insufficient progress toward program completion, fourteen consecutive unexcused absences, non-payment of costs, failure to return from a scheduled leave of absence, failure to comply with code of conduct or failure to meet the terms of probation (see Withdrawal Policy).

A student that has canceled, withdrawn, or has been academically withdrawn and desires to re-enter the program of study must notify the school and follow the required admission procedures. A student that was academically withdrawn for any reason must have an interview with the President and show cause why he/she should be re-instated. The decision of the President is final

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

Carolina Career College's Satisfactory Academic Progress Policy is detailed below for all Programs. Satisfactory academic progress is evaluated at the completion of each course in the program and is based on Clock Hours. Students are required to maintain quantitative and qualitative satisfactory academic progress.

**Quantitative academic progress** is defined as the clock hours completed divided by the clock hours required per class. To be considered as making satisfactory quantitative academic progress, a student's attendance percentage must be 80% or greater. Students with attendance below 80% will receive a grade of "I" for that course.

**Qualitative academic progress** is determined by reviewing the student's cumulative grade point average (GPA). While students are required to have a cumulative GPA of 2.0 or higher for graduation a passing grade for any course is a D or above as detailed in the grading policy. Each student will receive a grade report, including a cumulative grade point average (GPA), at the completion of each course. A student must maintain a cumulative GPA of 2.0 or higher to be considered as making satisfactory qualitative academic progress.

In the event that a student fails to meet the satisfactory academic progress standards, he/she will be placed on academic probation and notified via the Probation Notification Letter. A student may appeal the determination of failure to meet satisfactory academic progress and resulting probation (See Probation Policy).

Transfer students from outside the institution will be evaluated qualitatively only on the work completed while at Carolina Career College. The maximum time frame for completion of a Program is reduced for

transfer students, based upon the remaining length of the program in which they enroll. Students transferring from one program to another within this school will have their GPA calculated on a cumulative basis, including all coursework attempted while at the institution.

## **STUDENT RESPONSIBILITIES**

- Complete all assigned labs, reading, and homework assignments.
- Be prepared to learn upon arrival in class.
- Remain the entire length of class.
- Request help immediately and utilize all available services, including labs and mentoring
- Utilize practice lab activities and practice exams until the student understands the concepts
- Test for certifications promptly

## **STUDENT RECORD ACCESS AND INFORMATION RELEASE**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. Carolina Career College student record access policy is accordance with FERPA.

Students have the right to inspect and review their individual education records maintained by the school. Students may request a copy of their transcript and other education records at no charge.

Students have the right to request that the school correct records which they believe are inaccurate or misleading. If the school does not amend the record, the student has the right to appeal. If after the appeal, the school still decides not to amend the student record, the student has the right to place a written personal statement about the contested information in the student file.

In most situations, the school may not release student information about the student without written consent from the student. However, in accordance with FERPA, the school may release records, without consent to the following or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

The school, in compliance with FERPA, will annually notify current students of their rights under FERPA through the issuing of the student handbook.

## **TEST PASS INSURANCE FOR CERTIFICATION EXAMS**

Students may be eligible for Test Pass Insurance based on their Career or Professional Development Program. They must complete the course associated with the certification exam with a passing grade and attain a score of 90% or better two or more times on each corresponding MeasureUp practice exam in certification mode to qualify for the test-pass insurance. Test vouchers are issued by the Student Support Coordinator after verification of student attendance and practice exam scores. The score report

for each exam taken, whether passed or failed, must be submitted to the Student Support Coordinator to be included in the student's file. No further vouchers will be issued until test results are reported to Carolina Career College. If a student fails a certification exam multiple times, Carolina Career College may require that the student attend mentoring or repeat classes before additional vouchers are released. Any student, who fails to show for a scheduled certification exam or fails to reschedule a certification exam within the allotted timeframe, will forfeit the test pass insurance and will be required to purchase a replacement exam.

