

2021

# HyperLearning Technologies Catalog



[www.hyperlearn.com](http://www.hyperlearn.com)

HyperLearning Technologies, Inc.  
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*Certified to operate in Virginia by the State Council of Higher Education for Virginia  
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Owners and Directors

George W. Geyer ..... President



Revision Date January 8, 2021

I certify this catalog to be true and correct in policies and procedures



George W. Geyer

President

1/8/2021

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**Signature**

**Print**

**Title**

**Date**



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## INSTITUTIONAL MISSION

### CORPORATE MISSION

"The mission of HyperLearning Technologies, Inc. is to deliver the highest quality technology training leading to industry recognized certification resulting in initial employment or career advancement."

### CORPORATE HISTORY

HyperLearning Technologies (HLT) was founded by two brothers, Roger and George Geyer in January of 1995 and incorporated in February of that year. The Company was one of the first companies to become a Microsoft Solution Provider and has been a Solution Provider or Silver/Gold Certified Partner from its inception to the present time.

At the time the company was founded, Roger was already a technology specialist and was one of the first Microsoft Certified Professionals. At the August 1995 launching of Windows 95 in Redmond WA, Roger gave a presentation on how the Windows 95 desktop would affect K-12 education. George was a Marine Engineer and held senior positions in Engineering, Project Management and General Management prior to co-founding HyperLearning.

HyperLearning's early history ranged from training computer buyers on how to use their first computer to training professionals requiring advanced skills with operating systems and applications. HyperLearning held contracts with the regional Circuit City and Office Max stores to provide basic computer training to purchasers of new computers.

The Company now focuses on technology education and training to prepare students for the IT field. Courses are taught at a technical level of detail to permit the student to sit for leading industry recognized certifications. Courses range from entry level IT Technical Support & Operations to advanced client/server networking and cyber security. These courses can lead to certifications with Microsoft, CompTIA, Cisco, Project Management Professional, EC Council, and (ISC)<sup>2</sup>. HyperLearning's owners led the way to certification preparation training by themselves becoming MCTS, MCITP, MCSA, MCSE, MCDST, MCSA, SCNP, CISSP, and CCNA certified.

### PROGRAM OVERVIEW

The programs at HyperLearning Technologies (HLT) are designed to educate and prepare you for the workplace and optionally allow you to demonstrate your knowledge and proficiency in a functional area by means of industry recognized certification. Certifications hold students to a high standard of knowledge and, as such, the exams are rigorous. and students are encouraged to sit for the exams.

Certificate and Diploma programs at HyperLearning are designed for serious students who are prepared to devote the focus, time and effort to prepare for technical careers in Information Technology.

HyperLearning Technologies offers certificate and six diploma programs—the IA Technical Level 2, LAN Administrator (Server), LAN Administrator (Linux), Network Administrator, Network Security Specialist and Network Cyber Security. The programs are comprised of several computer specialties from entry level IT Technical Support & Operations to securing advanced client/server networks with different operating systems.

Students are encouraged to take the certification exam after completing each course. Certifications have proven beneficial to both companies seeking qualified candidates and candidates seeking employment. For employers, certifications validate the education and competency level of a prospective employee; for applicants,

certifications sharpen their skills, provide confidence in what they know and set them apart from those with only experience or formal academic training.

Courses are delivered by instructors and trainers who are technically certified in the courses they teach and are also professionally certified to deliver the courseware and training in a clear and professional manner.

High quality training manuals used in the classroom are augmented by additional technical reference resources. The scope of the training services is designed to provide sufficient instructor contact hours, training materials, labs, practice exams, additional readings and exam vouchers so that a student has the resources necessary to pass exams without the purchase of additional items. Note that exam vouchers are optional for the diploma programs and not included in the pricing.

## THE COMPANY

- ✓ Is a Small Business founded in 1995
- ✓ Is a Microsoft Silver Partner
- ✓ Is a CompTIA Authorized Partner
- ✓ Is an EC Council Accredited Training Center
- ✓ Has conducted train-the-trainer courses for the Community College System regional and statewide technology staff
- ✓ Provides programs approved for Veterans Education Benefits, GI Bill®
- ✓ Has earned an A+ rating as an Accredited Business with the Better Business Bureau of Hampton Roads

### OWNERS AND DIRECTORS

Owners: George W. Geyer, President  
Adam Geyer  
Seth Geyer  
Leah Reyes

### RESPONSIBILITIES

George Geyer, MSE, MBA is the President and Chief Executive Officer of the company and is responsible for administration, contracts, sales, and marketing. Holding several technical and trainer certifications, Mr. Geyer also participates as the lead instructor in many of the classes and assists in course development and direction. (See Faculty)

## CAMPUS INFORMATION

HyperLearning Technologies, Inc.  
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Suite 250  
Virginia Beach, VA 23452  
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Web: [www.hyperlearn.com](http://www.hyperlearn.com)  
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Valerie Rockwell, Operations Manager  
Email: [Valerie.Rockwell@hyperlearn.com](mailto:Valerie.Rockwell@hyperlearn.com)

### HOURS OF OPERATION

Office Hours:	Monday-Friday	8:00 am to 5:00 pm
Daytime Classes:	Monday-Friday	8:30 am to 4:30 pm
Evening Classes:	Monday-Friday	5:30pm to 9:50 pm
Weekend Classes:	Saturday	9am to 1pm

## ACADEMIC CALENDAR 2021

### 2021 Spring Semester: Jan. 4 – Apr. 23

16 Week Session

January 4	Classes Begin
January 19	Martin Luther King Day (No Classes)
April 23	Classes End
April 26 – 30	Spring Break

### 2021 Summer Semester: May 3 – Aug. 20

16 Week Session

May 3	Classes Begin
May 31	Memorial Day (No Classes)
July 5	Independence Day (No Classes)
August 20	Classes End
August 23 – 27	Summer Break

### 2021 Fall Semester: Aug. 30 – Dec. 17

16 Week Session

August 30	Classes Begin
September 6	Labor Day (No Classes)
November 11	Veterans Day (No Classes)
November 25,26	Holiday (No Classes)
December 17	Classes End
January 3	Classes begin for 2022

## ACADEMIC CALENDAR 2022

### 2022 Spring Semester: Jan. 3 – Apr. 22

16 Week Session

January 3	Classes Begin
January 17	Martin Luther King Day (No Classes)
April 22	Classes End
April 25 – 29	Spring Break

### 2022 Summer Semester: May 2 – Aug. 19

16 Week Session

May 2	Classes Begin
May 30	Memorial Day (No Classes)
July 4	Independence Day (No Classes)
August 19	Classes End
August 22 – 26	Summer Break

### 2022 Fall Semester: Aug. 29 – Dec. 16

16 Week Session

August 29	Classes Begin
September 5	Labor Day (No Classes)
November 11	Veterans Day (No Classes)
November 24,25	Holiday (No Classes)
December 16	Classes End
January 2	Classes begin for 2023

## ADMISSIONS

### ADMISSIONS

All students applying for admission to a Diploma program must be 18 years of age or older, have a high school diploma/GED or a transcript from an accredited post-secondary institution, and must meet the minimum technical prerequisites as identified for the program or course. An official of HyperLearning will conduct a personal interview with the candidate to discuss the program, the candidate's career goals and the level of experience. A computer fundamentals assessment test will be administered. The assessment test and personal interview will help ensure that the student is at the same technical level as other students in the class or program.

Students for which English is a second language and who are not proficient in English as demonstrated during the interview and in their proficiency exam, will be referred to the Adult Learning Center in Virginia Beach for courses.

Credit for prior work experience will be determined by the skills assessment test and any active technical certifications. Credit hours received will be no more than 30% of the total program hours.

Prerequisites for admission to the diploma programs include a foundation in computers and software applications including the Windows desktop, word processing, spreadsheets, database, Internet and e-mail. For students who are deficient or feel a refresher is necessary, Microsoft Technology Associate and specialty Microsoft Office Specialist courses or programs are recommended as prerequisites. These courses and programs are available at HyperLearning Technologies.

The Admissions process is initiated by completing the Registration and Enrollment Application and Agreement.

The following requirements have been established for admission:

- Visit the school
- Complete an entrance interview and IT Assessment test
- Review a HyperLearning Course Catalog
- Submit all transcripts to support admission
- Complete financial arrangements
- Sign the Registration and Enrollment Application and Agreement

Upon acceptance, the student will be notified by letter of their acceptance.

HyperLearning requires that all admission practices be structured and applied equally without regard to factors that are non-student related. These factors include but are not limited to race, sex, creed, color, religion, national origin, age, source of income, marital status, sexual preference and physical or mental disabilities when the individual is otherwise qualified.

HyperLearning is evaluated as a training institution on student completion rates and attainment of employment. The technical programs at HyperLearning Technologies require extraordinary focus. **HyperLearning reserves the right to deny admission to students at time of application if it believes that the student cannot successfully complete the program or attain certification for reasons identified to the student. HyperLearning's determination is final.** Any applicant denied admission will be notified within seven working days. Any fees paid with the application will be refunded.

**PRIORITY ENROLLMENT**

Military Veterans and servicemembers will receive priority in enrollment when classes reach capacity.

**GUIDANCE**

The school provides guidance services to assist with career planning and to determine if a program of study at HyperLearning is a good fit for the student. All candidates will be interviewed prior to acceptance. The interview is used to identify the student’s interests, education, background with computers and any issues such as transportation, childcare or employment, which may impede their completing the program.

If, after the interview, there is a question as to the suitability of a particular program or course of study, the Student Services Advisor may administer a career assessment to assist the student in identifying interests and his or her aptitude and abilities.

**ABILITY TO BENEFIT**

HyperLearning does not admit ability-to-benefit students.

**NON-MATRICULATED STUDENTS**

This status is reserved for students who are seeking an industry recognized certificate(s) and not a diploma. Admission requirements are streamlined for these students and do not follow the admission requirements of students matriculating into a Diploma program. Prospective students are still interviewed to determine the suitability of the courses selected relative to class pre-requisites such as experience, knowledge and certification status.

Classes taken as non-matriculated students are taken on a contact hour basis.

Students who register as a non-matriculated student for a given semester may not matriculate into a program until the following semester. When a student wishes to become a matriculated student, they must follow the admission requirements for new students. Courses completed at HyperLearning will be considered for transfer in accordance with the transfer policy discussed in the Transfer Policy section of this Catalog.

**TRANSFER POLICY****TRANSFER OF CREDITS****TRANSFER OF CREDITS FROM OTHER INSTITUTIONS**

Courses completed at other institutions may be transferred depending upon the course and program. To transfer courses, a transcript from an accredited institution with a grade of “C” or better and/or current technical certification from a certifying body awarded by an Authorized Training Center must be submitted for evaluation.

**TRANSFER OF CREDIT BETWEEN PROGRAMS WITHIN THE INSTITUTION**

Students at HyperLearning may transfer to different programs within the Institution. Students must complete a Request for Program Change form. The form must be signed by the Administrator and Training Coordinator prior to approval. Funding sponsors must be notified, and students should be aware of any fiscal consequences. Credits will be evaluated by the School Administrator and applied to the new program. To transfer, the student must have completed the class and attained a grade of C or better.

**TRANSFER OF CREDIT TO OTHER INSTITUTIONS**

Post-Secondary institutions vary widely regarding the acceptance of transfer credit for courses completed at other post-secondary institutions. Acceptance of credit is left to the discretion of the institution to which the student transfers. The programs and courses offered at HyperLearning prepare the student for a job rather than college transfer. Transfer credit is possible if certification is attained; however, students considering transfer are encouraged to contact the school to which they are considering transfer to eliminate any misunderstanding.

**WITHDRAWAL POLICY**

HyperLearning has an open withdraw policy. Students can withdraw from a program to obtain field experience at any time. A withdraw form can be obtained from the Training Coordinator and must be completed prior to the start of the next class. Withdrawals made during class session will be in accordance with the Refund Policy. Re-enrollment will be in accordance with our Registration and Admission Policy. Students are reminded that any certifications obtained prior to withdrawal which are to be used for purposes of graduation must be current at the time of graduation.

**REGISTRATION AND REFUND POLICY**

There is no Registration Fee. However, HyperLearning must have received payment or have received a Purchase Order or Authorization to Bill two weeks prior to the start of the first class or program.

