FOURTHDIMENSION
TECHNOLOGIES
TRAINING FOR A BRIGHTER FUTURE

DATA CYBER INSTITUTE
STUDENT CATALOG
2024-2026

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815 Superior Ave Suite 1618 Cleveland, Ohio 44114

www.fdtecinc.com | https://datacyberinstitute.com/

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To the best of the Company's knowledge, the statements in this catalog are accurate in all material respects.

Fourth Dimension Technologies, Inc. (FDTec) was founded by Gerald L. Stafford in Baltimore Maryland in 1999 as a Microsoft Authorized Provider of Microsoft Certified Trainer (MCT) Certification. Data Cyber Institute is an entity of FDTec and was launched as an IT training provider.

GOVERNING BOARD OF DIRECTORS

Gerald L. Stafford, CEO/President
Lisa Flournoy Exec. V.P., Professional Services and Operations
Jonathan Stafford, Secretary and Treasurer

SBA REGISTERED

SAM Database Holder of CAGE # 8KB77 & DUNS # 117493376

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Our Vision

Shape the future of those seeking to enrich their lives by helping them obtain sought-after workplace skills to foster a positive change in the world.

Our Mission

To equip students with employable Data Analytics and Cybersecurity skills for today's digital economy.

Welcome!

We at Data Cyber Institute are thrilled to partner with you as you start your career journey. Your success is central to our mission, and we look forward to providing our unique, focused and rigorous programs.

Data Cyber Institute, an entity of Fourth Dimensions Technologies, Inc., offers career-based programs for today's digital workforce that drives outcomes through industry certifications and skill development holistically. The leaders of Data Cyber Institute have leveraged over 100 years of combined IT training experience ranging from one of the nation's largest IT staffing firms to major IT corporations and are pioneers in the digital IT certification space. Our leadership's strength and experience combine with strategic partnerships such as CompTIA, Microsoft, Linux Professional Institute, Choice Technical Services, and others to provide access to the career-changer and veteran community.   We believe the solution must be comprehensive by equipping students with clearly defined employable skills that lead to long-term success. This means providing the right certifications that meet not only market demands, but career demands. The development of highly skilled practitioners is achieved via a cross-platform model. This model is used to select vendor certifications that prepare students for exceptional growth opportunities.

Graduates of a Data Cyber Institue program are not only equipped with validated skills through certifications; they also possess proven soft skills, which they can leverage when networking and seeking employment opportunities. Using our flipped classroom model to train, Data Cyber Institute delivers a more interactive and dynamic learning environment by providing reading assignments and lecture videos before class group discussions – a "lessons learned" approach to learning. This allows for a solid review and more time allocated to honing skills through intensive topic reviews and practical labs.

Data Cyber Institue provides a more individualized experience. We work with each student at their own pace rather than addressing all students as a group. Each of our programs is also aligned with federal government requirements within the DOD 8140/8570, NIST for Cybersecurity Framework, and the Cybersecurity Maturity Model Certification (CMMC) requirements for consideration of federal employment and includes a security clearance overview to further aid students in the employment process.

Our CyberForce Vets program is specifically designed for veterans and includes topics related to transitioning from military to civilian life.

Program Description

Lecture Hours - All Programs

Students are required to attend at least two lecture sessions per week for part-time programs and at least three lecture sessions per week for full-time programs. At enrollment, students will be assigned a

specific lecture session schedule. The 4X Labs will be held as deemed necessary by the instructor for no less than two ten-minute period per session hour. An instructor will be available outside the scheduled sessions from Noon – 5 pm, Monday – Thursday, while Flex-Time Instructors are available throughout the day.

Descriptions of courses associated with each program are located in Appendix A.

Program Duration and Clock Hours

4-Certification Program Duration:
Total Clock Hours:		475 hours
Duration:	Part-Time:	26 weeks
	Full-Time:	13 weeks

2-Certification Program Duration:
Total Clock Hours:		219 hours
Duration:	Part-Time:	13 weeks
	Full-Time:	6 weeks

Client Site Instructor-Led Schedule

Full-Time (Local Time)

Tuesday	8:30 am – 4:30 pm
Wednesday	8:30 am – 4:30 pm
Thursday	8:30 am – 4:30 pm

Part-Time (Local Time)

Morning	9:00 am – 1:00 pm (2x/week)
Afternoon	2:00 pm – 6:00 pm (2x/week)
Evenings	6:00 pm – 10:20 pm (2x/week)

Virtual Instructor-Led Schedule

Full-Time (EST)
Monday	9:00 am – 4:00 pm
Tuesday	9:00 am – 4:00 pm
Wednesday	9:00 am – 4:00 pm
Thursday	9:00 am – 4:00 pm

Part-Time (EST)
Morning	9:00 am – 1:00 pm (2x/week)
Afternoon	2:00 pam – 6:00 pm (2x/week)
Evenings	6:00 pm – 10:20 pm (2x/week)

4X Labs

4X Labs is a training delivery methodology that uses foundational building blocks in the form of practical labs to ensure that skills developed during the program are reinforced as the student progresses from one course to another within each program. This approach includes a Capstone Lab, which serves as the final exam for the program. The Capstone Lab presents the opportunity for the student to showcase all the skills they have acquired and how those skills fit within the bigger picture.

After enrollment, students will receive:

- Free Laptop
- For each course within a program
  - ❖ Study Guide
  - ❖ Certification Practice exam
  - ❖ Practical Labs
  - ❖ Certification exam voucher

Code Of Student Conduct

Students at Data Cyber Institute (the Institution) are responsible for knowing the information, policies, and procedures outlined in this catalog. The Institution reserves the right to make changes to this code as necessary and once those changes are approved by governing bodies and posted online, they are in effect. Students are encouraged to check this datacyberschool.com website for the current version of all student conduct policies and procedures.

Student Services

Student Services is an integral part of the learning environment providing services and support to enhance each student's learning experience and their drive to success. As the access point for all students, Student Services permits students to take advantage of available resources to help them become better students and speed their progress towards achieving their career goals.

Support Services include:

- Admissions and Records

- Business/Cashier Office

- Disability Support

- Financial Aid

- Testing and Tutoring

- Student Complaint and Grievances

- Policies and Procedures (including Student Conduct)

Students can contact Student Services by sending email to studentservices@datacyberschool.com.

Enrollment Policies and Guidelines

Ohio Enrollment Policies and Guidelines

All tuition and fees are payable for one quarter, semester, or school term only. Payment is due before the start of classes each term.

Tuition and fee charges are subject to change at the Institution's discretion. Any tuition or fee increases will become effective for the school term following student notification of the increase.

Maryland Enrollment Policies and Guidelines

Students must meet with a member of the Admissions Team to be considered for acceptance into our programs. This may take place face to face or remotely. The Institution will determine acceptance into

any offered program. The decision to allow a student to enroll in the program will be guided by the following standards:

Enrollment Standards

- A member of the Admissions Team will ascertain the prospective students' ability to enroll in a program during the admissions process.

- **Documentation of one of the following is required for enrollment**:

  (1) High School transcript
  (2) Copy of the certificate of high school equivalency
  (3) Transcript showing graduation from a community college or university that operates in compliance with state or local law or a signed
  (4) Notarized attestation of graduation from a public, private, or home high school that operates in compliance with state or local law
  (5) Receipt of a certificate of high school equivalency
  (6) Graduation from a community college or university that operates in compliance with state or local law
  (7) Completion of secondary education equivalent to high school education in the United States

- There is a minimum age requirement of 17 for enrollment into any program at the Institution. Applicants under the age of 18 need a parent or guardian's signature in addition to their signature on the Enrollment Agreement.

Any prospective student who has a special needs request or accommodation must submit the request in writing via email to their Admissions Advisor/Director before enrollment to determine if the school can accommodate the request.

Georgia Enrollment Policies and Guidelines

Students must meet with a member of the Admissions Team to be considered for acceptance into our programs. This may take place face to face or remotely. The Institution will determine acceptance into any offered program. The decision to allow a student to enroll in the program will be guided by the following standards:

Enrollment Standards

- A member of the Admissions Team will ascertain the prospective students' ability to enroll in a program during the admissions process.

- **Proof of High School Completion, GED, or successful completion (or equivalent) of one full-time academic program (12 academic program hours) or academic quarter (18 academic quarter hours) at an accredited college, university, or other postsecondary school is required for enrollment**.

- There is a minimum age requirement of 17 for enrollment into any program at the Institution. Applicants under the age of 18 need a parent or guardian's signature in addition to their signature on the Enrollment Agreement.