## **WHAT STUDENTS SHOULD UNDERSTAND**

- Though knowledgeable, instructors may not have all answers readily available. Instructors will work to find answers by next class sessions should this occur. Be prepared for the instructor to encourage research.
- Computers often have unexpected problems. If a problem is experienced, notify the instructional staff immediately, but be prepared to be asked to assist in fixing the issue.
- Unexpected problems can occur during class lab activities due to student skill levels or malfunctioning software and hardware. Students should remain patient and work to troubleshoot these issues with their instructor as they occur. Every experience is a learning experience.
- The faculty and staff are fully aware of the difficult and accelerated nature of the program and are prepared to assist the student upon request. Certifications cannot be attained without having near perfect attendance, paying attention during class and practicing lab work repeatedly until a thorough understanding of both the concept and the application of concepts within the program have been achieved.
- Please note that one year after graduation the student will no longer be eligible for services and the Test Pass Insurance will expire. If a student fails to achieve the certifications for which they enrolled within one year of graduation, it becomes the sole responsibility of the student to pay for the certification exams.
- Immediate employment is difficult, if not impossible, without certifications and effort on the part of the student.
- Employment within a specified timeframe cannot be guaranteed; employment and employers are as individual as the students themselves. Students are encouraged to persevere and remain positive throughout the process of securing employment.
- Employment or salaries attained cannot be guaranteed.

## **GENERAL INFORMATION**

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### **CLASS SCHEDULES AND PROGRAM START DATES**

A student may enter the school during business hours or scheduled class hours. Program start dates are typically scheduled to begin once every six weeks. The student must take the classes in the order listed under the program curriculum. The date of completion and graduation date is determined by the date that the student is scheduled to complete all of the required classes for the program in which they enroll. All students are awarded a certificate upon completion of the program.

### **COPYRIGHT POLICY**

Carolina Career College is committed to complying with federal and state copyright laws. It is expected of all students, faculty and staff of Carolina Career College to respect the rights of all properties protected

by federal and state copyright laws and to responsibly and appropriately use the intellectual property of others. "Use" of a property for copyright purposes is defined as copying, distributing, creating derivative works, displaying or performing the work publicly.

Prior to copying any original documents or other works, all individuals should determine if the property is protected by copyright, available under a license agreement, or whether the intended purpose of copying qualifies as fair use as defined in section 107 of the Federal Copyright Act. If the property is protected by copyright and/or the intended purpose is not for fair use, then it is the responsibility of the individual to seek permission of the property owner prior to using.

In addition to compliance with the Federal Copyright Act and all State and Federal Copyright laws, Carolina Career College expects full compliance with the federal Digital Millennium Copyright of 1998 by all students and faculty. Under this act, all Peer-to-Peer file sharing (P2P) enabling the download and/or sharing of copyright material are strictly prohibited.

In the event if any copyright infringement, all alleged infringers will be subject to disciplinary action by Carolina Career College up to and including termination of student or employee status whichever is appropriate. Carolina Career College will comply with all subpoenas and legal requests in the prosecution of any copyright infringers. Employees and students who are found guilty of any copyright infringement are subject to legal action to the full extent of the law.

## **HOLIDAYS**

School will not be held on the following holidays. Additional holidays may be declared at the discretion of the President.

Good Friday – April 14, 2017  
Memorial Day – May 29, 2017  
Summer Break – July 3-7, 2017

Labor Day – September 4, 2017  
Thanksgiving Break – November 20-24, 2017  
Christmas Break – December 25-January 5, 2017

## **HOURS OF OPERATION**

The business office is open: Monday through Friday from 8am to 5pm.  
Classes are in session: Monday, Wednesday and Thursday from 6:00pm to 10:00pm

## **INCLEMENT WEATHER POLICY**

Please call (919) 336-1000 after 6:30am (3pm for evening classes) for delay or closing information. There will be an alternate greeting that states the current date and whether the center is open as normal, delayed (with the open time) or closed for day and/or night classes. If the center has lost power there will be no greeting and students can assume that the center is closed. Additionally, closing information will be provided on our website, [www.carolinacareercollege.edu](http://www.carolinacareercollege.edu), and on WRAL.com.