**VETERAN REGISTRATION AND DELAYED PAYMENT POLICY**

For a Veteran using Chapter 31, an Authorization to Bill is the VA-1905 and for the Veteran using Chapter 33 an Authorization to Bill is the Certificate of Eligibility both of which must be received prior to the first day of class or program start. HyperLearning will not impose any penalty on the veteran, including assessment of late fees, the denial of access to classes, libraries, or other institutional facilities due to delayed payment from the VA under Chapters 31 or 33. The Veteran must provide any additional information necessary for proper certification of enrollment by the institution.

Any difference between the amount of the student’s financial obligation and the amount of VA education disbursement, for any reason, may require additional payment from the Veteran.

Payments can be made by credit card, check or direct deposit. Until the Registration and Enrollment Agreement (REA) is completed and payment or a “promise to pay” document such as Authorization to Bill or Purchase Order has been received in accordance with the above statement, the student is not registered for the program or class.

All tuition fees and payments remitted to HyperLearning by a prospective student shall be refunded if the student is not admitted, does not enroll in the school, does not begin the program or course, withdraws or is dismissed from the program prior to the start of the class.

Books required for the course which are purchased and delivered to student will be charged on a non-refundable basis.

For students who enroll and start classes but withdraw or are terminated, the Refund Policy is as follows:

Percent of Available Program Hours Completed	Percentage of Refund Owed
--	---------------------------

Up to 10	90%
Up to 20	80%
Up to 30	70%
Up to 40	60%
Up to 50	50%
Up to 60	40%
Up to 70	30%
Up to 80	20%
Up to 90	10%
Up to 100	0%

Percentage of Refund does not include the cost of any Proprietary curriculum distributed to the student. All refunds will be made to students who have terminated their status as students within 40 days after receipt of a written notice or the date the student last attended classes whichever is earlier.

#### **POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE**

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

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

#### **COURSE CANCELLATION POLICY**

HyperLearning reserves the right to cancel any class if a minimum class quorum is not reached. The student has the option to wait until the next class or have all monies paid for that class, including any registration fee, returned.

#### **LEAVE OF ABSENCE**

Leave of absence, including military leave, shall be reasonable in duration and shall not exceed one semester in a one-year period and shall be for specific and acceptable purposes. The school attendance records will clearly show approval of the leave of absence granted. Students who cannot physically attend school may request a leave of absence by phone, fax or email. Students failing

to return from an authorized leave of absence shall be automatically terminated.

#### **REFRESHER/RETAKE OPPORTUNITIES**

Students who have completed a course may retake the course one time at no additional tuition charge within one year of course completion. Students should bring the previously distributed courseware and toolkits, if applicable, for the course. The student should plan to purchase new courseware if it has been changed. See the Training Coordinator for the purchase of new courseware.

For students taking the course as part of a program, the last grade received for the course will be recorded for the GPA; however all grades received will remain on the student’s transcript.

Students with excessive, unexcused absenteeism will not be eligible to retake a class under this policy.

**NOTE:** For students using VA benefits: Veterans are eligible for this retake policy. However, the VA will not pay tuition nor can benefits be used to retake a class which was successfully completed. Classes that are successfully completed may not be certified again for VA purposes if they are repeated.

#### **STUDENT SERVICES**

##### **STUDENT SERVICES**

A Student Services Advisor is available to meet with students. Each student enrolled in a Diploma program is encouraged to meet with the Student Services Advisor at least once a semester. The purpose of the meeting is to assist with any issues he or she may be having with their educational goals and to help them remain career focused during their time at Hyper Learning.

##### **CAREER COUNSELING**

Students are encouraged to discuss with the Student Services Advisor the decision making process and how to weigh the pros and cons in decision making and explore the short term and long term consequences in career choices. Students will be asked to match their job goals with their personal wants, needs and capabilities.

##### **JOB PLACEMENT**

HyperLearning has set up relationships with local technical placement firms to have representatives give presentations to students on what they and other companies are looking for in job cover letters, resumes, telephone interviews and personal interviews.

Students enrolled in a diploma program will attend a course to help them prepare for the workforce. They are encouraged to meet with the Student Services Advisor to assist in setting career goals for the near term and the future. The importance of job Interview skills, resume preparation, letter writing, appearance and self-confidence will be reviewed.

HyperLearning makes no guarantee of job placement or the amount of earnings they should expect.

#### **PROGRAM COMPLETION REQUIREMENTS**

##### **AWARD OF CERTIFICATES OF STUDY – CERTIFICATE PROGRAMS**

A Certificate of Study identifying the student, the course or program, the contact hours, the instructor and the completion date will be awarded to each student.

Certificates will be awarded to students who have satisfactory attendance and successfully participate in class activities, pass quizzes and complete labs with a cumulative grade point average of C or above.

## AWARD OF DIPLOMAS – DIPLOMA PROGRAMS

The graduating candidate must have completed the curriculum and be in good financial standing with the institution. The student must have a cumulative grade point average of C or above. The student must also demonstrate competency in the field. Two alternatives are available to the student to demonstrate competency. The student must either take and pass 2/3's of the optional industry exams in the diploma program or challenge and pass a competency exam prepared by the school for the technology track.

## GRADUATION

All students must apply for graduation during the semester prior to the expected completion of diploma requirements. All outstanding work and incomplete grades or unreported certifications must be resolved or completed before the diploma will be conferred. Commencement exercises are intended for students who are eligible and reasonably expect to complete their degree requirements, graduating within the current or next graduation period.

## GRADING SYSTEM

The student must have a cumulative grade point average of C or above to demonstrate satisfactory academic progress towards the completion of the diploma program. Grades will be based upon attendance, class participation, lab completion and any quizzes and tests.

Attendance is taken at the beginning of each class. If a student has an emergency or cannot attend class, he/she must inform the instructor prior to class. Quizzes and tests are administered through Moodle, the Learning Management System. The instructor will oversee hands on exercises in class and evaluate participation and completion.

The instructor is available during class for help with exercises and labs and students are given the opportunity to contact the instructor via phone, e-mail, or Moodle after class hours. The students may also come into HyperLearning during office hours to work on labs and practice exams. HLT will ensure that the student has any desired extra lab time.

A Certificate of Study will be awarded to non-matriculated students who successfully complete a certification course based upon attendance, participation and labs.

### GRADING SYSTEM

Grade	Numerical Grade Range	Points
A	93 – 100	4.0
B	83 – 92	3.0
C	75 – 82	2.0
D	68 – 74	1.0
F	Below 68	0.0
I	Incomplete	Not computed
W	Withdrawn	Not computed
NC	Non-Credit	Not Computed
T	Transfer Credit	Not Computed

## SATISFACTORY ACADEMIC PROGRESS

Students are expected to maintain satisfactory academic progress toward successful completion of their program. The following standards will govern the definition of academic progress.

### BASIS FOR CALCULATION

The cumulative grade point average (GPA) will be calculated at the end of each semester period. The calculation will be based on all semester credit hour courses completed to date. In all calculations,

a grade of "I" (incomplete) or a "W" (withdrawal) will be treated as zero credits earned. When the incomplete work is submitted and a final grade assigned, the cumulative GPA will be recalculated and the academic status adjusted as appropriate.

### ACADEMIC STATUS DEFINITIONS

#### Good Standing

Students who maintain a minimum GPA of 2.00 will be considered in Good Standing academically.

Students must demonstrate a "rate of pursuit" which will permit them to graduate from the program within one and one half times the original graduation date. This is calculated on a pro-rata basis.

### ACADEMIC PROBATION

Students whose cumulative GPA is below 2.00 for a Semester are not making satisfactory progress. Students determined as making unsatisfactory progress at the end of the grading period shall be placed on academic probation and student sponsors, including the U.S. Department of Veterans Affairs, will be notified. Students achieving a cumulative GPA of 2.00 at the end of the following grading period will be returned to good standing.

Students who fail to achieve overall satisfactory progress for the program at the end of one semester probationary period will be subject to academic dismissal.

Students on academic probation will be counseled prior to returning to class. The date, actions taken, and terms of the probation shall be indicated in the academic record.

A student whose enrollment is terminated as an academic dismissal may restart after a minimum of one semester. The student will continue on academic probation during the semester of their return. Students will be advised of their probationary status upon their return. If the probationary student does not return to good standing at the end of this probationary period, permanent academic dismissal shall occur and student sponsors, including the U.S. Department of Veterans Affairs, will be notified. Such students may not re-enroll for a period of one year and must go through the Registration and Enrollment student interview process before reinstatement.

### RIGHT OF APPEAL

Students may petition an instructor for a change of grade within three weeks after the original grade is awarded. Students receiving an "I" grade will have the right to appeal the grade to which the "I" is converted, provided the appeal is initiated within (15) days from the conversion date.

Students placed on academic probation or dismissed will have the right to appeal. Such appeal must be initiated with the Academic Advisor within fifteen (15) days from the end of the grading period when the student is placed on probation or dismissal status. The basis of appeal will be limited to challenges of the grades received or in the calculation of grade point averages or both.

## ATTENDANCE POLICY

Students are expected to attend each class meeting for every class in which they are enrolled. The instructor of each course will provide a course syllabus that identifies goals and objectives for the course, the grading criteria and the attendance expectations. Students who have not attended at least one class session during the first week of class will be withdrawn from the class.

A student attending HyperLearning who misses more than 30% of the classes, for example, more than 3 sessions in a ten-session evening class, will have unsatisfactory attendance and will not be

awarded credit or a certificate of study for that course. Students attending over 90% of the period of time will be considered fully obligated for the tuition and fees of the course and will be considered completers for statistical purposes.

Students using veteran education benefits to attend HyperLearning will have attendance monitored and reported to the U.S. Department of Veterans Affairs if unsatisfactory. Unsatisfactory attendance will be reported even though the student attended over a time period making them fully obligated for tuition and fees.

## TRANSCRIPT REQUESTS

### OFFICIAL TRANSCRIPTS

An official transcript is HyperLearning Technologies' certified statement of your academic record while attending classes at HyperLearning. The official transcript is printed on company letterhead and includes the company seal and the signature of the Academic Administrator. Potential employers, graduate schools, other universities or colleges, and professional associations typically request that the student authorize release of an official transcript. For your protection, we will not release an official transcript without your signature releasing this information. To request an official transcript, please contact the Training Coordinator at HyperLearning to obtain a Transcript Request Order Form.

### HOLDS

We are unable to fulfill transcript requests for students who have a financial hold. HLT policy prohibits transmittal of official transcripts for any student not current with their payments to the school.

### ORDERING TRANSCRIPTS BY MAIL

Complete the Transcript Request Order Form to insure that all required information is provided. Please print, complete, sign and return the form to HyperLearning, at the address below:

HyperLearning Technologies, Inc.  
Training Coordinator  
3630 South Plaza Trail, Suite 250  
Virginia Beach, VA 23452

- Students unable to use the Transcript Request form should send a letter to the "Training Coordinator" at HyperLearning and include the following information:
- Full name as it appears on your record. Indicate any other names you may have used while a student at HyperLearning Technologies
- Date of Birth
- Student ID number, if known
- Address and telephone number
- The approximate dates of attendance at HyperLearning Technologies
- Signature and date

Once the order is received, the transcript will be mailed to the recipient via regular 1st class US mail within 3-5 business days of order.

The Express delivery option will be an additional charge. (Please call the Training Coordinator for this option.)

Additional copies are \$5 per copy plus shipping cost if applicable.

## INSTRUCTION AT HYPERLEARNING

### INSTRUCTORS

HyperLearning instructors not only know the material technically but can also deliver the training in clear and professional manner. All instructors are technically qualified in the courses taught. Instructors at HyperLearning are Microsoft Certified Trainers, Certified Technical Trainers, CISCO Certified Systems Instructors, Military Certified Trainers and/or hold teaching certificates. Exceptions to this may occur where an instructor has demonstrated equivalent training expertise at the corporate, college or university levels.

The instructors for the academic courses meet or exceed the minimum academic requirements of the State Council of Higher Education of Virginia.

### INSTRUCTOR ACCESSIBILITY

Instructors in general are required to be available to assist students in their professional development.

At the beginning of each class, instructors will provide contact information including phone and email information for the purpose of answering technical questions, making appointments or advising students on course direction. HyperLearning Technologies utilizes Moodle for communication between the instructor and students in between class sessions. The course syllabus prepared by the instructor for each class will identify office hours when the instructor will be available to meet with the students for one-on-one discussion.