- Any prospective student who has a special needs request or accommodation must speak with their Admissions Advisor/Director before enrollment to determine if the school can accommodate the request.

California Enrollment Policies and Guidelines

Students must meet with a member of the admissions in person or via a media-based tool such as Skype, Zoom, Teams, or other devices to be considered for acceptance into our programs. The Institution will determine acceptance into any offered program. The decision to allow a student to enroll in the program will be guided by the following standards:

Enrollment Standards

- A member of the Admissions Team will ascertain the prospective students' ability to enroll in a program during the admissions process.

- **Proof of High School Completion, GED, or successful completion (or equivalent) of one full-time academic program (12 academic program hours) or academic quarter (18 academic quarter hours) at an accredited college, university, or other postsecondary school is required for enrollment.**

- There is a minimum age requirement of 17 for enrollment into any program at the Institution. Applicants under the age of 18 need a parent or guardian's signature in addition to their signature on the Enrollment Agreement.

- The student has been referred by an approved agency, such as workforce development, state, and or federal agency.

    Any prospective student who has a special needs request or accommodation must speak with their Admissions Advisor/Director before enrollment to determine if the school can accommodate the request.

Our Cancellation and Refund Policy

a) Refund amounts must be based on a student's last date of attendance (LDA). When determining the number of weeks completed by the student, the Institution may consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
b) During the first week of sessions, tuition charges withheld must not exceed 10 percent (10%) of the stated tuition up to a maximum of $1,000.
c) After the first week and through fifty- sixty percent (50%-60%) of the period of financial obligation, tuition charges retained must not exceed a pro-rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed, up to a maximum of $1,000.
d) After fifty sixty percent (50%-60%) of the period of financial obligation is completed, the Institution may retain full tuition. Please check your state refund policy.

State of Ohio Cancellation and Refund Policy

Students have up to five (5) calendar days after the execution of the Enrollment Agreement provided that the Institution is notified of the cancellation in writing. If such cancellation is made, the Institution will promptly refund in full all tuition and fees paid according to the Enrollment Agreement and the refund shall be made no later than thirty days after cancellation. This provision shall not apply if the student has already started academic classes.

If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies, and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1. There is one (1) academic term for this program that is 200 clock hours in length. Refunds for tuition and refundable fees shall be made in accordance with the following provisions as established by Ohio Administrative Code section 3332-1-10:

(1) A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.

(2) A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.

(3) A student who starts class and withdraws after the academic term is 15% but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.

(4) A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.

(5) A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

The institute shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity.

State of Maryland Cancellation and Refund Policy

The tuition refund to which students are entitled as a result of withdrawal or dismissal is governed by regulations of the State of Maryland General Statutes and Administrative Code. The Institution will base refunds on the policy that is most beneficial to the student based upon the current regulations. The student has the right to cancel this agreement at any time. If the school rejects the student, all tuition and fees will be refunded. If the Institution cancels a program after a student's enrollment, the Institution will refund all tuition and fees paid by the student. A no-show is defined as any cancellation of enrollment before the lab start date. A full refund of tuition and fees will be made to all enrolled students determined to be a no-show. Refunds for books, tools, or other supplies will be handled separately from the refund of tuition and fees. The student will not be required to purchase instructional supplies, books, and tools until these materials are required. Once these materials are purchased, no refund will be made.

Refund computations will be based on the scheduled course time of session attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled session attendance. The effective date of termination for refund purposes will be the last day of attendance. The Institution may retain an administrative fee associated with withdrawal or termination not to exceed $100. When determining the number of weeks completed by the student, the Institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week. Up to the 10% mark, but not including 20% a student will receive an 80% refund of the total tuition. 20% up to but not including 30% refund percent (60%) 30% up to but not including 40% refund 40%. 40% up to but not including 60% 20% refund. More than 60% complete no refund of the period of financial obligation, tuition charges retained will not exceed a prorated portion of tuition for the training After sixty percent (60%) of the period of financial obligation is completed, the school may retain the full tuition.

A request for withdrawal can be delivered or sent to the training center in writing, via email to the Student Services. If an applicant never attends a session, all refunds will be paid within 30 calendar days from the first scheduled day of the session, or the date of the withdrawal request, whichever is earlier. For students that attend a session, all refunds due will be paid within 30 calendar days from the documented date of determination. The date of determination is the date the student gives written notice of withdrawal to the Student Services or the date the Institution terminates the student by applying the Institution's attendance, conduct, or SAP (Special Access Programs) policy.

Except as provided in §B of this regulation, an Institution's refund policy shall conform to this regulation and the Institution shall provide for refunds of tuition to Maryland students as provided in this regulation.

If an Institution's refund policy is more beneficial to Maryland students, the Institution shall follow its refund policy and provide for refunds of tuition to Maryland students as provided in that policy.

MINIMUM REFUND

1) The minimum refund that an Institution shall pay to a Maryland student who withdraws or is terminated after completing only a portion of a course, program, or term within the applicable billing period is as follows:

Proportion of Total Course, Program, or Term Completed as of Date of Withdrawal or Termination	Tuition Refund
Less than 10%	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to but not including 60%	20% refund
More than 60%	No refund

2) A refund due to a Maryland student shall be based on the date of withdrawal or termination and paid within 60 days (about 2 months) from the date of withdrawal or termination.

    a) An Institution's refund policy for Maryland students shall be clearly disclosed to and acknowledged by students at enrollment.

    b) An Institution shall maintain documentation to verify that a refund has been made.

State of Georgia Cancellation and Refund Policy

TUITION REFUND POLICY

Official Withdrawal

Students who complete the Official Withdrawal Process (which requires student's direct contact with the Business Office) will have their charges and refunds determined using the last date of academic activity based on the formula described below.

In the absence of Official Withdrawal, charges will be assessed by using the program mid-point, or the last date of academic activity, whichever is later according to the formula outlined as follows: Tuition refunds are made within thirty (30) days provided official notification is given. Otherwise, refunds will be made within thirty (30) days from the date the Institution determines the student to be withdrawn.

•   During the first ten percent (10%) of the program or shorter period of enrollment, the Institution shall refund ninety percent (90%) of the tuition.

•   After ten percent (10%) of the program, or a shorter period of enrollment, but during the first twenty-five (25%), the Institution shall refund fifty percent (50%) of the tuition.

- After twenty-five percent (25%), or shorter period of enrollment or, but during the first fifty percent (50%), the Institution shall refund twenty-five (25%) of the tuition.

- After fifty percent (50%) of the program, or a shorter period of enrollment or, there is no refund.

For our programs, the above percentages apply to the sessions rather than the program. Books, materials, and tools are issued as courses are taken or in full upon enrollment. Charges are assessed at the beginning of the enrollment period. Students will be provided with all books, e-books, and or other material needed for participation in our programs. All the courses require the passing of certification examinations. The initial examination vouchers are included in the textbook and material estimate of charges. When an additional voucher is required to be purchased, the student must make advance payment or arrange payment with the financial planning office. Once approved, the voucher may be ordered. Note: In certain courses, used textbooks may be available, but the student must purchase the online access code through the Institution. This online code is not otherwise available.

Refund/Withdrawal and Exit Procedure

When a student decides to withdraw or is ready to graduate, he/she must make direct contact with the Financial Planner or student affairs to complete the exit interview procedure (Official Withdrawal). This procedure will determine any refunds due to the student, a lending Institution, or return of unearned funds and/or balances due as a result of a withdrawal. Students will be provided with relevant information regarding loan repayment obligations. Students must make arrangements to pay any outstanding balances. Students are required to provide their expected permanent address, as well as that of the expected employer and nearest next of kin.

Refund Policy for Students Called to Active Military Service

A student at the school or college who withdraws from the school or college because of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

(a) if tuition and fees are collected in advance of the withdrawal, a pro-rata refund of any tuition, fees, or other charges paid by the student for the program and cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following 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 proficiency in the program material to receive credit for completing the program.

(d) The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 45 days (about 1 and a half months) after the effective date of termination.

A request for withdrawal can be delivered or sent to the training center in writing, via email, or can be verbally conferred to the Student Services. If an applicant never attends the session all refunds will be paid within 45 calendar days from the first scheduled day of the session or the date of the withdrawal request, whichever is earlier. For students that attend a session, all refunds due will be paid within 45 calendar days from the documented date of determination. The date of determination is the date the student gives written notice of withdrawal to the Student Services or the date the Institution terminates the student by applying the Institution's attendance, conduct, or SAP policy.