## **STATEMENT OF CAROLINA CAREER COLLEGE EMPLOYEES**

The Carolina Career College School Catalog supersedes any verbal statement made by any of its employees. For any employee statement to override this catalog, the statement must be in writing, signed and dated by that employee along with the signature of either the Sr. Vice President of Financial Services or Chief Information Officer. The statement will not be in effect unless both signatures and dates are recorded.

# COURSE AND PROGRAM INFORMATION

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## INDIVIDUAL COURSES

### **INTRODUCTION TO PERSONAL COMPUTERS USING WINDOWS 7**

This course is targeted to individuals who do not have any background, knowledge, or experience in computers and who need to use personal computers at home or the office.

Tuition: \$ 250

Hours: 12

### **COMPTIA A+ CERTIFICATION (EXAM 220-901 AND 220-902)**

In this course, students will acquire the essential skills and information needed to install, upgrade, repair, configure, troubleshoot, optimize, and perform preventative maintenance of basic personal computer hardware and operating systems.

Tuition: \$ 4950

Hours: 60

### **CAREER SERVICES AND PROFESSIONAL DEVELOPMENT 1 AND 2**

In these courses students will acquire the essential skills and knowledge needed to be successful in the career transition process.

Tuition: \$ 1600

Hours: 24

### **COMPTIA NETWORK+ CERTIFICATION (EXAM N10-006)**

This course is intended for entry-level computer support professionals with a basic knowledge of computer hardware, software, and operating systems to prepare for the CompTIA® Network+® (Exam N10-006), or who wish to increase their knowledge and understanding of networking concepts and acquire the required skills to prepare for a career in network support or administration.

Tuition: \$ 2475

Hours: 48

### **MICROSOFT SPECIALIST: WINDOWS 7, CONFIGURING**

This course is intended for IT professionals who are interested in expanding their knowledge base and technical skills about Windows 7 Client. In this course, students learn how to install, upgrade, and migrate to Windows 7 client.

Tuition: \$ 1785

Hours: 48

### **PRACTICUM – NETWORK+ AND WINDOWS 7**

Additional hands-on application of skills and knowledge acquired in CompTIA Network+ Certification (Exam N10-006) and Microsoft Specialist: Windows 7, Configuring.

Tuition: \$ 800

Hours: 12

### **20410 INSTALLING AND CONFIGURING WINDOWS SERVER 2012**

This course is part one of a series of three courses that provide the skills and knowledge necessary to implement a core Windows Server 2012 infrastructure in an existing enterprise environment. The three courses collectively cover implementing, managing, maintaining, and provisioning services and infrastructure in a Windows Server 2012 environment.