Many times, students learn best from student interaction. Students are encouraged to work together outside of class in technical areas.

### CONTINUOUS IMPROVEMENT

HyperLearning's mission is to conduct the highest quality technical education and training in courses and programs leading to employment in the IT field. HyperLearning's goal is to include in the scope of educational services sufficient instructor contact hours, training materials, practice exams and additional readings so that the student can contribute immediately upon entering the workforce. HyperLearning believes that high quality instruction begins with experienced, qualified instructors delivering quality educational materials; both are evaluated on a continuous basis.

Course evaluations are completed by students at the completion of each class. The student has the opportunity to evaluate the instructor, course content, and course relevance and is encouraged to give written suggestions for class and program improvement. These evaluations are closely monitored for any problems and suggestions for improvement. Based on a ten-point scale of Excellent—Very Good—Good—Fair—Poor, average instructor evaluations or course material evaluations are expected to be seven or above. (Evaluations that fail to meet this standard will be reviewed and remedial steps taken to improve the situation.) The true evaluation of a program, however, is whether or not students enter the workforce as productive employees.

## DESCRIPTION OF FACILITIES

HyperLearning Technologies uses five classrooms, offering daytime and evening classes 6 days a week. The classrooms are located on the second floor of a two-story building

### CLASSROOMS

The facility, classroom and computer equipment meet or exceed Microsoft Level 5.5 requirements for computer-based training classrooms. The five 64-bit computer classrooms far-exceed all

published training classroom standards, including Microsoft level 6 and level 7. All classrooms are equipped with ceiling-mounted projectors to provide full-visibility projection, a white board and flip chart. There is redundant network infrastructure from the computer in the classroom (two NICs) to Internet Resources (two internet providers) to mitigate disruption in the event of an equipment casualty.

#### **MEDIA AND RESOURCE CENTER**

A Media and Resource Center is available for online research, reading of periodicals and reference materials. The center contains reference texts and periodicals directly related to vocational and occupational Information Technology areas. Internet access is available for online research. The center is also configured as a Networking Lab where students can setup specific network infrastructures to satisfy lab assignments and enrich their learning experience. The media center is open from 8:00 to 5:00 Monday through Friday and during evenings on a scheduled, as needed basis.

#### **TESTING CENTER**

HyperLearning Technologies is an Authorized Testing Center for Pearson VUE and CertiPort. Students completing classes at HyperLearning can test at HyperLearning.

#### **PARKING**

Ample parking is available for both general and handicapped parking. In the unlikely event that a special event fills the parking lot, HLT will post signs to overflow parking arranged in a parking lot across the street from the computer training classrooms.

#### **HANDICAP ACCESS**

The building is equipped with an elevator. The classrooms and select bathrooms are handicapped-accessible. Except for a few "Visitors" parking spots, there are no reserved parking spots. In the unlikely event of an overflow of Handicap parking spots, Handicapped drivers are allowed to use any available Visitor parking. For special needs other than those identified above, please contact HyperLearning.

#### **OTHER AMENITIES**

HyperLearning's kitchen area is equipped with a microwave and refrigerator for use by students and staff. Coffee, sodas and snacks are available and may be purchased on an "Honor System" to offset the expenses. Three ladies restrooms and two men's rooms are available on the second floor with additional restrooms on the first floor of the facility.

#### **STUDENT RESPONSIBILITIES**

Information regarding the procedures for student enrollment, transfers, refunds, and grading and student responsibilities are contained in this document. HyperLearning staff is also available to answer any questions regarding the policies or procedures at HyperLearning. It is the responsibility of each student to be knowledgeable in these policies, procedures and requirements. Student responsibilities and conduct in the classroom include: class preparation, focus on course objectives, classroom behavior and participation conducive to the learning environment. Anything less must be corrected for the student to continue in the program. Progressive steps to be considered include private consultation with the student and correction of behavior, offer to re-take the class with another instructor at a different time, re-location within the classroom or, if none of the previous attempts are successful, dismissal from the program. Any tuition reimbursement will be

governed by the tuition refund policy. The instructor's determination will be final as to whether the student remains in the particular class.

#### **STUDENT CODE OF CONDUCT**

1. Students are responsible for being prepared and familiar with the course material, prior to class.
2. Students should demonstrate appropriate behavior conducive to a positive learning environment for all students.
3. Active participation in all class discussions is encouraged to enhance the learning experience.
4. Students should arrive on time for class so as to not miss any valuable information or disrupt the class.
5. Disruptive behavior such as excessive talking unrelated to the classroom discussion or topic will not be tolerated during class.
6. The use of cell phones and texting, during class, is not permitted. Cell phones should be put to the "Vibrate" or "Off" mode, except in the case of an emergency (please notify the instructor if this is the case). Students may use their cell phones during classroom breaks.
7. Internet usage during class is restricted to technical research only.
8. Snacks and drinks are allowed in the classroom provided the students keep their area clear of food and liquids. The classroom should be left in good condition with all clutter removed and discarded in the waste baskets at the end of class.
9. Amenities are available for students in the break room. Recommended donation for snacks and drinks is 50¢ each.
10. The side entrance door to HyperLearning Technologies will be locked at 5:00pm for security reasons. After 5:00pm, students must use the security code, provided by the instructor, to re-enter the building. The door should never be set on the latch. Security is everyone's responsibility.

#### **SCHOOL DRESS CODE**

In an effort to project the dignity of the IT profession in an educational setting, all students are expected to dress as they would in a professional, casual dress work environment.

#### **DRUG FREE SCHOOL**

No student or staff member of HyperLearning may engage in the unlawful manufacture, possession, use or distribution of illicit drugs and alcohol on HyperLearning's property or as part of any of its sponsored activities. Such unlawful activity may be considered sufficient grounds for serious punitive action, including expulsion or dismissal. Students convicted of a felony offense involving alcohol or the manufacture, distribution, sale, possession or use of marijuana, controlled substances or other illegal or dangerous drugs shall result in immediate suspension.

#### **SAFETY**

Safety is everyone's concern. If a student sees a dangerous condition, notify a member of the HLT staff immediately for corrective action.

#### **FIRST AID**

A First Aid kit is available in the kitchen for minor cuts and abrasions. Notify the Training Coordinator if the kit supplies are low or other medications are required.

## **FIRE EXTINGUISHERS**

Fire Extinguishers are available in the kitchen/break area and in the Media and Resource Center.

## **INCIDENT RESPONSE**

It is the responsibility of all HLT staff to resolve unsafe conditions as soon as the condition is identified. Students who become aware of an unsafe condition should notify their instructor or other administrative staff immediately.

All accidents that occur in HLT facilities (including the parking lot) that require more than first aid treatment should be reported to the administrator within 24 hours and the Accident/Incident Form will be completed.

## **STUDENT GRIEVANCE POLICY**

### **PURPOSE**

The primary objectives of this Student Grievance Procedure are to ensure that students have the opportunity to present grievances regarding certain actions or inactions by a member of the HyperLearning staff or student body and that HyperLearning has a consistent way of resolving those grievances in a fair and just manner.

### **INFORMAL RESOLUTION**

Prior to invoking the procedure described below, the student is strongly encouraged, but is not required, to discuss his or her grievance with the person alleged to have caused the grievance. The discussion should be held as soon as the student first becomes aware of the act or condition that is the basis of the grievance. Additionally, or in the alternative, the student may wish to present his or her grievance in writing to the person alleged to have caused the grievance. In either case, the person alleged to have caused the grievance must respond to the student promptly, either orally or in writing.

### **INITIAL REVIEW**

If a student decides not to present his or her grievance to the person prompting the grievance or if the student is not satisfied with the response, he or she may present the grievance in writing to the Academic Administrator or Training Coordinator of HyperLearning. Any such written grievance must be received not later than 10 calendar days after the student first became aware of the facts which gave rise to the grievance. The Academic Administrator /Training Coordinator should conduct an informal investigation as warranted to resolve any factual disputes. The Academic Administrator /Training Coordinator shall make a determination and submit his or her decision in writing to the student and to the person alleged to have caused the grievance within ten calendar days of the submitted grievance. The written

determination shall include the reasons for the decision, indicate the remedial action to be taken if any, and inform the student of the right to seek review.

Students will not be subject to unfair actions by any school official as a result of filing a complaint.

### **APPEAL PROCEDURES**

If the student's grievance is not addressed by HyperLearning to the student's satisfaction, he or she can contact the State Council of Higher Education for Virginia (SCHEV). The web site is [www.schev.edu](http://www.schev.edu) or the student can call the complaint line at (804) 371-2285. Students will not be subject to unfair actions as a result of filing a complaint.

GI Bill Participants: The Virginia State Approving Agency (SAA), is the approving authority of education and training programs for Virginia. Their office investigates complaints of GI Bill beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact their office via email [saa@dvs.virginia.gov](mailto:saa@dvs.virginia.gov).

### **VETERANS ADMINISTRATION**

At this time, HyperLearning Technologies does not offer DOE Financial Assistance. However, several HyperLearning programs are approved for Education Benefits by Virginia State Approving Agency. Benefits under the VA include Vocational Rehabilitation and Employment, Post 9/11 GI Bill®, Montgomery GI Bill® and Survivors and Dependents' Educational Assistance Programs (VA Chapter 30, VA Chapter 31, VA Chapter 33 and VA Chapter 35). HyperLearning Technologies' programs are approved for Accelerated Payment for Montgomery GI Bill® (Chapter 30) benefits.

If you believe that you are eligible under one of the VA Education Benefit programs, contact the Training Coordinator or the Academic Administrator, both Certifying Officials under the VA, who can assist you with the process.

### **WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)**

HyperLearning Technologies provides services through contractual agreement with the local WIOA Board. Several re-training opportunities with financial aid are available under WIOA for underemployed and displaced workers. The purpose of the program is to increase participant occupational skill levels in order to become eligible for unsubsidized employment. Opportunity Inc. of Hampton Roads administers the WIOA funds for this region of Virginia. All Microsoft, CompTIA and CISCO courses at HyperLearning are eligible for financial assistance up to a budgeted amount established annually. Participants must be certified as eligible for WIOA services prior to enrollment at HyperLearning. If you are unemployed or under-employed and feel that you may qualify, contact the Training Coordinator or Academic Administrator for additional information.



## DIPLOMA/CERTIFICATE PROGRAMS (APPROVED FOR VA EDUCATION BENEFITS)

### IA TECHNICAL LEVEL 2 TECHNICIAN

Diploma Program

Technical Program Cost: \$14,858.00

Tuition: \$11,795.00 Materials: \$1,518.00 Exam Fees (optional): \$1,545.00

#### Program Description

The IA Technical Level 2 program is a Diploma program designed to prepare students for entry level employment in the IT field.

The IA Technical Program will provide a student with the computer skills necessary to support an enterprise at the computer component, operating system and network levels.

The program begins with IT Fundamentals and IT Technical Support & Operations courses and progresses through Computer Network and Computer Security courses. The computer, networking and security knowledge obtained in these courses will be applied in the hands-on Windows 10 courses which follow. Productivity classes in Excel and Visio are included to round out the learning experience.

The courses are taught at a level of detail to permit graduates to enter the workforce confident in their knowledge and skills. Students will also be prepared to take the industry recognized exams. The certification exams are optional and not included in the program.

#### Objectives

The IA Technical program will provide students with the skills and certifications that employers seek in new hires for Enterprise Help Desk and Enterprise Support positions in the Windows 10 environment and increasingly require from their existing service desk employees.

The program, together with the technical certifications, will demonstrate a high level of industry-recognized knowledge and expertise in supporting Enterprise level client support operations. This IA Technical Level 2 Diploma and related certifications will set HyperLearning graduates apart from diploma/degree-only graduates and will increase opportunities for employment in the IT field.

#### Graduation Requirements

The student must have a cumulative grade point average of C, 75%, or above and have met the minimum competency requirements for award of the Diploma. See the Course Catalog for details.

For the **Admissions** procedure and **Transfer Policy** please see the appropriate sections In the Course Catalog.