State of California Cancellation and Refund Policy

(Residents of California ~Full IDL only) may include 4X Labs

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled or was enrolled in a residency program, if the student enrolled in the Institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the Fund STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if you are not a California resident or are not enrolled in a residency program. You must keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss because of any of the following:

1) The Institution, a location of the Institution, or an educational program offered by the Institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2) You were enrolled at an institution or a location of the Institution within the 120 days before the closure of the Institution or location of the Institution or were enrolled in an educational program within the 120 days before the program was discontinued.

3) You were enrolled at an institution or a location of the Institution more than 120 days (about 4 months) before the closure of the Institution or location of the Institution, in an educational program offered by the Institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days (about 4 months) before closure.

4) The Institution has been ordered to pay a refund by the Bureau but has failed to do so.

5) The Institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the Institution more than tuition and other costs.

6) You have been awarded restitution, a refund, or another monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an Institution, but have been unable to collect the award from the Institution.

7) You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four-year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number".

Policy On Non-Discrimination

The Institution does not discriminate nor condone discrimination based on sex, religion, nationality, color, race, age, disability, sexual orientation, or any other legally protected characteristic. Our 4X labs will be handicapped accessible. Students with special needs may need to meet minimum mobility requirements for testing of the companies issuing the certification. Students with special educational needs should notify their Director of Admissions before enrolling so the Institution can try to accommodate the needs.

Academic Calendar

The start dates for the programs at the institute are based upon sufficient enrollment. Enrollment periods will begin 6-8 weeks (about 2 months) before the start date of the session and end within one week before the start date of the session.

Holidays

The Institution will be closed and not hold sessions on the following holidays: New Year's Day, Martin Luther King, Jr. Birthday, Memorial Day, Independence Day, Labor Day, Veterans Days, Thanksgiving Day, and Christmas Day.

Attendance Policy

Attendance is critical to the success of our students at the Institution. Absences can prevent students from succeeding in the program and can affect their preparation for starting a career in the IT Cybersecurity Technology industry. A maximum of 20% of excused absences is permitted by the school towards the attendance completion requirement. The Institution will record all attendance for students. A student must complete 80% of their scheduled clock hours by the program's midpoint, lab end date, or maximum timeframe (MTF). Students not meeting the attendance standards at any evaluation point will be notified via email of their Academic Termination. The student may submit a written Appeal (email is acceptable) to the Student Services within 10 calendar days of the dismissal notification. appeals are granted for mitigating circumstances defined as:

(1) documented student illness/injury, which is an emergency or severe in nature.
(2) death of an immediate relative, personal tragedy, or natural disaster.
(3) called to active military duty and/or other mitigating circumstances that are not everyday occurrences of life and are beyond your control.

The Appeal must include a definitive statement from the student defining the mitigating circumstances as to why he/she failed to meet the attendance standards and what has changed in the student's life that

will allow him/her to meet attendance standards at the next evaluation. Documentation should be submitted with the Appeal.

Absences

Students are expected to attend each session on time and participate in their success. Students are expected to complete the required number of 4X Lab hours each week online or their assigned training facility where available. If a student is absent from a session, they shall inform the instructor by email before the start of the session. The accumulation of absences exceeding 20% of scheduled clock hours for a credit hour program can be grounds for dismissal from their program. Students who are dismissed from their program may not reenter before the start of the next grading period.

Students with no attendance for 14 consecutive calendar days are subject to dismissal for violation of the attendance policy. Dismissed students must submit an appeal to the Student Services within 10 days (about 1 and a half weeks) of termination. Approval of appeal is at the discretion of the Appeals Committee.

Make-Up Work

Students that need to complete missed assignments and receive an additional review of topics missed in session may do so in flextime. Students doing so should complete all hours, assignments, and/or make-up work associated with the first half of the program by the midpoint of the program. Students who do not complete all the hours and assignments in the first course and one-third of the second course are subject to Academic Termination as outlined in the SAP Policy. All hours, assignments, and/or make-up work associated with the second half of the program should be completed by the Capstone Lab end Date. Students who do not complete all the hours and assignments during the last course by the Capstone Lab End Date are subject to Academic Termination as outlined in the SAP Policy. All required hours, assignments, and makeup work must be completed within the maximum period of the published length of the program.
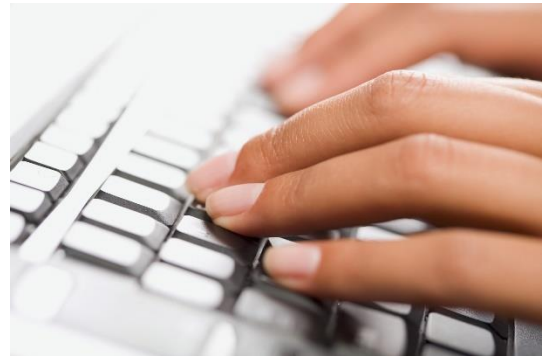
Tardiness & Early Departures

Students are expected to be on time for all sessions, online or in-house, exams, material review sessions, and or 4X Labs. Tardiness is defined as any time missed after the start of sessions. Early Departure is defined as any time remaining before the end of sessions. Tardiness and early departures are recorded on a real-time basis with students logging in immediately upon arrival and immediately upon departure. Consistent tardiness can adversely affect the learning environment for students and their cohorts. Excessive tardiness or early departures can result in not meeting the required hours for the training program. Students falling below these minimum requirements may be dismissed from the program as outlined in the Satisfactory Academic Progress Policy.

Accordingly, a student who is late for a session or departs session early regularly is at risk of dismissal from the training program due to not meeting the minimum Attendance requirements of 80% attendance. If the student does not meet 80% attendance at the midpoint, the student is Academically Terminated. If the student appeals the Academic Termination and the appeal is approved, the student will be placed on Academic Probation. The student will be placed on probation and an academic plan

will be developed and provided to the student. This plan must allow the student to meet SAP standards by the Maximum Time Frame of the program. The student's progress will be evaluated at the end of one payment period as is required of a student on probation status, to determine if the student is meeting the requirements of the academic plan. Students not meeting these requirements at this evaluation will no longer be eligible for Title IV aid.

Leave Of Absence

A leave of absence (LOA) may be permitted when a student faces a temporary problem such as military deployment, accident, death in the family, or another emergency. Any student who seeks a leave of absence must submit the signed, dated request in writing and specify a reason to the Student Services before the beginning date of the LOA unless unforeseen circumstances prevent a student from doing so. An email may be accepted as deemed necessary by the Student Services. Corroborating documentation may be required. The granting, denial, and duration of a leave of absence will be done on a case-by-case basis at the sole discretion of The Institution. For a leave of absence to be granted, the Institution must have a reasonable expectation that the student will return to the program at the end of the leave of absence. Students returning from an LOA will enter at the appropriate place during the next available session as determined by the Student Services. If a student fails to reenter the session at the end of the leave of absence, the student will be academically terminated from the program. Students have 10 days (about 1 and a half weeks) to appeal the termination. The leave of absence(s) is limited to 180 calendar days in any 12 months or one-half the published program length, whichever is shorter. An approved LOA may be extended for an additional period provided that the extension request meets all the above requirements.

Transfer Of Credit Policy, If Applicable

The Institution will consider credit for previous training and education that a student has received at another institution that is related to the program in which they are enrolled. The student must notify their Director of Admissions, before enrollment, of previous training or education that they would like to have considered for transfer. Any courses to be considered must have been passed with a "C" (70%) or better and must be from an accredited Institution or provided by the U.S Military. Transcripts must be provided at the time of the request. Students seeking credit for any course that provides training towards a certification must provide proof that they have passed the industry certification exam that is still active and must pass an equivalent course practice exam with a 90% or better. General Education courses in the Associate's Degree program does not require an exam for transfer credit review. A member of the Transfer Credit Review Committee will review the documentation provided to arrive at a final decision. If credit is awarded, the tuition will be reduced by a prorated amount, and the program length will be adjusted. If transfer credit is denied, an appeal must be submitted to the Student Services within 10 days (about 1 and a half weeks) of the denial and before the start of sessions. No fees will be assessed for the evaluation of transfer credit. Transfer credits from other institutions may not exceed 50% of the program.

All credits earned at the Institution are eligible for transfer credit at any institution location, therefore the proof of certification and practice exam requirement outlined above is not needed for alumni.