Tuition: \$ 2975

Hours: 36



<b>20411 ADMINISTERING WINDOWS SERVER 2012</b>	
This course is part two of a series of three courses that provide the skills and knowledge necessary to implement a core Windows Server 2012 infrastructure in an existing enterprise environment. The three courses collectively cover implementing, managing, maintaining, and provisioning services and infrastructure in a Windows Server 2012 environment.	
Tuition: \$ 2975	Hours: 36
<b>20412 CONFIGURING ADVANCED WINDOWS SERVER 2012 SERVICES</b>	
This course is part three of a series of three courses that provide the skills and knowledge necessary to implement a core Windows Server 2012 infrastructure in an existing enterprise environment. The three courses collectively cover implementing, managing, maintaining, and provisioning services and infrastructure in a Windows Server 2012 environment.	
Tuition: \$ 2975	Hours: 36
<b>PRACTICUM – SERVER 2012</b>	
Additional hands-on application of skills and knowledge acquired in 20410 Installing and Configuring Windows Server 2012, 20411 Administering Windows Server 2012, and 20412 Configuring Advanced Windows Server 2012 Services.	
Tuition: \$ 800	Hours: 12
<b>COMPTIA SECURITY+ CERTIFICATION (EXAM SYO-401)</b>	
This course is designed to help students prepare for the CompTIA Security+ SYO-401 exam. Students will implement and monitor security on networks, applications, and operating systems, and respond to security breaches.	
Tuition: \$ 2475	Hours: 36
<b>COMPTIA ADVANCED SECURITY PRACTITIONER (CASP)</b>	
In this course, students will examine advanced security concepts, principles, and implementations that pertain to enterprise level security.	
Tuition: \$ 3295	Hours: 48
<b>INTERCONNECTING CISCO® NETWORK DEVICES PART 1 (ICND 1)</b>	
This course focuses on providing the skills and knowledge necessary to install, operate, and troubleshoot a small branch office Enterprise network, including configuring a switch, a router, and connecting to a WAN and implementing network security.	
Tuition: \$ 3295	Hours: 48
<b>INTERCONNECTING CISCO® NETWORK DEVICES PART 2 (ICND 2)</b>	
This course focuses on skills and knowledge necessary to install, operate, and troubleshoot a small to medium-size branch office Enterprise network, including configuring several switches and routers, connecting to a WAN and implementing network security.	
Tuition: \$ 3295	Hours: 36
<b>PRACTICUM – SECURITY AND CISCO®</b>	
Additional hands-on application of skills and knowledge acquired in CompTIA Security+ Certification (Exam SYO-401), CompTIA Advanced Security Practitioner (CASP), Interconnecting Cisco Network Devices Part 1 (ICND 1), and Interconnecting Cisco Network Devices Part 2 (ICND 2).	
Tuition: \$ 800	Hours: 12

## **CAREER DEVELOPMENT PROGRAMS**

Whether you are new to Information Technology or a seasoned professional looking to move your career in a new direction, the Career Development Programs at Carolina Career College are designed with you in mind. Despite tough economic times, job growth and prospects in Information Technology remain strong. Our programs are designed to prepare you for real-world skills that employers are looking for today.

According to the United States Department of Labor Bureau of Labor Statistics ([www.BLS.gov](http://www.BLS.gov)) employment of computer support specialists is expected to increase by 17 percent from 2012 to 2022, which is faster than the average for all occupations. Demand for these workers will result as organizations and individuals continue to adopt the newest forms of technology. As technology becomes more complex and widespread, support specialists will be needed in greater numbers to resolve the technical problems that arise. Businesses, especially, will demand greater levels of support, as information technology has become essential in the business environment.

Employment of computer systems analysts is expected to grow by 25 percent from 2012 to 2022, which is much faster than the average for all occupations. Demand for these workers will increase as organizations continue to adopt and integrate increasingly sophisticated technologies and as the need for information security grows. Explosive growth in cloud computing, cyber security, and mobile networks is expected to fuel demand for analysts who are knowledgeable about systems development and integration.

In addition, as sensitive data continues to be transmitted and stored electronically, the need for information security analysts is projected to grow 37 percent from 2012 to 2022, much faster than the average for all occupations. Demand for information security analysts is expected to be very high as these analysts will be needed to come up with innovative solutions to prevent hackers from stealing critical information or creating havoc on computer networks

**Carolina Career College Career Development Programs do more than teach you the latest technology.**

Starting a new career in any field can be challenging. We are committed to making your transition to becoming an IT Professional as smooth as possible. We consider ourselves a partner in your success. Additional services that may be included in your Career Development Program are:

- Test Pass Insurance for the Microsoft, Cisco, and CompTIA Certification Exams
- Mentoring
- Career Skills Assessment
- Professional Career Coaching
- Résumé Development and Distribution
- Cover Letter Construction
- Career Placement Assistance
- Exclusive Career Fairs
- Career Advancement Assistance

**To learn how Carolina Career College can help you, work with an Admissions Representative today and discover your future in Information Technology!**

## SECURITY AND NETWORK INFRASTRUCTURE SPECIALIST (SNIS)

*The Security and Network Infrastructure Specialist program helps prepare students for entering the Information Technology field without previous experience. As a Security and Network Infrastructure Specialist, graduates from this program will be marketable for entry to mid-level technical opportunities that specialize in network administration with an emphasis in security. Graduates of this program will be prepared to begin a career path leading to Senior Network Administrator or Security Specialist.*

The Security and Network Infrastructure Specialist Program requires approximately ten months to complete. Classes are generally scheduled three nights per week. Maximum student to instructor ratio is 24:1.