### LIST OF COURSES

Course Number	Course Name	Lecture Hours
IT-170	IT Fundamentals+	41
IT-171C/D	IT Technical Support & Operations	82
IT-173	Computer Networking	41
IT-201	Computer & Network Security	41
IT-220	MD-100 Windows 10	41
IT-222	MD-101 Managing Modern Desktops	41
Required Electives		
IT-103/104	Microsoft Excel	16
IT-107/108	Microsoft Visio	16
Total Hours		319

## LAN ADMINISTRATOR - SERVER

Diploma Program

Technical Program Cost: \$22,131.00

Tuition: \$18,696.00 Materials: \$1,444.00 Exam Fees (optional): \$1,991.00

### Program Description

The LAN Administrator Server program is a Diploma program designed to provide the student with the computer skills necessary to support an Enterprise as the LAN Administrator in a Windows Server Active Directory environment. The LAN Administrator program begins the first semester with Networking Fundamentals and Security Fundamentals so that the student builds an understanding of Network Infrastructures and Hardware, Protocols and Services, Security Layers, Operating System Security, Network Security, and Security Software. These courses prepare the student for the industry level courses in Computer Networking and Computer and Network Security.

The Second Semester introduces the Windows Operating System before the student immerses into the industry level Windows 10 Operating system courses which include the installing and configuring as well as deploying and managing of the Windows Operating 10 System.

The third and fourth semester begins with MTA Server Administration and the three-industry level Windows Server 2012 courses leading to the MCSA certification. These courses collectively cover implementing, managing, maintaining and provisioning services and infrastructure in a Windows Server 2012 environment.

The administration course covers tasks necessary to maintain a Windows Server 2012 infrastructure such as Implementing Server Images, User and Group management with Active Directory Domain Services and Group Policy, Remote Access, Data Security, and more. The configuring course primarily covers advanced configuration of services necessary to deploy, manage and maintain a Windows Server 2012 infrastructure, such as advanced networking services, Active Directory Domain Services, identity management, rights management, and more.

### Objectives

The LAN Administrator program will provide students with the skills that employers seek for Network Operation Center (NOC) positions and increasingly require from their existing network administrators. Completing the program will demonstrate a high level of industry-recognized knowledge and expertise in the administration of Microsoft Enterprise networks.

### Graduation Requirements

The student must have a cumulative grade point average of C, 75%, or above and have met the minimum competency requirements for award of the Diploma. See the Course Catalog for details

For the **Admissions** procedure and **Transfer Policy** please see the appropriate sections In Course Catalog.

## LIST OF COURSES

Course Number	Course Name	Lecture Hours
IT-172	MTA: Networking Fundamentals	26
IT-173	Computer Networking	41
IT-199	MTA: Security Fundamentals	26
IT-201	Computer & Network Security	41
IT-205	MTA: Windows Operating System Fundamentals	26
IT-220	MD-100 Windows 10	41
IT-222	MD-101 Managing Modern Desktops	41
IT-499	MTA: Windows Server Administration Fundamentals	26
IT-500	Installing and Configuring Windows Server 2012	41
IT-501	Administering Windows Server 2012	41
IT-502	Configuring Advanced Windows Server 2012 Services	41
Total Hours		391

## NETWORK ADMINISTRATOR

Diploma Program

Technical Program Cost: \$26,361.00

Tuition: \$22,606.00 Materials: \$1,464.00 Exam Fees (optional): \$2,291.00

### Program Description

The Network Administrator is a Diploma program designed to provide the student with the computer skills necessary to support an Enterprise as the Network Administrator responsible for the Local Area and Wide Area Network configuration, administration and maintenance. The LAN Administrator program begins the first semester with Networking Fundamentals and Security Fundamentals so that the student builds an understanding of Network Infrastructures and Hardware, Protocols and Services, Security Layers, Operating System Security, Network Security, and Security Software. These courses prepare the student for the industry level courses in Computer Networking and Computer and Network Security.

The Second Semester introduces the Windows Operating System before the student immerses into the industry level Microsoft 365 Windows 10 courses which includes the installing and configuring as well as managing the Windows 10 desktop.

The third and fourth semester include the Cisco CCNA course and the MTA fundamentals of server administration and the three-industry level Windows Server 2012 courses leading to the MCSA certification. These courses collectively cover implementing, managing, maintaining and provisioning services and infrastructure in a Windows Server 2012 environment. The administration course covers tasks necessary to maintain a Windows Server 2012

infrastructure such as Implementing Server Images, User and Group management with Active Directory Domain Services and Group Policy, Remote Access, Data Security, and more. The configuring course primarily covers advanced configuration of services necessary to deploy, manage and maintain a Windows Server 2012 infrastructure, such as advanced networking services, Active Directory Domain Services, identity management, rights management, and more. The program finishes with Project Management Courses to complement your Administrator skills.

### Objectives

The Network Administrator program will provide students with the skills that employers seek for Network Administrator positions and increasingly require from their existing network personnel. Completing the program will demonstrate a high level of industry-recognized knowledge and expertise in the administration of LAN and WAN enterprise-wide networks.

### Graduation Requirements

The student must have a cumulative grade point average of C, 75%, or above and have met the minimum competency requirements for award of the Diploma. See the Course Catalog for details.

For the **Admissions** procedure and **Transfer Policy** please see the appropriate sections In Course Catalog.

## LIST OF COURSES

Course Number	Course Name	Lecture Hours
IT-172	MTA: Networking Fundamentals	26
IT-173	Computer Networking	41
IT-199	MTA: Security Fundamentals	26
IT-201	Computer & Network Security	41
IT-205	MTA: Windows Operating System Fundamentals	26
IT-220	MD-100 Windows 10	41
IT-222	MD-101 Managing Modern Desktops	41
IT-413	Implementing & Administering Cisco Solution 1.0	65
IT-499	MTA: Windows Server Administration Fundamentals	26
IT-500	Installing and Configuring Windows Server 2012	41
IT-501	Administering Windows Server 2012	41
IT-502	Configuring Advanced Windows Server 2012 Services	41
PM-137/139/140	Introduction to Project Management, Level 1 & 2	24
Total Hours		480

## NETWORK SECURITY SPECIALIST

Diploma Program

Technical Program Cost: \$18,612.00

Tuition: \$14,395.00 Materials: \$2,334.00 Exam Fees (optional): \$1,883.00

### Program Description

The Network Security program is a Diploma program designed to prepare students for a career in the IT field with a specialization in Information Security. The Network Security Specialist program begins the first semester with the entry level courses to provide you with the fundamental skills and concepts required to maintain, support, and work efficiently with personal computers. In addition, you will acquire the essential skills and information you need to set up, configure, maintain, troubleshoot and perform preventative maintenance of the hardware and software components of a basic personal computer workstation and basic wireless devices. In these courses, you will acquire the essential skills and information you will need to install, upgrade, repair, configure, troubleshoot, optimize, and perform preventative maintenance of basic personal computer hardware and operating systems. You will identify and describe all the major networking technologies, systems, skills, and tools in use in modern networks.

In the second and third semesters you will learn the Unix/Linux Operating System and continue to advance your knowledge in security in the Cybersecurity Analyst course. Excel and Visio complete the technical portion of the program to enhance your skills on the job.

These courses are taught to a level of detail to permit graduates to enter the workforce confident in their knowledge and skill. Students

will be prepared for industry recognized exams. The certification exams are optional and not included in the program.

### Objectives

The Network Security program will provide students with the foundation knowledge, skills and certifications that employers seek in new hires for Network Security positions and increasingly require from their existing service desk employees. The program, together with the technical and specialty certifications, will demonstrate a high level of industry-recognized knowledge and expertise in information system security. The program will accelerate employment opportunities in all categories and specialty areas of the DoD IA mandate—the Technical and Management labor categories and the System Architect and Cyber Security specialties. The Network Security program and related certifications will set HyperLearning graduates apart from diploma/degree-only graduates and will increase opportunities for employment in the IT field.

### Graduation Requirements

The student must have a cumulative grade point average of C, 75%, or above and have met the minimum competency requirements for award of the Diploma. See the Course Catalog for details.

For the **Admissions** procedure and **Transfer Policy** please see the appropriate sections In Course Catalog.

### LIST OF COURSES

Course Number	Course Name	Lecture Hours
IT-170	IT Fundamentals	41
IT-171C/D	IT Technical Support & Operations	82
IT-173	Computer Networking	41
IT-201	Computer & Network Security	41
IT-330	Fundamentals of Unix and Linux	19
IT-334	Advanced Unix and Linux	26
SEC-380	Cybersecurity Analyst	41
IT-338	Linux Systems Administration	41
Required Electives		
IT-103-104	Microsoft Excel	16
IT-107-108	Microsoft Visio	16
Total Hours		364

## LAN ADMINISTRATOR - LINUX

Diploma Program

Technical Program Cost: \$17,919.00

Tuition: \$14,147.00 Materials: \$2,027.00 Exam Fees (optional): \$1,745.00

### Program Description

The LAN Administrator (Linux) program is a Diploma program designed to prepare students for employment in the IT field as a LAN Administrator on the Linux operating system platform.

The program begins with the IT Technical Support & Operations course which is an entry level IT course to provide you with the fundamental skills and concepts required to maintain, support, and work efficiently with personal computers. In the Computer Networking course, you will learn features and functions of networking components and acquire the knowledge and skill needed to install, configure and troubleshoot basic networking hardware, protocols and services.

The second semester begins with Computer & Network Security where students will learn to apply knowledge of security concepts, tools, and procedures to react to security incidents and anticipate security risks and guard against them. Windows 10 courses are included in the program to obtain proficiency with a client operating system.

The Unix/Linux courses takes students from the fundamentals into more complex tasks of file-management and text-processing utilities and commands and introduces several advanced utilities and commands. Productivity classes in Excel and Visio are included to prepare the student for the workplace and complement the learning experience.

The LAN Administrator (Linux) program will provide students with the skills that employers seek for Linux/Unix administrator positions and increasingly require from their existing network administrators. Completing the program with the optional technical certifications will demonstrate a high level of industry-recognized knowledge and expertise in the administration of Enterprise networks, using the Linux Operating System.

### Objectives

The LAN Administrator (Linux) program will provide students with the skills and certifications that employers seek for Linux/Unix administrator positions and increasingly require from their existing network administrators. Completing the program with technical certifications will demonstrate a high level of industry-recognized knowledge and expertise in the administration of Linux networks. The LAN Administrator Diploma and the related certifications will set HyperLearning graduates apart from diploma/degree-only graduates and will increase their opportunities for employment in the IT field.

### Graduation Requirements

The student must have a cumulative grade point average of C, 75%, or above and have met the minimum competency requirements for award of the Diploma. See the Course Catalog for details.

For the **Admissions** procedure and **Transfer Policy** please see the appropriate sections In Course Catalog.

## LIST OF COURSES

Course Number	Course Name	Lecture Hours
IT-171C/D	IT Technical Support & Operations	75
IT-173	Computer Networking	41
IT-201	Computer & Network Security	41
IT-220	MD-100 Windows 10	41
IT-222	MD-101 Managing Modern Desktops	41
IT-330	Fundamentals of Unix and Linux	19
IT-334	Advanced Unix and Linux	26
IT-338	Linux Systems Administration	41
Required Electives		
IT-103/104	Microsoft Excel	16
IT-107/108	Microsoft Visio	16
Total Hours		357

## CYBER SECURITY SPECIALIST

### Diploma Program

Technical Program Cost: \$17,407.00 with ISS or \$17,125 with ASP

ISS: Tuition: \$11,231.00    Materials: \$2,963.00    Exam Fees (optional): \$3,213.00

ASP: Tuition: \$11,587.00    Materials: \$2,585.00    Exam Fees (optional): \$2,953.00

### Program Description

The need to protect against evolving cyber threats as technology continues to evolve and improve requires strong cybersecurity. Cybersecurity career paths are an important part of the DOD 8570/8140 Information Assurance mandate. The Cyber Security Specialist program can offer you the opportunity to be a part of this fast-growing field and be prepared to protect your network against cyber threats.

The Cyber Security Specialist program is designed to prepare students for the specialty areas of Cyber Security. The Cyber Security Specialist program begins the first semester with the entry level courses to provide you with the fundamental skills and concepts required to maintain, support, and work efficiently with personal computers. In addition, you will acquire the essential skills and information you need to set up, configure, maintain, troubleshoot and perform preventative maintenance of the hardware and software components of a basic personal computer workstation and basic wireless devices. In these courses, you will acquire the essential skills and information you will need to install, upgrade, repair, configure, troubleshoot, optimize, and perform preventative maintenance of basic personal computer hardware and operating systems. You will identify and describe all the major networking technologies, systems, skills, and tools in use in modern networks.