The Institution will assist students wishing to transfer credits to another school by, for example, providing transcripts, syllabi, student catalog, etc. Requests can be made at any time by emailing Student Services. Clock or credit hours earned at the Institution will not transfer to another Institution. Students should check with their transferring Institution to determine if credits are likely to transfer. Military students seeking to use their veteran's benefits must provide their written transcript of previous training and education for evaluation for credit before enrollment at the school.

Dismissal From a Program

Students are expected to conduct themselves professionally and to act, speak, and show respect to others as in a business environment. The Institution reserves the right to dismiss students for activities detrimental to themselves, other students, and the school. Reasons for dismissal include, but are not limited to, the following:

- Any behavior that negatively affects the learning environment.

- Unlawful possession, use, or distribution of illicit drugs and alcohol.

- Providing false information is required during the admissions process.

- Violation of the terms and conditions of the Enrollment Agreement

- Falsifying student records

- Unsatisfactory Academic Progress

- Failure to attend for fourteen (14) consecutive calendar days.

- Nonpayment of any student loan

If a student is dismissed from the program and wants to re-enter the same program where they left off, they must go through the enrollment process within 180 days (about 6 months) of the withdrawal date. After 180 days (about 6 months) would be considered a new enrollment with transfer credit, where applicable. The admission process is outlined on pages 11-12 depending on your State. Approval for re-enrollment is at the sole discretion of the Institution.

Software Piracy, Copyright Laws, And Internet Use

The Institution prohibits the piracy of software and the violation of piracy and copyright laws. The Institution reserves the right to dismiss students from the program who are found to be using the equipment of the Institution to illegally copy software or other copyrighted materials for their own gain. No student should attempt to copy, make available, or distribute copies of copyrighted material. Students will have access to the Internet for educational purposes only. Surfing the Internet or using any Internet-based application during a session is prohibited, including all social networking sites and all web-based messenger services, unless specifically required by labs, the instructor, or 4X Lab Leader.

Grievance Procedure

All student complaints should be communicated to the Student Services. Students that have addressed their concern to the Student Services and have not reached their desired outcome, or have an issue related to the Student Services are encouraged to send an email or write a letter to:

Student Services
1201 W. Peachtree Street NW, Suite 2300
Atlanta, GA 30309
studentservices@fdtec.co

The student will be contacted, and an attempt will be made to resolve the complaint internally to the satisfaction of the student, within reasonable discretion. Students are encouraged to go through this internal complaint process as a first attempt to resolve any complaints.

If the complaint cannot be resolved, the student will be referred to the higher governing authority listed below:

Ohio Compliant or Grievance Procedure

All student complaints should be first directed to the Institution personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the Institution. Whether or not the problem or complaint has been resolved to his/her satisfaction by the Institution, the student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio, 43215, Phone 614-466-2752; toll-free 877-275-4219.

Maryland Student Complaint Process

1) **A student must first exhaust the complaint/grievance procedures established by the Institution.**

   a) Should the opinion of the student be that the complaint has not been resolved appropriately by the Institution, the student may submit the complaint to the Maryland Higher Education Commission (MHEC).

2) **Specific types of complaints are handled by different agencies or organizations. A student must submit a complaint to the appropriate agency or organization as described below:**

   a) A complaint pertaining to occupational licensure requirements is to be submitted to the appropriate licensing board or entity. Licensing board contact information is found in the Institution's catalog.

   b) A complaint concerning compliance with the standards of accreditation is to be submitted to the Institution's accrediting body. Accrediting body contact information is found in the Institution's catalog.

   c) A complaint pertaining to potential violations of consumer protection is to be submitted to:
   Consumer Protection Division
   Office of the Attorney General
   200 Saint Paul Place
   Baltimore, Maryland 21202
   Telephone: 410-528-8662
   More information is available at:
   http://www.oag.state.md.us/Consumer/complaint.htm

   d) A complaint concerning discrimination is to be submitted to:
   Office for Civil Rights, Philadelphia Office
   U.S. Department of Education
   100 Penn Square East, Suite 515
   Philadelphia, PA 19107-3323
   Telephone: 215-656-8541
   More information is available at:
   http://www2.ed.gov/about/offices/list/ocr/docs/howto.html

3) **Complaints involving alleged violations of the Education Article or the Code of Maryland Regulations (COMAR) Title 13B Maryland Higher Education Commission, or a Private Career School's own written Institutional policy, may be submitted to MHEC in the following manner:**

   a) A student may submit a complaint in writing to MHEC when it involves an alleged violation of the Education Article, COMAR, or school policy, but only after the student has first exhausted the complaint/grievance procedures established by the Institution. A signed Student Complaint Form must be submitted to MHEC with copies of supporting documentation included. The complaint documents are to be submitted to:

Associate Director of Career and Workforce Education
Maryland Higher Education Commission
6 N. Liberty Street, 10th Floor
Baltimore, MD 21201
FAX: 410-332-0270
Email: PCS.MHEC@maryland.gov

b) Within 5 business days of receipt of a complaint, MHEC will acknowledge its receipt and begin investigating for evidence of a violation of the Education Article, COMAR, or school policy.

c) A copy of the student complaint and documents will be provided to the Institution's Director. MHEC will require the Director to investigate the matter and report back to MHEC within 10 business days of receipt of MHEC notification.

d) Any requests by MHEC to the school or the student complainant for information or documents necessary for MHEC to achieve a determination of the complaint must be answered by the school or the student complainant within 10 business days following receipt of MHEC's request.

e) MHEC staff may interview the Institution employees, students, or the student complainant as part of its investigation.

f) MHEC may take regulatory action based on its review and in accordance with the Education Article and COMAR Title 13B, and the manner for which the Institution is approved to operate.

g) MHEC will inform the student complainant and the school Director in writing of its determination(s).

Georgia Student Complaints

The Commission requires that **students utilize and complete their Institution's grievance procedure** to resolve any complaint or concern before submitting a complaint to the Commission. If the Institution's resolution is not satisfactory, a student may then appeal to the Commission, but it will not investigate a complaint unless the student has exhausted all available grievance procedures outlined by the Institution.

See our GNPEC complaint rules and SARA complaint rules for full information.

Type of Complaint

If your complaint regards one of the following, contact your Institution directly:

• a student's admission to or graduation from an Institution.

• academic issues including grades, transferability of credits, and/or the application of academic policies.

• fees charged or other contractual financial matters; or

• disciplinary matters or other contractual rights and obligations.

If your complaint regards one of the following, fill out a complaint form:

• the Institution is not in compliance with the Commission's Minimum Standards, or

• the Institution is not in compliance with its own published policies.

If your complaint regards Federal Student Aid, it should be addressed to the U.S. Department of Education using the following URL:

https://answers.ed.gov/link/portal/28022/28025/Article/1013/Complaint-against-a-school

California – How to File a Complaint

Most consumers receive a quality education and have a positive experience from attending an approved private postsecondary educational Institution (Institution). However, in the event a consumer believes an Institution's administrative processes or educational programs are compromised and not up to the required minimum standards, the Bureau should be notified. A complaint may be filed by writing (Complaint Form) or calling the Bureau's Enforcement Section at the following address and telephone number:

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818

An alternative avenue for filing a Complaint is to utilize the California Department of Consumer Affairs (DCA) online Complaint Form (Online Complaint Form). The DCA will forward the Online Complaint to the Bureau.

- Print and File Complaint Form
- Online Complaint Form

Who May File a Complaint?

Anyone may file a complaint if they believe an approved Institution has violated the laws governing the Institution's operation. Complaints are most often received from students, their families, other members of the private postsecondary education industry, law enforcement agencies, and other regulatory agencies.

Drug And Alcohol Prevention Policy, Tobacco Use, Clery Act, VAWA

Tobacco use of any kind (e-cig, chewing tobacco, etc.) is prohibited on sites. All employees and students are forbidden to use, possess, transfer, or sell illegal drugs on company premises. Violators will be subject to disciplinary action, including immediate discharge for employees and expulsion for students. All employees and students are forbidden to use, possess or be under the influence of alcohol on company premises. Violators will be subject to disciplinary action that may include immediate discharge for employees and expulsion for students. All employees and students are prohibited from being under the influence of any drug on company premises. Any off-duty employee or student who is arrested for possession, use, being under the influence of, or selling illegal drugs will be suspended pending the outcome of the judicial proceedings. The employee or student will be discharged or dismissed if subsequently convicted of a drug-related crime. Illegal use, possession, or distribution of drugs is subject to criminal legal sanctions under local, state, and federal law. Additional information on this topic as well as detailed information on the Clery Act, VAWA, Campus Crime and Safety can be found on our website at https://Data Cyberschool.com.