### Prerequisite Courses

There are no prerequisite courses for this program. Students are expected to have an understanding of basic office professional skills prior to beginning this program.

### Required Courses

	Introduction to Personal Computers Using Windows 7 (12 Hours)
	CompTIA A+ Certification (Exam 220-901 AND 220-902) (60 Hours)
	Career Services and Professional Development Part 1 and 2 (24 Hours)
	CompTIA Network+ Certification (Exam N10-006) (48 Hours)
	Microsoft Specialist: Windows 7, Configuring (48 Hours)
	Practicum – Network+ and Windows 7 (12 Hours)
	20410 Installing and Configuring Windows Server 2012 (36 Hours)
	20411 Administering Windows Server 2012 (36 Hours)
	20412 Configuring Advanced Windows Server 2012 Services (36 Hours)
	Practicum – Server 2012 (12 Hours)
	CompTIA Security+ Certification (Exam SYO-401) (36 Hours)
	CompTIA Advanced Security Practitioner (CASP) (48 Hours)
	Cisco - Interconnecting Cisco Networking Devices Part 1 (ICND1) (48 Hours)
	Cisco - Interconnecting Cisco Networking Devices Part 2 (ICND2) (36 Hours)
	Practicum – Security+ and Cisco (12 Hours)

### Certifications and Exams

	CompTIA A+ 220-901 and CompTIA A+ 220-902
	CompTIA Network+ N10-006
	Microsoft Specialist: Windows 7, Configuring 70-680
	Microsoft Certified Solutions Associate (MCSA): Windows Server 2012 70-410, 70-411, and 70-412
	CompTIA Security+ SYO-401
	CompTIA Advanced Security Practitioner (CASP) CAS-002
	Cisco Certified Entry Networking Technician 100-101
	Cisco Certified Network Associate 200-101

### Program Objectives

	Understand basic network terminology
	Repair and maintain network desktop and server systems
	Provide tier 1 customer support for help desk
	Identify and resolve desktop software and systems issues
	Understand basic security terminology and concepts
	Install and configure Windows 7 Desktop Environment
	Understand and implement client computer management policies
	Implement and Administer Windows Server 2012
	Understand and manage remote administration and virtualization
	Identify, mitigate and troubleshoot network security issues
	Implement and manage network and software hardening plans
	Perform secure and efficient administration of Active Directory
	Install, configure, manage and troubleshoot LANs and WANs
	Monitor and maintain network performance
	Implement and manage wireless networks
	Understand Cisco Proprietary Protocols

REGISTRATION FEE	\$ 200 (non-refundable)		
SUPPLIES/SERVICES	\$ 5574		
TUITION	\$ 21225		
<b>TOTAL INVESTMENT</b>	<b>\$ 26999</b>	<b>TOTAL HOURS</b>	<b>504</b>

## SYSTEMS ADMINISTRATOR (SA)

*The Systems Administrator program helps prepare students for entering the Information Technology field without previous experience. As a Systems Administrator, graduates from this program will be marketable for entry to mid-level technical opportunities that specialize in operating systems and server administration. Graduates of this program will be prepared to begin a career path leading to Systems Administrator or LAN Administrator.*

Based on scheduling of individual courses, the Systems Administrator Program requires approximately seven months to complete. Classes are generally scheduled three nights per week. Maximum student to instructor ratio is 24:1.

### Prerequisite Courses

There are no prerequisite courses for this program. Students are expected to have an understanding of basic office professional skills prior to beginning this program.