The second semester introduces the student to the specific skills required to implement basic security services on any type of computer network. Students build on their knowledge of and professional experience with security fundamentals, networks, and organizational security. The Cybersecurity Analyst course introduces the skills required to configure and use threat detection tools, perform data analysis, interpreting the results to identify vulnerabilities, threats and risk to an organization with the end goal

of securing and protecting applications and systems within an organization.

The final semester includes Ethical Hacking and Cisco® courses. A Certified Ethical Hacker is a skilled professional who understands and knows how to look for the weaknesses and vulnerabilities in target systems and uses the same knowledge and tools as a malicious hacker. The CEH Ethical Hacker is an individual who can be trusted to undertake an attempt to penetrate networks and/or computer systems using the same methods as a Hacker. The student can then choose between two advanced security courses to increase their knowledge of security threats and how to protect against them.

### Objectives

The Cyber Security Specialist Program will provide students with the skills that employers seek in high level security positions. This program is designed to take an experienced IT professional working in the network support field and prepare them for the specialty areas of Cyber Security. Completion of the Cyber Security Specialist Program will demonstrate a high level of industry-recognized knowledge and expertise in cyber security. The Cyber Security Specialist Program and related certifications will set HyperLearning graduates apart from diploma/degree-only graduates and will increase opportunities for employment in the IT field.

### Certificate Completion Requirements

Grades will be awarded based upon classroom performance-based grading. A performance grade will be awarded based upon attendance, class participation, lab exercises and quizzes/tests. The student must have a cumulative grade point average of C, 75%, or above and have met the minimum competency requirements for award of the Diploma. See the Course Catalog for details.

For the **Admissions** procedure and **Transfer Policy** please see the appropriate sections In Course Catalog.

## LIST OF COURSES

Course Number	Course Name	Lecture Hours
IT-170	IT Fundamentals	41
IT-171 C/D	IT Technical Support & Operations	75
IT-173	Computer Networking	41
IT-201	Computer & Network Security	41
SEC-380	Cybersecurity Analyst	41
SEC-440	Ethical Hacking for Secure Environments	41
SEC-420	Information Systems Security	41
<b>OR</b>		
SEC-400	Advanced Security Practitioner	41
<b>Total Hours</b>		<b>321</b>

## COMPUTER NETWORK SUPPORT SPECIALIST

Certificate Program

Technical Program Cost: \$12,693.00

Tuition: \$9,690.00      Materials: \$1,342.00      Exam Fees (optional): \$1,661.00

### Program Description

The Computer Network Support Specialist is a Certificate Program designed to prepare students for entry level employment in the IT field. Technical knowledge of computers in the areas of service and repair, networking and security have become a necessity for IT employment. This program is designed to teach the topic at a level of detail so that the serious IT student will not only learn and understand the topic but will also be prepared to take industry recognized exams if they choose to do so. The certification exams are optional and not included in the program.

The Computer Network Support Specialist will provide a student with the computer skills necessary to support an enterprise at the computer component and network levels. The program begins with the IT Fundamentals course, an IT entry level course, and progresses through IT Technical Support & Operations, Computer Networking and Network Security.

### Objectives

The Computer Network Support Specialist Program will provide students with the skills that employers seek in new hires for Enterprise Help Desk and Enterprise Support positions and increasingly require from their existing service desk employees.

Completion of the Computer Network Support Specialist Certificate program will demonstrate a high level of industry-recognized knowledge and expertise in supporting Enterprise level client support operations. This Computer Network Support Specialist Program and related certifications will set HyperLearning graduates apart from diploma/degree-only graduates and will increase opportunities for employment in the IT field.

### Certificate Completion Requirements

Grades will be awarded based upon classroom performance-based grading. A performance grade will be awarded based upon attendance, class participation, lab exercises and quizzes/tests. The student must have a cumulative grade point average of C, 75%, or above. For the **Admissions** procedure and **Transfer Policy** please see the appropriate sections In Course Catalog.

## LIST OF COURSES

Course Number	Course Name	Lecture Hours
IT-205	MTA: Windows Operating Systems	26
IT-170	IT Fundamentals	41
IT-171 C/D	IT Technical Support & Operations	75
IT-173	Computer Networking	41
IT-176	Cloud Computing	41
IT-201	Computer & Network Security	41
Total Hours		265

## DIPLOMA PROGRAM COURSE DESCRIPTIONS

Day classes for corporate and group training, run for 40 hours so that the class can complete in a 5-day week  
Evening classes run for 41 class hours.

### **IT-170 IT Fundamentals+** **Exams FC0-U61 (Optional)** **Lecture 41 hours**

This course focuses on the essential IT skills and knowledge needed to perform tasks commonly performed by both advanced end-users and entry-level IT professionals. It covers a broad cross-section of IT competencies including IT literacy, basic networking and secure computing. The IT Fundamentals course is ideal for individuals and students considering a career in IT, as well as those in allied fields that require a broad understanding of IT. CompTIA IT Fundamentals can be a stepping stone to more advanced certifications such as CompTIA A+.

### **IT-171C/D IT Technical Support & Operations** **Exams 220-1001/220-1002 (Optional)** **Lecture 82 hours**

CompTIA A+ is the course recommended if your job responsibilities include managing, maintaining, troubleshooting, end user technical services, technical support and computing devices. In this course you will learn Security and how to quickly spot key breaches and identify where they originate. Networking to help end-users connect from anywhere to get their work done. Troubleshooting to identify problems, test theories and prevent further issues. You will learn the process of how to clearly communicate technical skills to the end user. You will gain a vendor neutral background in Operating Systems from Apple to Android, Windows to iOS. You will be able to solve issues with hardware, software or network connectivity throughout an organization regardless of the device type.

### **IT-172 Networking Fundamentals** **Exam 98-366 (Optional)** **Lecture 26 hours**

This is an entry level course to build an understanding of these topics: Network Infrastructures, Network Hardware, and Protocols and Services. This course introduces networking, the OSI model, TCP/IP and LAN and WAN basics. A great course to get you prepared for the industry recognized course Computer Networking.

### **IT-173 Computer Networking** **Exam N10-007 (Optional)** **Lecture 41 hours**

You will learn the features and functions of networking components and acquire the knowledge and skill needed to install, configure and trouble shoot basic networking hardware, protocols and services. You also learn the areas of media and topologies, protocols and standards, network implementation and network support and new technologies such as wireless networking and gigabit Ethernet.

### **IT-199 Security Fundamentals** **Exam 98-367 (Optional)** **Lecture 26 hours**

This is an entry level course to build an understanding of these topics: Security Layers, Operating System Security, Network Security, and Security Software. A great course to get you prepared for the industry recognized course Computer & Network Security.

### **IT-201 Computer & Network Security** **Exam SY0-601 (Optional)** **Lecture 41 hours**

The course covers industry-wide topics, including communication security, infrastructure security, cryptography, access control, authentication, and operational security. Students will learn to apply knowledge of security concepts, tools, and procedures to react to security incidents and anticipate security risks and guard against them.

### **IT-205 Windows Operating System Fundamentals** **Exam 98-349 (Optional)** **Lecture 26 hours**

This is an entry level course to build an understanding of these topics: Operating System Configurations, Installing and Upgrading Client Systems, Managing Applications, Managing Files and Folders, Managing Devices, and Operating System Maintenance. This is a great course to prepare for any version of an industry recognized of client operating system.

### **IT-220 Microsoft 365 Certified: Windows 10** **Exam MD-100 (Optional)** **Lecture 41 hours**

This course is designed to provide IT professionals with the knowledge and skills required to deploy Windows 10 desktops in a Windows Server small to medium-sized AD DS domain environment. These skills include learning how to install and customize Windows 10 operating systems and apps, configure local and remote network connectivity, and configure local and online storage. Students also will learn how to configure security in addition to how to maintain, update, and recover Windows 10.

### **IT-222 Microsoft 365 Certified: Managing Modern Desktops** **Exam MD-101 (Optional)** **Lecture 41 hours**

This course provides the student with the knowledge and skills necessary to deploy and update Windows 10 by using dynamic deployment. Students learn how to plan and implement Windows 10 using Windows Autopilot. Learn to manage Policies and Profiles and protect devices with Windows Defender and Intune device enrollment and inventory. Also, covered is how to deploy apps by using Intune; deploy apps by using Microsoft Store for Business; deploy O365 ProPlus; enable sideloading of apps into images; gather Office readiness data; configure IE Enterprise mode; configure and implement assigned access or public devices and Implement Mobile Application Management (MAM).



### **IT-499 Sever Administration Fundamentals**

**Exam 98-365 (Optional)**

**Lecture 26 hours**

This is an entry level course to build an understanding of these topics: Server Installation, Server Roles, Active Directory, Storage, Server Performance Management, and Server Maintenance. A great course to get you prepared to take the industry recognized series of sever courses.

### **IT-500 Installing & Configuring Windows Server 2012**

**Exam 70-410 (Optional)**

**Lecture 41 hours**

This course is part one of a three-part series that provides 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. While there is some cross-over in skills and tasks across the courses, this course primarily covers the initial implementation and configuration of core services including Active Directory Domain Services (AD DS), networking services, and Microsoft Hyper-V Server 2012 configuration.

### **IT-501 Administering Windows Server 2012**

**Exam 70-411 (Optional)**

**Lecture 41 hours**

This course is part two in a series of three courses that provides 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. Although there is some cross-over of skills and tasks across these courses, this course primarily covers the administration tasks necessary to maintain a Windows Server 2012 infrastructure such as Implementing Server Images, User and Group management with Active Directory Domain Services(AD DS) and Group Policy, Remote Access and Network Policies, Data Security, Monitoring and Update Management.

### **IT-502 Configuring Advanced Windows Server 2012 Services**

**Exam 70-412 (Optional)**

**Lecture 41 hours**

This course is part three, in a series of three courses that provides the skills and knowledge necessary to implement a core Windows Server 2012 infrastructure in an existing enterprise environment. The three courses will collectively cover implementing, managing, maintaining and provisioning services and infrastructure in a Windows Server 2012 environment. Although there is some cross-over of skills and tasks across these three courses, this course primarily covers advanced configuration of services necessary to deploy, manage and maintain a Windows Server 2012 infrastructure, such as advanced networking services, Active Directory Domain Services (AD DS), identity management, rights management, Federated services, network load balancing, failover clustering, business continuity and disaster recovery.

### **IT-330 Fundamentals of Unix/Linux**

**Lecture 19 hours**

This course is intended for entry-level computer support professionals with basic knowledge of computer hardware, software, and operating systems, who wish to increase their knowledge and understanding of Linux concepts and skills to prepare for a career in Linux support or administration

### **IT-334 Unix & Linux Advanced Users**

**Lecture 26 hours**

This course takes students from the fundamentals into more complex tasks, which require a more detailed knowledge of the file-management and text-processing utilities. The UNIX and Linux Advanced User course builds on the basic file-management and text-processing utilities and commands and introduces several advanced utilities and commands. The course provides a foundation for further studies in the UNIX and Linux programming or administration domains.

### **IT-410 ICNDv3 Routing and Switching in a Cisco Environment Part 1**

**Exam 100-105 (Optional)**

**Lecture 41 hours**

This course helps students prepare for the Cisco Certified Entry Networking Technician (CCENT) certification. The CCNET validates the student's ability to install, operate and troubleshoot a small enterprise branch network, including basic network security. With a CCENT, a network professional demonstrates the skills required for entry-level network support positions - the starting point for many successful careers in networking. The curriculum covers networking fundamentals, WAN technologies, basic security and wireless concepts, routing and switching fundamentals, and configuring simple networks.