Grades & Graduation Standards Where Applicable

The institution provides grading through its Learning Management System (LMS). This web-based learning platform provides a single robust, secure and integrated system to create personalized learning environments. A gradebook will automatically aggregate scores and feedback from assignments, activities, and/or manual grades from each course within the respective program. Students can view their own grades in individualized reports which protects student privacy.

The following is the grading scale based on the percentage of points earned over the length of a program or course.

% Of Total Points Earned	Letter Grade
90-100	A
80-89	B
70-79	C
60-69	D
59 or below	F
Temporary Leave of Absence	L

The final grade will be comprised of multiple components, each critical to the success of the student. Refer to the course syllabus for each course Stack down. The following table shows the common Stack down of the final grade:

Criteria	% Of Total Grade
Final Exam	35%
Post Assessments	30%
Graded Labs	25%
Homework Assignments	10%

A student must achieve the following to graduate from a credit hour program at The Institution :

- Completion of all credit hours in the program

- Cumulative grade percentage of 70% or higher

  - Minimum GPA of 60% is required for individual courses.

- Completion of 80% of the scheduled clock hours.

- Completion of the graduation requirements within the maximum program length, which is 143% of the published length of the program.

All graduates will receive a Certificate of Completion from The Institution.

Satisfactory Academic Progress (SAP)

Progress Standards for Credit Hour Programs

A. Quantitative progress is based upon the successful completion of credit hours. A student must have earned 70 percent of the attempted credit hours.

B. Qualitative progress is based upon the cumulative grade point average. The minimum cumulative GPA required is 70 percent.

C. Students must be progressing at a rate that would allow them to complete their program within 143 percent of the scheduled weeks for the program.

Evaluation Points

Certificate programs are between 6 – 26 weeks in length. Specialty programs such as CyberForce Vets and customized programs may be longer in duration to address special needs. SAP will be evaluated at the scheduled program midpoint; the program end date SAP will be evaluated at the end of each payment or course period and the program's maximum period. At each evaluation period, both quantitative and qualitative progress will be measured, which specifically includes the cumulative progress and pace as outlined above

in the Progress Standards description. Students that do not meet SAP standards at midpoint or lab end date may be Terminated as defined below.

All students are provided an On-Track Progress Check (OTPC) at the end of each course. This check provides the student with a status update on the course just completed, cumulative progress, and attendance towards meeting certificate of completion requirements.

Program Termination and Financial Aid Probation

Students not meeting the SAP standards at the scheduled evaluation point will be notified via email of their Program Termination. When a student loses financial eligibility and is terminated because he or she fails to make Satisfactory Program Progress, the student may submit an Appeal as described in the next section. If an appeal is approved, the student will be placed on Financial Aid Probation. When the student is placed on Financial Aid Probation, and Program Plan will be developed and provided to the student. This Plan must allow the student to meet SAP standards by the Maximum Time Frame of the program. The student's Satisfactory Program Progress will be evaluated at the end of the next payment period, as is required of a student on Financial Aid Probation status, to determine if the student is meeting the minimum standards of SAP or if the student is meeting the requirements of the Plan. The student is eligible to receive aid while on Financial Aid Probation and the Program Plan if the student continues to meet the minimum standards of SAP or is meeting the requirements of the Program Plan. Students not meeting the minimum requirements following the payment period when the student is on Financial Aid Probation will no longer be eligible for financial aid and will be terminated unless a subsequent appeal is submitted and granted.

Appeal Process

Students terminated from the Institution programs will be notified via email of their dismissal. The student may submit a written Appeal (email is an accepted form of written communication) to Student Services within 10 calendar days of the dismissal notification.

Appeals are granted for mitigating circumstances defined as: "documented student illness/injury, which is an emergency or severe in nature, death of an immediate relative, personal tragedy, or natural disaster, called to active military duty and/or other mitigating circumstances that are not everyday occurrences of life and are beyond your control." The Appeal must include a definitive statement from the student defining the mitigating circumstances as to why s/he failed to meet SAP standards and what has changed in the student's situation that will allow him/her to meet SAP standards at the next SAP evaluation. Documentation should be submitted with the appeal. Should the appeal be successful, the student will be placed on Financial Aid Probation and a Program Plan, which clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed.

The Appeals Committee, composed of the Student Services and a member of the executive leadership will examine all appeals. The approval or denial of the Appeal is at the sole discretion of the Appeals Committee. The student will be sent the Appeals Committee's decision within 14 days (about 2 weeks) of the Student Affair's receipt of the appeal. The decision of the Appeals Committee is final. The withdrawal calculation for students whose appeal is denied will be based upon their last day of attendance.

Transfer Students, Where Applicable

Students awarded transfer credits will have their enrollment term adjusted based on the number of Credit Hours remaining in the program. Transfer credits will be counted toward the maximum timeframe and will count as credits attempted and credits earned in the quantitative evaluation of SAP.

Repeats, Uncompleted Courses, Remedial Courses, and Course Withdrawals

Repeat courses of a session training environment must be discussed with the instructor for the session and Student Services. Students who repeat courses will not be eligible for additional financial assistance for the repeat courses.

If a student has an uncompleted course that the student has not successfully completed by the end of the course's scheduled end date, the Institution counts the hours toward the student's Quantitative progress. The Institution does not allow individual course withdrawals, nor does it offer remedial programs. All periods of enrollment count towards the determination of SAP including periods when a student does not receive aid. Additionally, students may not transfer into another program.

Attendance & Progress Standards for VA Students in Maryland

VA students will be evaluated at the end of each month. If a student failed to meet standards (70% attendance, 70% participation average) during that month, he/she will be placed on probation for the following month. At the end of the month of probation, if the student continues to fail to meet standards (70% attendance, 70% progress standards), he/she will be terminated. Summary: 1 month below standards; 1 month on probation; then termination.

Students wishing to appeal this action due to mitigating circumstances must do so in writing within 10 days (about 1 and a half weeks). Please refer to the Appeal Process.

VA Re-entry Policy

Once a student is terminated, the following actions will be accomplished for re-entry:

- The student must be terminated for 60 days (about 2 months) before consideration for re-entry.

- The student will submit a new application for admission.

- The Appeals Committee will evaluate the student's written request and status; determine the student has sufficient ability and potential to warrant a 2nd entry.

- Student Services will provide the student 1) a letter of re-entry, 2) a contract for re-entry specifying hours of pursuit, 3) notification that student is on VA probation for one month after re-entry.

- If the student has not obtained standards of progress at the end of two months, s/he will be terminated and will not receive future consideration for re-entry.

Attendance & Progress Standards for VA Students Enrolled in Georgia.

Effective for all cohorts with sessions starting after June 1, 2016. Updated 12/1/2018.

VA students must meet all program standards of progress for the Institution including, but not limited to the Satisfactory skills Progress policy. In addition, VA funded students will be evaluated at the end of each course (four weeks for the 22-week program, eight weeks for the 44-week program) to maintain eligibility for GI Bill® certification.

At the end of each course VA funded students must meet the following non-cumulative standards:

- GPA/Participation/ or exam results of 70% or higher for that course.

- Attendance of 80% of scheduled clock hours or higher for that course.

Students not meeting this requirement at the end of any course will be placed on VA Academic Probation and will be reported to the VA. Students on VA Academic Probation will have until the end of the next course to meet these standards. When the above standards are met the student will be removed from VA Program Probation. Failure to meet these standards by the end of the probationary

period will result in a Program Termination. Students wishing to appeal this action due to mitigating circumstances must do so in writing within 10 days (about 1 and a half weeks). Please refer to the appeal process of the catalog.

Attendance & Progress Standards for VA Students Enrolled in California

Unsatisfactory attendance, including an absence of five (5) consecutive business days, will be reported to the Department of Veteran Affairs on VA form 22-1999b and may result in a reduction and/or loss of BAH and termination of Enrollment Certification.

Confidentiality Of Student Records, Where Applicable

The policy of the Institution is to comply with the Family Educational Rights and Privacy Act (FERPA) and, in so doing, protect the confidentiality of personally identifiable educational records of students and former students. The student has the following rights: the right to inspect and review his/her education records within 45 days (about 1 and a half months) of the day the school receives a request for access; the right to request an amendment of his/her education records that the student believes are inaccurate or misleading; the right to consent to disclosures of personal identifiable information (PII) contained in his/her education records except to the extent that FERPA and or state agency authorizes disclosure without consent; and the right to file a complaint with the U.S. Department of Education or other relevant agency concerning alleged failures by the Institution to comply with the requirements of FERPA and or other State agency. A health and safety exception permits the disclosure of PII from a student's record to appropriate parties if knowledge of the information is necessary to protect the health or safety of the student or other individuals from an immediate threat.