### Required Courses

	Introduction to Personal Computers Using Windows 7 (12 Hours)
	CompTIA A+ Certification (Exam 220-901 AND 220-902) (60 Hours)
	Career Services and Professional Development Part 1 and 2 (24 Hours)
	CompTIA Network+ Certification (Exam N10-006) (48 Hours)
	Microsoft Specialist: Windows 7, Configuring (48 Hours)
	Practicum – Network+ and Windows 7 (12 Hours)
	20410 Installing and Configuring Windows Server 2012 (36 Hours)
	20411 Administering Windows Server 2012 (36 Hours)
	20412 Configuring Advanced Windows Server 2012 Services (36 Hours)
	Practicum – Server 2012 (12 Hours)

### Certifications and Exams

	CompTIA A+ 220-901 and CompTIA A+ 220-902
	CompTIA Network+ N10-006
	Microsoft Specialist: Windows 7, Configuring 70-680
	Microsoft Certified Solutions Associate (MCSA): Windows Server 2012 70-410, 70-411, and 70-412

### Program Objectives

	Understand basic network terminology
	Install peripheral computer and network devices
	Repair and maintain network desktop and server systems
	Provide tier 1 customer support for help desk
	Identify and resolve desktop software and systems issues
	Understand basic security terminology and concepts
	Install and configure basic network infrastructure
	Install and configure Windows 7 Desktop Environment
	Understand and implement client computer management policies
	Implement and Administer Windows Server 2012
	Understand and manage remote administration and virtualization
	Manage users and resources in remote locations
	Perform secure and efficient administration of Active Directory

REGISTRATION FEE	\$ 200 (non-refundable)		
SUPPLIES/SERVICES	\$ 3869		
TUITION	\$ 15930		
TOTAL INVESTMENT	\$ 19999	TOTAL HOURS	324

## NETWORK AND SYSTEMS SPECIALIST (NSS)

*The Network and Systems Specialist program helps prepare students for entering the Information Technology field without previous experience. As a Network and Systems Specialist, graduates from this program will be marketable for entry to mid-level technical opportunities that specialize in network administration. Graduates of this program will be prepared to begin a career path leading to Network and Systems Specialist or Network Infrastructure Administrator.*

Based on scheduling of individual courses, the Network and Systems Specialist Program requires approximately five months to complete. Classes are generally scheduled three nights per week. Maximum student to instructor ratio is 24:1.

### Prerequisite Courses

There are no prerequisite courses for this program. Students are expected to have an understanding of basic office professional skills prior to beginning this program.

### Required Courses

	Introduction to Personal Computers Using Windows 7 (12 Hours)
	CompTIA A+ Certification (Exam 220-901 AND 220-902) (60 Hours)
	Career Services and Professional Development Part 1 (12 Hours)
	CompTIA Network+ Certification (Exam N10-006) (48 Hours)
	Cisco - Interconnecting Cisco Networking Devices Part 1 (ICND1) (48 Hours)
	Cisco - Interconnecting Cisco Networking Devices Part 2 (ICND2) (36 Hours)

### Certifications and Exams

	CompTIA A+ 220-901 and CompTIA A+ 220-902
	CompTIA Network+ N10-006
	Cisco Certified Entry Networking Technician 100-101
	Cisco Certified Network Associate 200-101

### Program Objectives

	Understand basic and intermediate network terminology
	Install, configure, manage and troubleshoot local area networks (LANs)
	Install, configure, manage and troubleshoot wide area networks (WANs)
	Monitor and maintain network performance
	Implement and manage wireless networks
	Understand basic and intermediate network security
	Understand Cisco Proprietary protocols

REGISTRATION FEE	\$ 200 (non-refundable)
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SUPPLIES/SERVICES	\$ 3033
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TUITION	\$ 10766
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TOTAL INVESTMENT	\$ 13999	TOTAL HOURS	216
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## DESKTOP SUPPORT TECHNICIAN (DST)

*The Desktop Support Technician program helps prepare students for entering the Information Technology field without previous experience. As a desktop support technician, graduates from this program will be marketable for entry-level technical opportunities that include installing and maintaining network hardware, operating systems and software. Graduates of this program will also be prepared to begin a career path leading to Desktop Support Technician or Network Technician.*

Based on scheduling of individual courses, the Desktop Support Technician Program requires approximately four months to complete. Classes are generally scheduled three nights per week. Maximum student to instructor ratio is 24:1.