### **IT-414 ICNDv3 Routing and Switching in a Cisco Environment Part 2**

**Exam 200-105 (Optional)**

**Lecture 41 hours**

**This course in combination with ICND1 will qualify the student as a Cisco Certified Network Associate (CCNA). The Cisco Certified Network Associate certification validates your ability to install, configure, operate, and troubleshoot medium-size routed and switched networks, including implementation and verification of connections to remote sites in a WAN. This curriculum includes basic mitigation of security threats, introduction to wireless networking concepts and terminology, and performance-based skills. The curriculum also includes (but is not limited to) the use of these protocols: IP, Enhanced Interior Gateway Routing Protocol (EIGRP), Serial Line Interface Protocol Frame Relay, Routing Information Protocol Version 2 (RIPv2), VLANs, Ethernet, access control lists (ACLs).**

**SEC-380 Cybersecurity Analyst****Exam CS0-001 (Optional)****Lecture 41 hours**

The CSA+ certification applies behavioral analytics to the IT security market to improve the overall state of IT security. Analytics have been successfully integrated in the business intelligence, retail and financial services industries for decades. Analytics are now applied to IT security. Cybersecurity analytics greatly improves threat visibility across a broad attack surface by focusing on network behavior, including an organization's interior network. Threats are better detected using analytics. CSA+ is a vendor-neutral IT professional certification and the recommended first professional-level certification for IT security-analyst professionals.

**SEC-400 Advanced Security Practitioner****Exam CAS-003 (Optional)****Lecture 41 hours**

The Advanced Security Professional class provides training for this highly specialized training field of after-the-attack analysis of an attack, preservation of evidence, and development of a prosecutable case against the attacker, if possible. HyperLearning Technologies has the capability of providing this highly specialized computer security training.

This course will give participants the necessary skills to identify an intruder's footprints and to properly gather the necessary evidence to prosecute. Many of today's top tools of the forensic trade will be taught during this course, including software, hardware and specialized techniques.

**SEC-420 Information Systems Security****Exam CISSP (Optional)****Lecture 45 hours**

The course is designed for information security professionals or interns who plan to work with some or all of CBKs (Common Book of Knowledge) related to the information systems security profession. The ten domains of the CBK are covered as well as on all aspects of Security.

**SEC-430 Advanced Security Professional****Exam 312-49****Lecture 45 hours**

Certified Hacking Forensic Investigator (CHFI®) certification class provides training for this highly specialized training field of after-the-attack analysis of an attack, preservation of evidence, and development of a prosecutable case against the attacker, if possible. HyperLearning Technologies has the capability of providing this highly specialized computer security training, but it is only offered when requested by a customer.

The CHFI course will give participants the necessary skills to identify an intruder's footprints and to properly gather the necessary evidence to prosecute. Many of today's top tools of the forensic trade will be taught during this course, including software, hardware and specialized techniques.

**SEC-440 Ethical Hacking for Secure Environments****Exam 312-50 (CEHv8; 312-50) (Optional)****Lecture 45 hours**

This class immerses students into an interactive environment where they are shown how to scan, test, hack and secure their own systems. The lab intensive environment gives each student in-depth knowledge and practical experience with current essential security systems. Students learn how perimeter defenses work and how to scan and attack their own networks.

Students learn Intrusion Detection, Policy Creation, Social Engineering, DDoS Attacks, Buffer Overflows and Virus Creation. When a student leaves this intensive 5-day class, they will have an understanding of and experience in Ethical Hacking.

**IT-100/101 Excel 2010: Level 1-2****Exam MOS (Optional)****Lecture 16 hours**

In this course, you will use Office Excel 2010 to manage, edit, and print data. You will learn to streamline repetitive tasks and display spreadsheet data in more visually effective ways. You will use Office Excel 2010 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas. You will complete your Excel training by automating some common tasks, applying advanced analysis techniques to more complex data sets, collaborating on worksheets with others, and sharing Excel data with other applications.

**IT-107/108 Visio 2010: Level 1-2****Lecture 16 hours**

In this course, you'll learn fundamental skills while creating several types of diagrams using Office Visio 2010 Professional. You will create a directional map, a block diagram, a basic and a cross-functional flowchart, an organization chart, and an office layout. As you create these drawings, you will learn techniques to drag and manipulate Visio master shapes, create connections between shapes, and apply styles to shapes, text, and pages. You will learn shortcuts to enhance your productivity and use unique tools designed for each type of drawing. You will finish your Visio training by working with many advanced features, including using the drawing tools, creating and working with custom stencils and templates, and sharing your Visio drawings with other applications.

**HU-150 Preparing for the Workplace****Lecture 20 hours**

You have the baseline IT skills and now you need to get employed. In this class, you will learn how to present yourself and what you know. You will learn the importance of cover letters and your resume and what employers are looking for in new recruits.

**PM-137 Project Management Fundamentals****Lecture 8 hours**

This course is an overview of the basics of project management. It provides the theory and core methodology you will need to manage projects or participate on project teams. The fundamentals course does not make use of any project management software application, but instead focuses on the conceptual underpinnings that students must know in order to use any project management software application effectively.

**PM-139 Project 2010 Level 1****Lecture 8 hours**

In this course, you will create and modify a project plan. Learn how to gather information, resources, and the overall costs in order to plan a project. Project Professional 2010 acts as a tool that assists you in managing your projects.

**PM-140 Project 2010 Level 2****Lecture 8 hours**

This class takes Project Management beyond the creation of a complete project plan to the skills needed to update and modify the project to keep on track. This course gives you the opportunity to work with a project plan once it reaches the project implementation phase.

## CERTIFICATION COURSE DESCRIPTIONS

Day classes for corporate and group training, run for 40 hours so that the class can complete in a 5-day week  
Evening classes run for 45 class hours.

## MICROSOFT CERTIFICATIONS

### **40349 Windows Operating System Fundamentals**

**Exam 98-349 (Optional)**

**Lecture 26 hours**

This is an entry level course to build an understanding of these topics: Operating System Configurations, Installing and Upgrading Client Systems, Managing Applications, Managing Files and Folders, Managing Devices, and Operating System Maintenance. This is a great course to prepare for any version of an industry recognized of client operating system.

### **40366 Networking Fundamentals**

**Exam 98-366 (Optional)**

**Lecture 26 hours**

This is an entry level course to build an understanding of these topics: Network Infrastructures, Network Hardware, and Protocols and Services. This course introduces networking, the OSI model, TCP/IP and LAN and WAN basics. A great course to get you prepared for the industry recognized course Computer Networking.

### **40367 Security Fundamentals**

**Exam 98-367 (Optional)**

**Lecture 26 hours**

This is an entry level course to build an understanding of these topics: Security Layers, Operating System Security, Network Security, and Security Software. A great course to get you prepared for the industry recognized course Computer & Network Security.

### **IT-499 Sever Administration Fundamentals**

**Exam 98-365 (Optional)**

**Lecture 26 hours**

This is an entry level course to build an understanding of these topics: Server Installation, Server Roles, Active Directory, Storage, Server Performance Management, and Server Maintenance. A great course to get you prepared to take the industry recognized series of sever courses.

### **10750 Monitoring & Operating a Private Cloud System Center 2012**

**Exam 70-510**

**Lecture 41 hours**

This course describes how to monitor and operate a private cloud with Microsoft System Center 2012. This course focuses on how to manage and administer the private cloud, and it describes how you can monitor key infrastructure elements and applications that run within the private cloud.

### **10751 Configuring and Deploying a Private Cloud System Center 2012**

**Exam 70-510**

**Lecture 41 hours**

This course describes private cloud configuration and deployment with Microsoft System Center 2012. Learn high level design requirements for the cloud, configure a PXE server, an update server, and a software update baseline. Students also learn to

configure Application Virtualization (App-V) among many other tools of the Operations Manager and Server Manager.

### **20410 Installing & Configuring Windows Server 2012**

**Exam 70-410**

**Lecture 41 hours**

This course is part one of a three-part series that provides 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. While there is some cross-over in skills and tasks across the courses, this course primarily covers the initial implementation and configuration of core services including Active Directory Domain Services (AD DS), networking services, and Microsoft Hyper-V Server 2012 configuration.

### **20411 Administering Windows Server 2012**

**Exam 70-411**

**Lecture 41 hours**

This course is part two in a series of three courses that provides 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. Although there is some cross-over of skills and tasks across these courses, this course primarily covers the administration tasks necessary to maintain a Windows Server 2012 infrastructure such as Implementing Server Images, User and Group management with Active Directory Domain Services(AD DS) and Group Policy, Remote Access and Network Policies, Data Security, Monitoring and Update Management.

### **20412 Configuring Advanced Windows Server 2012 Services**

**Exam 70-412**

**Lecture 41 hours**

This course is part three, in a series of three courses that provides the skills and knowledge necessary to implement a core Windows Server 2012 infrastructure in an existing enterprise environment. The three courses will collectively cover implementing, managing, maintaining and provisioning services and infrastructure in a Windows Server 2012 environment. Although there is some cross-over of skills and tasks across these three courses, this course primarily covers advanced configuration of services necessary to deploy, manage and maintain a Windows Server 2012 infrastructure, such as advanced networking services, Active Directory Domain Services (AD DS), identity management, rights management, Federated services, network load balancing, failover clustering, business continuity and disaster recovery.

**MD-100 Microsoft 365 Certified: Windows 10****Exam MD-100****Lecture 41 hours**

This course is designed to provide IT professionals with the knowledge and skills required to deploy Windows 10 desktops in a Windows Server small to medium-sized AD DS domain environment. These skills include learning how to install and customize Windows 10 operating systems and apps, configure local and remote network connectivity, and configure local and online storage. Students also will learn how to configure security in addition to how to maintain, update, and recover Windows 10.

**MD-101 Microsoft 365 Certified: Managing Modern Desktops****Exam MD-101****Lecture 41 hours**

This course provides the student with the knowledge and skills necessary to deploy and update Windows 10 by using dynamic deployment. Students learn how to plan and implement Windows 10 using Windows Autopilot. Learn to manage Policies and Profiles and protect devices with Windows Defender and Intune device enrollment and inventory. Also, covered is how to deploy apps by using Intune; deploy apps by using Microsoft Store for Business; deploy O365 ProPlus; enable sideloading of apps into images; gather Office readiness data; configure IE Enterprise mode; configure and implement assigned access or public devices and Implement Mobile Application Management (MAM).

## COMPTIA CERTIFICATIONS

### **93003 IT Fundamentals+**

**Exam FC0-U61**

**Lecture 41 hours**

This course focuses on the essential IT skills and knowledge needed to perform tasks commonly performed by both advanced end-users and entry-level IT professionals. It covers a broad cross-section of IT competencies including IT literacy, basic networking and secure computing. The IT Fundamentals course is ideal for individuals and students considering a career in IT, as well as those in allied fields that require a broad understanding of IT. CompTIA IT Fundamentals can be a stepping-stone to more advanced certifications such as CompTIA A+.

### **93017/93018 CompTIA A+**

**Exams 220-1001/220-1002**

**Lecture 82 hours**

CompTIA A+ is the course recommended if your job responsibilities include managing, maintaining, troubleshooting, end user technical services, technical support and computing devices. CompTIA A+ is recommended if your job responsibilities include entry-level computer service technician support duties. In this course you will learn Security and how to quickly spot key breaches and identify where they originate. Networking to help end-users connect from anywhere to get their work done. Troubleshooting to identify problems, test theories and prevent further issues. You will learn the process of how to clearly communicate technical skills to the end user. You will gain a vendor neutral background in Operating Systems from Apple to Android, Windows to iOS. You will be able to solve issues with hardware, software or network connectivity throughout an organization regardless of the device type.

### **93011 CompTIA Network +**

**Exam N10-007**

**Lecture 41 hours**

You will learn the features and functions of networking components and acquire the knowledge and skill needed to install, configure and trouble shoot basic networking hardware, protocols and services. You also learn the areas of media and topologies, protocols and standards, network implementation and network support and new technologies such as wireless networking and gigabit Ethernet.

### **93022 CompTIA Security+**

**Exam SY0-601**

**Lecture 41 hours**

The course covers industry-wide topics, including communication security, infrastructure security, cryptography, access control, authentication, and operational security. Security+ is accepted by Microsoft to elevate your MCSA or MCSE credential to MCSA: Security or MCSE: Security.

### **93009-CompTIA Cybersecurity Analyst (CySA+)**

**Exam CS0-002**

**Lecture 41 hours**

The CySA+ certification applies behavioral analytics to the IT security market to improve the overall state of IT security. Analytics have been successfully integrated in the business intelligence, retail and financial services industries for decades. Analytics are now applied to IT security.