Tuition Payment

The Institution accepts tuition payment in the form of a check, money order, credit card, and student loans where available. Payments The collection, payment, and application of federal, state, or local government funds are disbursed in the manner as controlled by the applicable federal, state, or local regulations in the states in which we will operate. Student loans or other financial aid funds received from private entities including, but not limited to, banks, financing companies, credit card companies, and other lending sources must be collected or disbursed in the following manner:

1. Loans or other financing payments for amounts less than five thousand dollars may be disbursed as a single disbursement, regardless of course length.

2. Loans or other financing payments for amounts greater than five thousand dollars that reflect a session term greater than six months, but less than twelve months must have three equal disbursements.

The disbursement schedule is as follows: one-third of the tuition amount released initially, the second disbursement will be released one-third of the way through the length of the training, and the remainder released two-thirds of the way through the course term.

The Institution also seeks to accept State and Federal GSA (General Services Administration) contracts, WIOA (Workforce Innovation and Opportunity Act), WIA & TAA (Trade Agreements Act) vouchers, and the GI Bill®. Tuition payment must be arranged or received before the 1st day of the scheduled start of their program. Financial Institutions providing student loans may be given other payment terms and may charge their own fees for lending including interest, origination fees, and all other fees any Institution may charge. Student loan applications are available through the Admissions Director or Financial Aid Counselor if you do not seek private lending on your own. For more information about private lending options please visit the Financial Aid Disclosures and Application Process section at www.datacyberschool.com. The Institution has no control over the fees charged by lending institutions. Any funds that are not paid at the time of obligation by the student are subject to

collection. Additionally, students are subject to termination for nonpayment. The Institution will attempt to recover the funds from the student before turning the debt over to a collection agency. Institutional scholarships and/or grants where applicable are outlined in the site-specific section at the end of this catalog. The Institution will also charge a $50.00 service fee for any returned checks that are given to the school as payment for tuition.

Exit Counseling Where Applicable

Within 30 days (about 4 and a half weeks) of graduating or leaving school, Direct Loan borrowers must complete exit counseling. The Direct Loan Exit Counseling will explain your rights and responsibilities as a Direct Loan borrower and help with repayment information and options. Exit counseling is to be done at: https://studentloans.gov/myDirectLoan/index.action

Enrollment Capacity

As a virtual training services provider, the Institution's class size will vary from a minimum of 4 students to a maximum of 50. The typical class size is 12-20 students.

On-Site Classroom Configuration

Classroom configuration for on-site training at client facility is dependent on available space. Each student is provided a laptop upon enrollment and has administrative rights to the Operating System. Typically, we ask the client to have available the following:

- One table with 2 chairs per two students
- Access to building
- AV equipment for each classroom

The institution will provide:

- Notepads/Pens/Pencils
- Morning and Afternoon Snacks

We ask whenever possible to have the classroom setup using one of the two configurations:
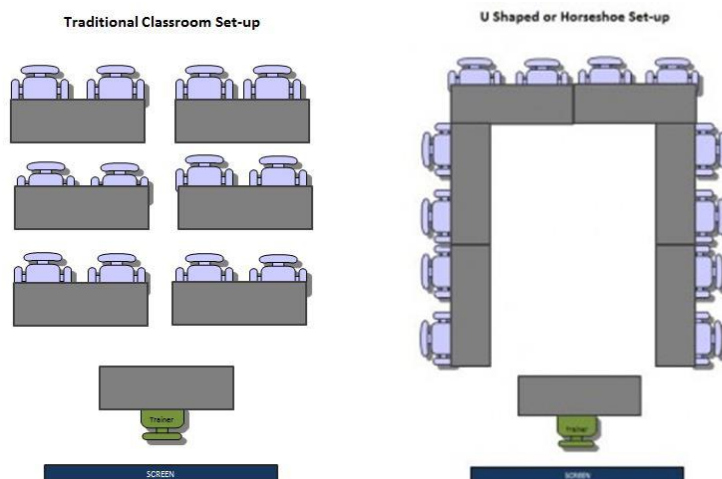
Instructional Equipment

At the Institution, the computers used by instructors in the sessions have a minimum of the following specifications:

- 8MB Cache, up to 4.2 GHz processor
- 16GB memory
- USB Port
- HDMI Port
- Ethernet Port
- WIFI/Bluetooth Adapter
- Laptop Graphics Card
- 500 GB Hard Disk Drive
- Network Adapter
- 15.6" LED LCD Display
- Mouse and mouse pad

Student Equipment

Included with the cost of tuition for each enrollee is a laptop having the following specifications:

- 8MB Cache, up to 4.2 GHz processor
- 8GB memory (16MB recommended)
- USB Port
- HDMI Port
- Ethernet Port
- WIFI/Bluetooth Adapter
- Laptop Graphics Card
- 500 GB Hard Disk Drive
- Network Adapter
- 14.0" LED LCD Display
- Mouse and mouse pad

Appendix A - Program Course Descriptions

Data Cyber Institute offers four-certification and two-certification programs. Actual course duration is dependent on holidays and closures described in **Holidays** section of this document.

4-Certification Program

SECURITY SYSTEM ENGINEER PROGRAM – LEVEL 1

CompTIA Server+

Duration: 5 weeks

As a participant in this course, you will build on your existing professional experience with personal computer hardware support to advance to the next tier of skills and concepts that you will use on the job when administering any type of network server. This course provides the primary knowledge and skills needed to be successful when performing server troubleshooting, installation, and maintenance.

Certification: CompTIA Server+
Recommended Course Prerequisites: None
Certification Exam: CompTIA Server+ (SK0-004)

Kali Linux Revealed

Duration: 6 weeks

Kali Linux is a Debian-based Linux distribution that contains advanced penetration testing and security auditing tools. In this course, you will learn basic terminology and history of Kali Linux, how to install Kali Linux on a virtual machine, navigate the terminal, filesystem, useful commands, perform advanced penetration testing, and execute security auditing tools of the Kali Linux platform. In addition, you will be able to manage network settings, services, and users as well as perform basic methods and steps for troubleshooting resources.

Certification: Kali Linux Certified Professional
Recommended Course Prerequisites: CompTIA Server+ certification or at least 3 months' work experience in an IT networking support role
Certification Exam: Kali Linux Certified Professional (KLCP)

Elements of Security Operations

Duration: 7 weeks

Participants of this course will be able to mitigate threats using Microsoft Defender for Endpoint, Microsoft 365 Defender, and Azure Defender. Additional tasks include creating queries, configuring, connecting logs, creating detections, performing investigations, and threat hunting for the Azure Sentinel environment.

Certification: Microsoft Certified: Security Operations Analyst Associate
Recommended Course Prerequisites: CompTIA Server+ certification or at least 3 months' work experience in an IT networking support role
Certification Exam: Microsoft Certified: Security Operations Analyst Associate (SC-200)

Palo Alto Networks Technician

Duration: 8 weeks

This course is the first step towards understanding the world of Palo Alto Networks. This certification validates your fundamental knowledge of firewalls, cloud, and automation functionalities of Strata, Prisma, and Cortex. During this course, you will recognize web applications and services, and how to battle against applications, techniques and methods used to circumvent security.

Certification: Palo Alto Networks Certified Cybersecurity Entry-level Technician (PCCET)
Recommended Course Prerequisites: CompTIA Server+ certification or at least 3 months' work experience in an IT networking support role
Certification Exam: Palo Alto Networks Certified Cybersecurity Entry-level Technician (PCCET)

CYBERSECURITY ENGINEER PROGRAM - LEVEL 2

Your Cisco Networking Exploration

Duration: 7 weeks

Participants step into the world of networking by equipping them with the foundational skills to excel in network support and troubleshooting. Discover the ins and outs of Cisco technologies and learn to tackle real-world challenges, ensuring optimal performance and reliability in network environments. This course is perfect for aspiring tech professionals by opening doors to new opportunities in today's connected world.

Certification: Cisco Certified Support Technician (CCST – Networking)
Recommended Course Prerequisites: Basic familiarity of computer components and operating systems or at least 3 months' work experience in an IT networking role
Certification Exam: Cisco Certified Support Technician (CCST) Networking (100-150)

Cyber Shield: Mastering CompTIA Security+

Duration: 6 weeks

Participants can secure their future in cybersecurity with this dynamic program that empowers them with vital knowledge and skills needed to identify and respond to security threats, safeguard sensitive data, and ensure system integrity. Explore critical topics such as risk management, cryptography, and network security, all while preparing for the coveted Security+ certification. This course equips participants with the knowledge and confidence to secure networks and safeguard valuable data.