### Prerequisite Courses

There are no prerequisite courses for this program. Students are expected to have an understanding of basic office professional skills prior to beginning this program.

### Required Courses

	Introduction to Personal Computers Using Windows 7 (12 Hours)
	CompTIA A+ Certification (Exam 220-901 AND 220-902) (60 Hours)
	Career Services and Professional Development Part 1 (12 Hours)
	CompTIA Network+ Certification (Exam N10-006) (48 Hours)
	Microsoft Specialist: Windows 7, Configuring (48 Hours)
	Practicum – Network+ and Windows 7 (12 Hours)

### Certifications and Exams

	CompTIA A+ 220-901 and CompTIA A+ 220-902
	CompTIA Network+ N10-006
	Microsoft Specialist: Windows 7, Configuring 70-680

### Program Objectives

	Understand basic network terminology
	Install peripheral computer and network devices
	Repair and maintain network desktop systems
	Provide tier 1 customer support for help desk
	Troubleshoot network and operating systems issues
	Understand basic security terminology and concepts
	Install and configure basic network infrastructure
	Install and configure Windows 7 Desktop Environment
	Understand and implement local user management policies
	Understand and implement local computer management policies

REGISTRATION FEE	\$ 200 (non-refundable)
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SUPPLIES/SERVICES	\$ 2046
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TUITION	\$ 9253
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TOTAL INVESTMENT	\$ 11499	TOTAL HOURS	192
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## PROFESSIONAL DEVELOPMENT PROGRAMS

Professional Development Programs are shorter programs designed to deliver and increase valuable skills in today's marketplace. These smaller programs range from introducing students to the field of Information Technology to helping professionals achieve the certifications they need to validate their existing job experience.

These programs may include many of the value added services that students have come to expect from Carolina Career College, however, Career Services and Placement Assistance may not be included. Please see an Admissions Representative for complete details.

<b>NETWORK AND SYSTEMS TECHNICIAN</b>			
<i>The Network and Systems Technician Program helps prepare students for exploring the Information Technology field without previous experience. This entry level program introduces students to the two basic courses the larger Career Development Programs build upon. Students of this program will be better prepared for entry-level technical opportunities that include installing and maintaining network hardware, operating systems and software.</i>			
Based on scheduling of individual courses, the Network and Systems Technician Program requires approximately three months to complete. Classes are generally scheduled three nights per week. Maximum student to instructor ratio is 24:1.			
<b>Prerequisite Courses</b>			
There are no prerequisite courses for this program. Students are expected to have an understanding of basic office professional skills prior to beginning this program.			
<b>Required Courses</b>			
	Introduction to Personal Computers Using Windows 7 (12 Hours)		
	CompTIA A+ Certification (Exam 220-901 AND 220-902) (60 Hours)		
	Career Services and Professional Development Part 1 (12 Hours)		
	CompTIA Network+ Certification (Exam N10-006) (48 Hours)		
<b>Certifications and Exams</b>			
	CompTIA A+ 220-901 and CompTIA A+ 220-902		
	CompTIA Network+ N10-006		
<b>Program Objectives</b>			
	Understand basic network terminology		
	Install peripheral computer and network devices		
	Repair and maintain network desktop systems		
	Provide tier 1 customer support for help desk		
	Troubleshoot network and operating systems issues		
	Understand basic security terminology and concepts		
	Install and configure basic network infrastructure		
<b>REGISTRATION FEE</b>	\$ 200 (non-refundable)		
<b>SUPPLIES/SERVICES</b>	\$ 1868		
<b>TUITION</b>	\$ 5931		
<b>TOTAL INVESTMENT</b>	\$ 7999	<b>TOTAL HOURS</b>	132