Cybersecurity analytics greatly improves threat visibility across a broad attack surface by focusing on network behavior, including an organization's interior network. Threats are better detected using analytics. CySA+ is a vendor-neutral IT professional certification and the recommended first professional-level certification for IT security-analyst professionals

### **93023 CompTIA Advanced Security Practitioner (CASP+)**

**Exam CAS-003**

**Lecture 41 hours**

The CompTIA Advanced Security Practitioner (CASP+) Certification is a vendor-neutral credential. CASP+ is an internationally targeted validation of advanced-level security skills and knowledge. The exam focuses on enterprise security; risk management, policies/procedures and legal; research and analysis; and integration of computing, communications and business disciplines.

### **93049 CompTIA Cloud+**

**Exam: CV0-002**

**Lecture: 41 hours**

Cloud+ covers competency in cloud models, virtualization, infrastructure, security, resource management and business continuity. Cloud+ focuses on the real-world issues and practical solutions of cloud computing in business and IT. This course will certify an individual's capability of understanding all the cloud related terminologies and the level of implementation.

### **93007 CompTIA Server+**

**Exam: SKO-004**

**Lecture :41 hours**

With successful completion of this course, you will be able to perform the duties of a server administrator. In this course, you will manage server hardware, install a server, configure networking, create a virtual environment, administer a server, implement storage solutions, secure a server, plan and test disaster recovery and troubleshoot server issues.

### **95016 CompTIA Project+**

**Exam PK0-004**

**Lecture 41 hours**

In this course, you will apply recognized practices of project management and understand a project's life cycle, roles, and skills necessary to effectively initiate, plan, execute, monitor, control and close a project. The skills and knowledge you gain in this course will help you avoid making costly mistakes and increase your competitive edge in the project management profession.

### **93005 CompTIA Linux +**

**Exams: LX0-103/LX0-104**

**Lecture 90 hours**

This certification covers two prerequisite Unix/Linux courses, Unix/Linux Fundamentals (85989) and Unix/Linux Advanced Users (85990), as well as the CompTIA Certification preparation course.

In the two prerequisite courses, you will be introduced to UNIX and Linux commands and work with its files and directories. The courses provide a foundation for further studies in the UNIX and Linux programming or administration of domains. You will customize the work environment on your computer, work with files using advanced

commands and utilities, work with the text contained in files using text-processing commands and utilities, manage files using the advanced file management techniques, and work with shell scripts containing conditional and loop control statements.

The Linux+ Certification preparation course will cover how to administer a small to medium-sized site. Plan, implement, maintain, keep consistent, secure, and troubleshoot a small (samba), Internet

Gateway (firewall, proxy, mail, news), Internet Server (web server, FTP server), Supervise assistants, Advise management on automation and purchases.

## OTHER TECHNOLOGY CERTIFICATIONS

### CISCO CERTIFICATIONS

#### **ICND1 v3.0 Interconnecting Cisco Networking Devices, Part 1**

**Exam 100-105**

**Lecture 41 hours**

This course prepares the student for the Cisco Certified Entry Networking Technician (CCENT) certification. The CCNET validates the student's ability to install, operate and troubleshoot a small enterprise branch network, including basic network security. With a CCENT, a network professional demonstrates the skills required for entry-level network support positions - the starting point for many successful careers in networking. The curriculum covers networking fundamentals, WAN technologies, basic security and wireless concepts, routing and switching fundamentals, and configuring simple networks.

#### **ICND2 v3.0 Interconnecting Cisco Networking Devices, Part 2**

**Exam 200-105**

**Lecture 41 hours**

This course in combination with ICND1 will qualify the student as a Cisco Certified Network Associate (CCNA). The Cisco Certified Network Associate certification validates your ability to install, configure, operate, and troubleshoot medium-size routed and switched networks, including implementation and verification of connections to remote sites in a WAN. This curriculum includes basic mitigation of security threats, introduction to wireless networking concepts and terminology, and performance-based skills. The curriculum also includes (but is not limited to) the use of these protocols: IP, Enhanced Interior Gateway Routing Protocol (EIGRP), Serial Line Interface Protocol Frame Relay, Routing Information Protocol Version 2 (RIPv2), VLANs, Ethernet, access control lists (ACLs).

#### **CCNA Security Implementing Cisco IOS Network Security (IINS) 2.0**

**Exam 210-260 IINS**

**Lecture 41 hours**

The content focuses on the design, implementation, and monitoring of a comprehensive security policy, using Cisco IOS security features and technologies as examples. The course covers security controls of Cisco IOS devices as well as a functional introduction to the Cisco Adaptive Security Appliance (ASA). Using instructor-led discussion, lecture, and hands-on lab exercises, this course allows learners to perform basic tasks to secure a small branch office network using Cisco IOS security features available through web-based GUIs (Cisco Configuration Professional) and the CLI on Cisco routers, switches, and ASAs.

### **CEH EC-Council Certified Ethical Hacker**

**Exam 312-50**

**Lecture 41 hours**

This class immerses the student into an interactive environment where they are shown how to scan, test, hack and secure their own systems. The lab intensive environment gives each student in-depth knowledge and practical experience with current essential security systems. Students learn how perimeter defenses work and how to scan and attack their own networks; no real network is harmed. Students learn how intruders escalate privileges and what steps can be taken to secure a system. Students will also learn about Intrusion Detection, Policy Creation, Social Engineering, DDoS Attacks, Buffer Overflows and Virus Creation. When a student leaves this intensive 5-day class, they will have an understanding of and experience in Ethical Hacking.

### **CHFI Computer Hacking Forensic Investigator**

**Exam 312-49**

**Lecture 41 hours**

Certified Hacking Forensic Investigator (CHFI®) certification class provides training for this highly specialized training field of after-the-attack analysis of an attack, preservation of evidence, and development of a prosecutable case against the attacker, if possible. HyperLearning Technologies has the capability of providing this highly specialized computer security training, but it is only offered when requested by a customer.

The CHFI course will give participants the necessary skills to identify an intruder's footprints and to properly gather the necessary evidence to prosecute. Many of today's top tools of the forensic trade will be taught during this course, including software, hardware and specialized techniques.

### **CISSP Certified Information Systems Security Professional**

**Lecture 41 hours**

This course is designed for students who need to learn the skills and knowledge necessary for certification in the CBKs (Common Books of Knowledge) for ISC2's certification for the Certified Information Systems Security Professional (CISSP) exam. The course is designed for information security professionals or interns who plan to work with some or all of CBKs related to the information systems security profession.

## PROJECT MANAGEMENT

### 79160 Project Management Fundamentals

#### Lecture 8 hours

This course is an overview of the basics of project management. It provides the theory and core methodology you will need to manage projects or participate on project teams.

This course does not make use of any project management software application, but instead focuses on the conceptual underpinnings that students must know in order to use any project management software application effectively.

### 91062 Project Level 1

#### Lecture 8 hours

This course covers the critical knowledge and skills a project manager needs to create a project plan with Microsoft Project during the planning phase of a project. If you lead a project, this course will enable you to draft a project plan with Microsoft Project and share it with your supervisor (and others) for review and approval.

### 91063 Project Level 2

#### Lecture 8 hours

Project Level 2 covers the advanced knowledge and skills a project manager needs to update a project plan in Microsoft Project during the execution, monitoring, and controlling phases of a project. In other words, once your project plan is approved by the project sponsor, this course will enable you to manage the project so that it is completed on time, within budget, and according to scope.

### 88163 Project Management Professional Certification Prep (PMP)

#### Lecture 40 hours

This course focuses on the generally accepted practices of project management acknowledged by the Project Management Institute, Inc. (PMI®) leading to successful project management. This course is designed for experienced project managers who want to increase their project management skills, apply a standards-based approach to project management, and apply for Project Management Institute, Inc. (PMI®) Project Management Professional (PMP®) Certification.

### CAPM Certified Associate in Project Management

#### CAPM Exam Prep Certification Preparation

#### Lecture 40 hours

This course prepares students to take the CAPM Certification exam. The CAPM certification is designed for project management personnel who are starting a career in project management as well as project team members who wish to demonstrate their project management knowledge. This certification verifies that the individual possesses the knowledge in the principles and terminology of [A Guide](#)

[to the Project Management Body of Knowledge \(PMBOK Guide\)](#), the standard of project managements generally recognized good practices. The knowledge a practitioner gains from earning the CAPM certification can be applied to on-the-job experiences which help develop growing levels of competence in project management. People who carry the CAPM designation after their name enjoy a high

level of credibility from PMP credential holders, project managers, employers and peers.



MICROSOFT	APPLICATION	COURSES	-	VERSIONS	2010	OR	2016
<b>91107 - Microsoft SharePoint 2013: Site User</b> <b>Lecture 6 hours Lab 2 hours</b>							
Learn to upload and access information on a Microsoft SharePoint team site, manage documents, create views, use the social networking features and learn how SharePoint integrates with OneDrive and MS Office.							their various objects using the Microsoft® Office Access relational database application.
<b>91048 Microsoft Word Part 1</b> <b>Lecture 6 hours Lab 2 hours</b>							<b>91046 Microsoft Access Part 2</b> <b>Lecture 6 hours Lab 2 hours</b>
Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This will provide you with the basic concepts required to produce basic business documents.							You have the basic skills needed to work with Microsoft® Office Access databases, including creating and working with Access tables, relationships, queries, forms, and reports. But so far, you have been focusing only on essential database user skills. In this course, you will consider how to maintain data consistency, how to customize database components, and how to share Access data with other applications.
<b>91049 Microsoft Word Part 2</b> <b>Lecture 6 hours Lab 2 hours</b>							<b>91047 Microsoft Access Part 3</b> <b>Lecture 6 hours Lab 2 hours</b>
In this course, you will create complex documents in Microsoft® Word by adding components such as, customized lists, tables, charts, and graphics. You will also create personalized Microsoft® Word efficiency tools.							In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Access by structuring existing data, writing advanced queries, working with macros, enhancing forms and reports, and maintaining a database.
<b>91055 Microsoft Excel: Part 1</b> <b>Lecture 6 hours Lab 2 hours</b>							<b>85617 Microsoft Access Design</b> <b>Lecture 6 hours Lab 2 hours</b>
You have basic computer skills such as using a mouse, navigating through windows, and surfing the Internet. You have also used paper-based systems to store data that you run calculations on. You now want to migrate that data to an electronic format. In this course, you will use Microsoft® Office Excel® to manage, edit, and print data.							This course teaches the student how to create advanced queries and forms to make the database user friendly. Relational database design will be reviewed but this class advances skills learn in the basic Access classes.
<b>91056 Microsoft Excel: Part 2</b> <b>Lecture 6 hours Lab 2 hours</b>							<b>84896 Microsoft Outlook: Part 1</b> <b>Lecture 6 hours Lab 2 hours</b>
In Microsoft® Office Excel®: Level 2 you will learn how to streamline repetitive tasks and display spreadsheet data in more visually effective ways. In this course, you will use Microsoft Office Excel to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas.							This course will provide you with the skills you need to start sending and responding to email in Microsoft® Office Outlook® 2010, as well as maintaining your Calendar, scheduling meetings, and working with tasks and notes. In this course, you will compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes.
<b>91057 Microsoft Excel: Part 3</b> <b>Lecture 6 hours Lab 2 hours</b>							<b>84897 Microsoft Outlook: Part 2</b> <b>Lecture 6 hours Lab 2 hours</b>
In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Excel by automating some common tasks, applying advanced analysis techniques to more complex data sets, collaborating on worksheets with others, and sharing Excel data with other applications.							This course extends your knowledge of Microsoft® Office Outlook® beyond just a communications tool. In this course, you will customize your Outlook environment, Calendar, mail, folders, and also track, share, assign, and quickly locate various Outlook items.
<b>MSTR MS Excel: Master in Excel: Advanced Functions &amp; Formulas</b> <b>Lecture 12 hours Lab 4 hours</b>							<b>91060 Microsoft PowerPoint: Part 1</b> <b>Lecture 6 hours Lab 2 hours</b>
This course was developed with the Excel Power user in mind. All advanced Formulas and Functions will be presented with Practical Business Applications and hands on activities.							In today's work environment, presentations have moved far beyond flip charts and overhead projectors. Audiences not only expect that your presentations are in an electronic format, but they also demand that your presentations be unique and sophisticated in their use of such formats. In this course, you will work with Microsoft® Office PowerPoint® 2010 to create electronic presentations.
<b>91045 Microsoft Access Part 1</b> <b>Lecture 6 hours Lab 2 hours</b>							
Most organizations maintain and manage large amounts of information. One of the most efficient and powerful ways of managing data is by using relational databases. Information can be stored, linked, and managed using a single relational database application and its associated tools. In this course, you will examine the basic database concepts, and create and modify databases and							

**91061 Microsoft PowerPoint: Part 2****Lecture 6 hours    Lab 2 hours**

As a PowerPoint 2010 user, you are familiar with the basics of creating a presentation and you are able to convey information effectively in a simple way. Static content in presentations, however, will not keep your audience interested. In this course, you will enhance and customize the PowerPoint interface to suit your requirements and use the new and enhanced features to create dynamic and visually appealing presentations. You will then finalize a presentation and secure it to authenticate its validity.