Certification: CompTIA Security+
Recommended Course Prerequisites: CompTIA Server+ certification or at least 6 months' work experience in an IT networking support role
Certification Exam: CompTIA Security+ (SY0-601)

The Ethics of Hacking: From Novice to Ninja

Duration: 6 weeks
Participants will unleash their inner hacker with this exciting program that equips them with the tools and techniques used by ethical hackers to identify vulnerabilities in systems and networks. Learn to think like a hacker while mastering the art of penetration testing, security assessments, and risk management. Embrace the challenge of ethically protecting organizations from cyber threats and become a guardian of the digital realm!

Certification: Certified Ethical Hacker (CEH)
Recommended Course Prerequisites: CompTIA Server+ certification or at least 6 months' work experience in an IT networking support role
Certification Exam Certified Ethical Hacker (CEH-2024)

Systems Security Practitioner

Duration: 7 weeks

Participants of this course will be able to demonstrate advanced technical skills to implement, scrutinize and manage IT infrastructure using security best practices, policy, and procedures established by (ISC)^2. You will work through 7 domains: (1) access controls; (2) security operations and administration; (3) risk identification monitoring, and analysis; (4) incident response and recovery; (5) cryptography; (6) network and communications security; and (7) systems and application security.

Certification: Systems Security Certified Practitioner (SSCP)
Recommended Course Prerequisites: CompTIA Security+ certification or at least 6 months' work experience in an IT networking support role
Certification Exam: ISC2 Systems Security Certified Practitioner (SSCP)

DATA ANALYST PROGRAM – LEVEL 1

Using Microsoft Excel

Duration: 6 weeks

Your participation in this course will result in your ability to demonstrate your advanced-level skills and understanding needed to work confidently in maximizing features of Microsoft Excel 2019 to complete specific tasks. You will manage workbook options and settings, manage and format data, create advanced formulas and macros, and manage advanced charts and tables. In addition, you will be introduced to concepts of relational and non-relational data and transactional and analytical data types.

Certification: Microsoft Office Specialist – Microsoft Excel Expert (Excel and Excel 2019)
Recommended Course Prerequisites: None
Certification Exam: Microsoft Excel Expert (Excel and Excel 2019) (MOS-201)

Data Analytics Using Microsoft Power BI

Duration: 6 weeks

This course introduces users to Power BI (Business Intelligence) Desktop toolset for use as a business intelligence platform. You will learn how to get data from different data sources, profile the data, clean, transform and load the data, design, and develop a data model, create measures by using DAX, optimize model performance, create reports and dashboards, enrich reports for usability and insight, perform advanced analysis, manage datasets, and create and manage workspaces.

Certification: Microsoft Certified: Data Analyst Associate
Recommended Course Prerequisites: Microsoft Office Specialist – Microsoft Excel Expert (Excel and Excel 2019) or at least 3 months Microsoft Excel work experience
Certification Exam: Microsoft Certified: Data Analyst Associate (DA-100)

Data Analytics Using Python

Duration: 8 weeks

As a participant of this entry level course, you will be able to demonstrate your ability to perform coding tasks related to using essential programming techniques. This includes having proven skills in the use of basic universal concepts of computer programming such as data types, containers, functions, conditions, loops and syntax, semantics, and the runtime environment. Additionally, you will obtain the skills needed to resolve typical implementation challenges using the Python Standard Library.

Certification: Certified Entry-Level Python Programmer (PCEP)
Recommended Course Prerequisites: Hands-on experience in the use of desktop/laptop computers and the Internet.
Certification Exam: Certified Entry-Level Python Programmer (PCEP-30-02)

Visualizing with Tableau

Duration: 7 weeks

This course explores desktop concepts and techniques related to simple and complex visualizations and interactive dashboards using techniques for guided analytics, interactive dashboard design, and visual best practices. Additionally, you will learn efficient tips and tricks to help you advance in your selected career.

Certification: Tableau Desktop Certified Associate
Recommended Course Prerequisites: Certified Entry-Level Python Programmer (PCEP) Certification or 3 mos. experience using Python programming language
Certification Exam: Tableau Certified Desktop Associate

CYBERSECURITY ANALYST PROGRAM – LEVEL 2

CompTIA CySA+

Duration: 5 weeks

This course provides knowledge and skills required to apply behavioral analytics to networks to improve the overall state of security through identifying and combating malware and advanced persistent threats (APIs). Participants will be able to configure and use threat detection tools, perform data analysis, and interpret the results to identify vulnerabilities, threats, and risks to an organization to secure and protect applications and systems within an organization.

Certification: CompTIA CySA+
Recommended Course Prerequisites: CompTIA Network+ certification or at least 6 months' work experience in an IT security support role
Certification Exam: CompTIA CySA+ (CS0-002)

Palo Alto Networks Security Engineer

Duration: 7 weeks

This course will provide what is needed to validate your advanced technical skills in the deployment of Palo Alto Networks Next-Generation Firewalls while leveraging the rest of the platform. Topics include design, deployment, operation, management, and troubleshooting Palo Alto Networks' Next-Generation Firewalls to protect our digital way of life by helping to prevent successful cyberattacks and safely enable applications.

Certification: Palo Alto Networks Certified Network Security Engineer (PCNSE)

Recommended Course Prerequisites: CompTIA Server+ certification or at least 6 months' work experience in an IT networking support role
Certification Exam: Palo Alto Networks Certified Network Security Engineer (PCNSE PAN-OS 10)

Elevating Your Python Proficiency

Duration: 7 weeks

This course continues the journey for participants seeking to advance their programming skills using Python. Participants will continue to build their skills using Python. Students will engage in a series of projects and interactive coding sessions to solidify their understanding and build the confidence needed to excel in the exam. By the end of the course, participants will have the skills and knowledge to demonstrate their competence in developing desktop applications using Python.

Certification: Python Desktop Associates
Recommended Course Prerequisites: Basic understanding of programming concepts and familiarity with Python syntax and core programming structures (e.g., loops, conditionals, functions)
Certification Exam: Python Desktop Associates (PDA-001)

Splunk Fundamentals and Applications

Duration: 7 weeks

This course provides a comprehensive introduction to Splunk's powerful data analytics platform. Participants will learn to navigate the Splunk interface, perform basic searches, create visualizations, and gain valuable insights from their data. The curriculum covers key concepts such as data ingestion, search processing language (SPL), data exploration, report creation, and dashboarding. Through hands-on exercises and real-world examples, participants will develop the skills necessary to effectively use Splunk for data analysis and gain a foundational understanding of its capabilities.

Certification: Splunk Core Certified User
Recommended Course Prerequisites: Completion of the Data Analytics using Python course or 3 months' exposure to data analysis concepts and technology.
Certification Exam: Splunk Core Certified User (SPLK-1001)

THE AI AND SPLUNK EXPERIENCE PROGRAM – LEVEL 1

AI Fundamentals Using Azure

Duration: 7 weeks

Participants will embark on a transformative journey into artificial intelligence with the Microsoft Azure AI Fundamentals course, specially designed for individuals seeking to build a foundational understanding of AI concepts and Azure's AI services. Throughout this course, learners will explore key areas such as the principles of machine learning, natural language processing, computer vision, and conversational AI. The curriculum includes hands-on labs and real-world scenarios, enabling participants to apply their learning in practical contexts. Additionally, students will gain insight into Azure's AI services, including Azure Machine Learning, Azure Cognitive Services, and the Azure Bot Service.

Certification: Azure AI Fundamentals
Recommended Course Prerequisites: Participants should have basic IT skills, and an interest in artificial intelligence. No prior programming experience required.
Certification Exam: Microsoft Azure AI Fundamentals (AI-900)

AI Engineering Associate: Principles and Practices

Duration: 6 weeks

This in-depth course prepares participants for the Microsoft AI Engineer Associate certification exam, equipping them with the essential knowledge and practical skills to design, build, and deploy intelligent solutions using Microsoft Azure. The curriculum covers topics such as data preparation and feature engineering, model training and evaluation, deployment strategies, and responsible AI practices. Through a combination of lectures, labs, and real-world case studies, participants will develop a solid foundation in AI engineering principles and build a portfolio of projects showcasing their expertise.