## CISCO CERTIFIED NETWORK ASSOCIATE (CCNA)

*The Cisco Certified Network Associate Program helps students with existing IT experience differentiate themselves in today's competitive job market by preparing to achieve their Cisco Certified Network Associate certification, resulting in higher earning potential. As a Cisco Certified Network Associate, students from this program will specialize in the ability to install, configure, operate, and troubleshoot medium-size enterprise level router and switched networks. This includes design implementation and verification of connections to remote sites in a WAN, basic mitigation of security threats, and introduction to wireless networking. Students of this program will be better prepared for advancing their career with any employer relying on Cisco networking devices.*

Based on scheduling of individual courses, the Cisco Certified Network Associate Program requires approximately two months to complete. Classes are generally scheduled three nights per week. Maximum student to instructor ratio is 24:1.

### Prerequisite Courses

Prerequisites for this program are networking experience, or appropriate industry certifications. Students are expected to have an understanding of basic office professional skills prior to beginning this program.

### Required Courses

Cisco - Interconnecting Cisco Networking Devices Part 1 (ICND1) (48 Hours)
Cisco - Interconnecting Cisco Networking Devices Part 2 (ICND2) (36 Hours)

### Certification Exams

Cisco Certified Entry Networking Technician 100-101
Cisco Certified Network Associate 200-101

### Program Objectives

Understand basic network terminology
Identify, mitigate and troubleshoot network security issues
Install, configure, manage and troubleshoot LANs and WANs
Monitor and maintain network performance
Implement and manage wireless networks
Understand Cisco Proprietary Protocols

REGISTRATION FEE	\$ 200 (non-refundable)
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SUPPLIES/SERVICES	\$ 1640
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TUITION	\$ 5159
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TOTAL INVESTMENT	\$ 6999	TOTAL HOURS	84
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<b>SECURITY SPECIALIST</b>			
<p><i>The Security Specialist Program helps students with existing IT experience differentiate themselves in today's competitive job market by preparing to achieve their CompTIA Security+ and CompTIA Advanced Security Practitioner certifications resulting in higher earning potential. After mastering CompTIA's vendor-neutral approach to Security students of this program will be better prepared for advancing their careers. With the rise of global information security threats, organizations are looking for individuals with validated cybersecurity skills.</i></p>			
<p>Based on scheduling of individual courses, the Security Specialist Program requires approximately two months to complete. Classes are generally scheduled three nights per week. Maximum student to instructor ratio is 24:1.</p>			
<b>Prerequisite Courses</b>			
<p>Prerequisites for this program are networking experience, or appropriate industry certifications. Students are expected to have an understanding of basic office professional skills prior to beginning this program.</p>			
<b>Required Courses</b>			
	CompTIA Security+ Certification (Exam SYO-401) (36 Hours)		
	CompTIA Advanced Security Practitioner (CASP) (48 Hours)		
<b>Certification Exams</b>			
	CompTIA Security+ SYO-401		
	CompTIA Advanced Security Practitioner (CASP) CAS-002		
<b>Program Objectives</b>			
	Identify the fundamental concepts of computer security		
	Identify security threats and vulnerabilities		
	Manage data, application, and host security		
	Implement network security		
	Identify and implement access control and account management security measures		
	Identify and implement compliance and operational security measures		
	Troubleshoot and manage security incidents		
	Plan for business continuity and disaster recovery		
	Manage risk in the enterprise		
	Integrate computing, communications, and business disciplines in the enterprise		
	Integrate hosts, storage, networks, and applications in a secure enterprise architecture		
<b>REGISTRATION FEE</b>	\$ 200 (non-refundable)		
<b>SUPPLIES/SERVICES</b>	\$ 1640		
<b>TUITION</b>	\$ 5159		
<b>TOTAL INVESTMENT</b>	\$ 6999	<b>TOTAL HOURS</b>	84

# NOTES

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