**85589 Microsoft Visio: Part 1****Lecture 6 hours    Lab 2 hours**

In this course, you will learn fundamental skills while creating several types of diagrams using Microsoft® Office Visio® Professional. You will create a directional map, a block diagram, a basic and a cross-functional flowchart, an organization chart, and an office layout. As you create these drawings, you will learn techniques to drag and manipulate Visio master shapes, create connections between shapes, and apply styles to shapes, text, and pages. You will learn shortcuts to enhance your productivity and use unique tools designed for each type of drawing. When you've completed the course, you will have a firm grasp of all of the skills needed to create any kind of diagram using Visio.

**85599 Microsoft Visio: Part 2****Lecture 6 hours    Lab 2 hours**

In this course, you will expand on the knowledge you gained in the Visio Level 1 course. You will work with many advanced features, including using the drawing tools, creating and working with custom stencils and templates, and sharing your Visio drawings with other applications.

## FACULTY AND PROGRAM DIRECTORS

Program	Type of Program	Contact Hours	Lead Trainers	Trainer Credential	Program Directors
IA Technical Level 2	Diploma	312	Wayne Shelton	MCT, CTT+ Technically certified in courses taught. Expert in the field.	George Geyer
LAN Administrator (Linux+)	Diploma	357	Kirk Mooring	Master of Science Information Security Assurance. Technically certified in courses taught. Expert in the field.	George Geyer
LAN Administrator Server	Diploma	391	George Geyer  Kirk Mooring	MCT, CTT+ Technically certified in Courses taught. Expert in the field.  Master of Science Information Security Assurance. Technically certified in courses taught. Expert in the field.	George Geyer

Program	Type of Program	Contact Hours	Lead Trainers	Trainer Credential	Program Directors
Network Administrator	Diploma	480	Kirk Mooring	Master of Science Information Security Assurance. Technically certified in courses taught. Expert in the field.	George Geyer
Network Security Specialist	Diploma	357	Kirk Mooring	Master of Science Information Security Assurance. Technically certified in courses taught. Expert in the field.	George Geyer
Cyber Security Specialist	Diploma	321	Kirk Mooring	Master of Science Information Security Assurance. Technically certified in courses taught. Expert in the field.	George Geyer

## FACULTY & ADMINISTRATION

### GEORGE GEYER, PRESIDENT & CEO

#### Education

University of Washington - Seattle, WA  
Master of Business Administration  
Master of Science in Engineering  
United States Merchant Marine Academy - Kings Point, NY  
Bachelor of Science

#### Certifications

##### CompTIA:

Network+  
Security+  
Certified Technical Trainer (CTT+)

##### Cisco:

CCNA

##### Microsoft:

Microsoft Certified System Engineer + I - NT 4.0  
Microsoft Certified System Engineer: Security -Windows 2000/2003  
Microsoft Certified System Administrator - Windows 2000/2003  
Microsoft Certified System Engineer - Windows NT/2000/2003  
Microsoft Certified Trainer (2012)  
Microsoft Certified Desktop Support Technician - Windows XP  
Microsoft Certified Technical Specialist - VISTA Configuration  
Microsoft Certified IT Professional: Server Administrator  
Microsoft Certified IT Professional: Windows 7, Desktop Administrator

### SUSAN GORDON, DATABASE ADMINISTRATOR & TRAINER

#### Education

Bachelor of Business Administration – Roanoke College, VA.  
Information Systems – Virginia Commonwealth University, VA.

#### Certifications

##### Microsoft:

Microsoft Office 2010 Expert  
Microsoft Office 2007 Master  
Microsoft Certified Trainer (MCT)  
Microsoft Certified Technical Specialist: Windows 7, Configuring

##### CompTIA:

CompTIA Network+  
Certified Technical Trainer (CTT+)

### KATHLEEN MORELLI, TRAINING COORDINATOR

#### Education

Bachelor of Science – Virginia Commonwealth University

### VALERIE ROCKWELL, OPERATIONS MANAGER

#### Education

High School

## ADJUNCT FACULTY

### DORETHA JONES

#### Education

Master of Science, Information Systems, Strayer University, Chesapeake, VA

Bachelor of Science, Business Administration, Old Dominion University, Norfolk, VA

#### Microsoft:

Microsoft Office 2010 Master

Certified Internet Webmaster Associate (CIWA)

Internet and Computing Core Certification (IC3)

### KIRK MOORING

#### Education

Master of Science Information Security Assurance

Western Governors University, Salt Lake City University, UT

Bachelor of Science in Accounting

Old Dominion University, Norfolk, VA

#### Certifications

##### CompTIA:

A+ Network+

Security+ Project+

Healthcare IT

##### ISC2:

Certified Information Systems Security Professional (CISSP)

##### EC-Council:

Certified Ethical Hacker (CEH)

Computer Hacking Forensic Investigator (CHFI) March 2016

### KARIN MCKINNEY

#### Education

Human Resources Management, Saint Leo University

Sociology, Saint Leo University

#### Microsoft:

Microsoft User Specialist

### JEROMY SHANE

#### Education

Cochise College, Sierra Vista, AZ

Associate of Applied Science – Military Intelligence

Saint Leo University

Bachelor of Science – Computer Information Systems

#### Certifications

CompTIA: Network+

Security+ Certified Advanced Security Practitioner (CASP+)

### WAYNE SHELTON

#### Education

Doctor of Ministry -- Andersonville Theological Seminary

Master of Arts Practical Theology -- Regent University

Bachelor of Science in Liberal Arts, Administration & Management -- Excelsior College

Associate of Arts, Electrical Mechanical Technology -- Coastline

Community College

#### Certifications

Master Training Specialists

#### CompTIA:

CompTIA IT Fundamentals

CompTIA A+

CompTIA Network+

CompTIA Server+

CompTIA Cloud Essentials

CompTIA Cloud+

#### Microsoft:

Microsoft Certified Professional (MCP): Installing & Configuring Windows 10

Microsoft Technology Associate (MTA)

- Windows Operating Systems Fundamentals

- Windows Server Administration Fundamentals

- Networking Fundamentals

- Security Fundamentals

- Mobility and Device Fundamentals

- Cloud Fundamentals

### JAMES WILLIAMS

#### Education

Advanced Project Management Certificate

International Institute for Learning, 2005

Masters Certificate - Project Management

George Washington University, 1998 MBA

(Honors Graduate)

University of Phoenix, 1996

Bachelor of Science - Telecommunications Management (Honors Graduate)

City University, 1990

### ERIC WIVCZAR

#### Education

HyperLearning Technologies, Inc.

PC Specialist

#### CompTIA:

IT Fundamentals

A+

#### Microsoft

MTA: Windows Operating Systems Fundamentals



HyperLearning Technologies  
Technical and Soft Skills Training Center

### REGISTRATION AND ENROLLMENT APPLICATION AND AGREEMENT

HyperLearning Technologies, Inc. 3630 S. Plaza Trail, Suite 250, Virginia Beach, VA 23452  
(757) 495-0714 Fax: (757) 495-3725 www.hyperlearn.com

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State Zip: \_\_\_\_\_

Demographic information required by the State Council for Higher Education for Virginia as an HLT certification requirement:

Virginia Resident:  Yes  No Age:  18-24  25+ Sex:  Male  Female

Ethnicity:  Non-Resident Alien  American Indian/Alaskan Native  Asian  Black/African American  
 Hispanic of any race  Native Hawaiian/Pacific Islander  White  2 or more races

Work Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Email(s) **PRINT CAREFULLY:** \_\_\_\_\_

Emergency Contact:  
Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Relationship: \_\_\_\_\_

Education:  High School diploma  GED  Associates Degree  Bachelor's Degree or above

Academic Degrees or Certificates: \_\_\_\_\_

Technical Certifications: \_\_\_\_\_

Computer Experience:  
Type of Work: \_\_\_\_\_ Number of Years: \_\_\_\_\_

Networking Experience:  
Type of Work: \_\_\_\_\_ Number of Years \_\_\_\_\_

Reason for taking program: \_\_\_\_\_

I acknowledge that I am registering for and enrolling in the program or course listed below. I understand I will be registered and enrolled in the program or courses upon acceptance of my application and receipt of payment. All opened materials must be purchased.

Diploma Program:  IA Technical Level 2  LAN Administrator  Network Administrator  
 LAN Administrator Linux+  Cyber Security

Certification Program:  Network Support Specialist

Individual Certification Course(s): *please list all* \_\_\_\_\_

Certification Bundle: \_\_\_\_\_

Projected Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Projected Completion Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

The total contract training costs are as follows:  
Tuition: \$\_\_\_\_\_ Materials: \$\_\_\_\_\_ Exam Voucher(s): \$\_\_\_\_\_ **Total: \$\_\_\_\_\_**

All material costs are payable at time of acceptance into the program with the remainder due two weeks prior to the first day of class unless other arrangements are made in advance. I understand that this agreement becomes a legally binding instrument upon acceptance and registration into the program. I agree to pay any amounts, in the total above, to the extent that the total exceeds any employer or sponsor allowances.

I also understand that I may cancel or withdraw from the program at any time. Tuition refunds will be governed by the tuition refund policy, a copy of which is available from HyperLearning Technologies, Inc. If a program is cancelled by HyperLearning Technologies, all prepaid monies will be refunded, except the price of opened materials delivered in advance of the class.

\_\_\_\_\_ Third Party Billing:  Yes  No  
 Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_  
 HyperLearning Technologies, Inc. \_\_\_\_\_ Date \_\_\_\_\_  
 If yes, who: \_\_\_\_\_

**ENTRANCE AND ATTENDANCE:** No student shall be permitted to begin classes or continue in attendance unless all financial obligations to the school have been met, including; tuition, fees, books, supplies and equipment. Grades, transcripts, or diplomas will not be issued unless financial obligations to the school have been met.

**GRADUATION AND PLACEMENT (DIPLOMA PROGRAMS ONLY):** When a student has passed and completed all subjects required in the course of study indicated in this agreement, said student will be awarded a transcript provided all financial obligations to the school have been met by said student. Job placement assistance will be provided by this school at no additional charge provided all course requirements and financial obligations of the student to the school have been met. This school makes no guarantee of job placement or amount of earnings.

**FTC STATEMENT:** Any holder of this consumer contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amount paid by the debtor.

**ARBITRATION:** Any controversy or claim arising out of or relating to this Agreement, or branch thereof, no matter how pleaded or styled, shall be settled by arbitration in accordance with the Commercial Rules of Arbitration Association, and judgment upon the award rendered by the Arbitrator may be entered in any court having jurisdiction.

**REFUND POLICY:** All refunds will be made to students who have terminated their status as students within 40 days after receipt of a written notice or the date the student last attended classes whichever is sooner. For students who enroll and start classes but withdraw or are terminated the Refund Policy is as follows:

Percent of Available Program Hours Completed	Percentage of Refund Owed
Up to 10	90%
Up to 20	80%
Up to 30	70%
Up to 40	60%
Up to 50	50%
Up to 60	40%
Up to 70	30%
Up to 80	20%
Up to 90	10%
Up to 100	0%

I have received a copy of the current school catalog and understand this Registration and Enrollment Application and Agreement. I understand this Registration and Enrollment Application and Agreement must be accepted by HyperLearning Technologies and I authorize my high school(s) and/or college(s) to release my academic records and any other information necessary for my acceptance to this school. I understand that if this school accepts me, I must abide by the Rules of Conduct set out by the school.

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature: \_\_\_\_\_

BOTH FRONT AND BACK OF THIS PAGE CONSTITUTE THE ENROLLMENT AGREEMENT