Certification: Microsoft Certified: Azure AI Engineer Associate
Recommended Course Prerequisites: Completion of the Azure AI Fundamentals course and skilled in Python programming language.
Certification Exam: Microsoft Certified: Azure AI Engineer Associate (AI-102)

Data Analytics Using Python

Duration: 7 weeks

As a participant of this entry level course, you will be able to demonstrate your ability to perform coding tasks related to using essential programming techniques. This includes having proven skills in the use of basic universal concepts of computer programming such as data types, containers, functions, conditions, loops and syntax, semantics, and the runtime environment. Additionally, you will obtain the skills needed to resolve typical implementation challenges using the Python Standard Library.

Certification: Certified Entry-Level Python Programmer (PCEP)
Recommended Course Prerequisites: Hands-on experience in the use of desktop/laptop computers and the Internet.
Certification Exam: Certified Entry-Level Python Programmer (PCEP-30-02)

Splunk Fundamentals and Applications

Duration: 6 weeks

This course provides a comprehensive introduction to Splunk's powerful data analytics platform. Participants will learn to navigate the Splunk interface, perform basic searches, create visualizations, and gain valuable insights from their data. The curriculum covers key concepts such as data ingestion, search processing language (SPL), data exploration, report creation, and dashboarding. Through hands-on exercises and real-world examples, participants will develop the skills necessary to effectively use Splunk for data analysis and gain a foundational understanding of its capabilities.

Certification: Splunk Core Certified User
Recommended Course Prerequisites: Completion of the Data Analytics using Python course or 3 months' exposure to data analysis concepts and technology.
Certification Exam: Splunk Core Certified User (SPLK-1001)

ENPOWERING AI AND SPLUNK PROGRAM – LEVEL 2

Artificial Intelligence Unleashed: The Data AI+ Experience

Duration: 6 weeks

Participants in this course will enhance their AI experience through the acquisition of essential knowledge and skills in data analysis and artificial intelligence. Successful candidates will exhibit their ability to interpret and analyze data using a variety of tools and methodologies, making them valuable assets in the data-driven industry.

Certification: CompTIA Data AI+
Recommended Course Prerequisites: Completion of Data Analytics using Python course or 3 months' experience programming using Python and work with databases and data manipulation
Certification Exam: CompTIA Data AI+ (DA0-001)

Elevating Your Python Proficiency

Duration: 7 weeks

This course continues the journey for participant seeking to advance their programming skills using Python. Participants will continue to build their skills using Python. Students will engage in a series of projects and interactive coding sessions to solidify their understanding and build the confidence needed to excel in the exam. By the end of the course, participants will have the skills and knowledge to prove their competence in developing desktop applications using Python.

Certification: Python Desktop Associates
Recommended Course Prerequisites: Basic understanding of programming concepts and familiarity with Python syntax and core programming structures (e.g., loops, conditionals, functions)
Certification Exam: Python Desktop Associates (PDA-001)

Navigating Azure Data Science

Duration: 7 weeks

Participants of this course will explore key concepts in data science and machine learning using Microsoft Azure, focusing on the implementation of data processing and modeling solutions. The curriculum covers essential topics such as data exploration, feature engineering, model training and evaluation, and deploying machine learning models to Azure.

Certification: Azure Data Scientist Associates
Recommended Course Prerequisites: Basic understanding of programming in Python, completion of AI Fundamentals Using Azure course or experience with Azure services and cloud computing.
Certification Exam: Designing and Implementing a Data Science Solution on Azure (DP-100)

The Journey to Becoming a Power User

Duration: 6 weeks

This course will empower participants to harness the full potential of Splunk software, equipping them with the skills to transform raw machine data into actionable intelligence. Embark on a journey through creating effective search queries to construct informative dashboards. Whether you are a data enthusiast or an IT professional, this course will refine your abilities to analyze and visualize data like never before.

Certification: Splunk Core Certified Power User
Recommended Course Prerequisites: Basic understanding of programming in Python, completion of AI Fundamentals Using Azure course or experience with Azure services and cloud computing.
Certification Exam: Splunk Core Certified Power User (SPLK-1002)

2-CERTIFICATION PROGRAM COURSES

System Security Engineer – Level 1

CompTIA Server+
Kali Linux Certified Professional (KLCP)

Data Analyst – Level 1

Data Analytics Using Microsoft Power BI
Data Analytics Using Python

Closing the Gap in the Workplace

The topics in this course are interwoven into each program. The intent is to introduce you to or reinforce your knowledge and skills of essential soft skills every professional should possess to enhance their personal interactions for greater job satisfaction and performance.   Employers deem such skills to be essential and highly desirable for the students they consider for employment.

Course Objectives

- Distinguish between soft skills and hard skills.
- Recognize the importance of empathy and ensure a positive first impression, successful interpersonal relationships, and a lasting reputation.
- Demonstrate awareness of ethics in the workplace.
- Discuss ways to maintain a positive attitude and build a solid work ethic by finding gratitude and value in the job you are doing.
- Explain communication skills, methods, and techniques used in the workplace, and recognize barriers to effective communication and how to conquer them.
- Develop active listening skills, recognize the four elements of good listening identify the barriers to good listening along with ways to overcome them.
- Using critical thinking skills, describe the steps to problem-solving and describe the importance of time management.
- Recognize the team dynamics, personality types and demonstrate skills needed to work well with others through teamwork and how to become a team player.
- Look at ways to be adaptable, improvise, and shift approaches to meet diverse kinds of challenges in your work environment.

Microsoft Certified Trainer (MCT) Train-the-Trainer

Duration: 3 days

Microsoft Certified Trainers (MCTs) are the premier technical and instructional experts in Microsoft technologies. Join this exclusive group of worldwide Microsoft technical training professionals and reap the benefits of MCT training certification and membership. You will get exclusive benefits as an MCT including access to the complete library of official Microsoft training and certification products, substantial discounts on exams, books, and Microsoft products. In addition, you will be able to use Microsoft readiness resources to help you enhance your training career and engage with other MCT members in an online community forum. You will also receive invitations to exclusive Microsoft and

local MCT community events. As a Microsoft Certified Trainer, you need to earn a Microsoft Certification, validating your experience and knowledge in using Microsoft products and solutions for each course you deliver.

The Microsoft Certified Trainer program is an annual membership program. You must meet program requirements, complete an online application, and pay an annual fee to renew your training certification for the coming year.

Certification: Microsoft Certified Trainer (MCT)
Course Prerequisites: Possess a current Microsoft certification
Required Exams: None

Appendix B - Program Fees

Non-Military Career Changer (Commercial)

2-Certification Program:
Tuition Fees:	$12,877
Books, Labs, Practice Exams, and Exam Vouchers:	$1,541

4-Certification Program – Level 1:
Tuition Fees	$18,874
Books, Labs, Practice Exams, and Exam Vouchers:	$2,883

4-Certification Program – Level 2:
Tuition Fee:	$21,536
Books, Labs, Practice Exams, and Exam Vouchers:	$5,545

Enrollment Registration: $100

Active Military and Veterans (Military)

2-Certification Program:
Tuition Fees:	$10,246
Books, Labs, Practice Exams, and Exam Vouchers:	$1,541

4-Certification Program – Level 1:
Tuition Fees	$15,991
Books, Labs, Practice Exams, and Exam Vouchers:	$2,883

4-Certification Program – Level 2:
Tuition Fee:	$15,991
Books, Labs, Practice Exams, and Exam Vouchers:	$5,545

Enrollment Registration: $100

Microsoft Certified Trainer (MCT) Train-the-Trainer — Quote provided upon request

Fourth Dimension Technologies, Inc. offers a $500.00 tuition scholarship to students who get or maintain a 3.5 Grade Point Average (GPA) or higher throughout the program duration. This scholarship is not offered to students receiving VET TEC Benefits.

Appendix C – Faculty Members

Gerald Stafford, President / CEO
Bachelor of Science, Political Science, University of Southern California
Approved Provider Instructional Skills Microsoft Certified Trainer
Microsoft Certified System Engineer (MCSE)
Microsoft Certified Database Administrator (MCDBA)
Microsoft Certified Professional (MCP)
Microsoft Certified Professional + Internet (MCP+I)
Cisco Certified Network Associate (CCNA)
UNIX Administrator
Training Delivery / Training Management Experience: 25+ years

Lisa Flournoy, Director, Programs, Professional Services and Operations
Bachelor of Science, Business Administration / Project Management, University of Phoenix
Delta Mu Delta Honor Society
Scrum Master
Project Manager Professional (PMP) Certified
ITIL Practitioner
CompTIA IT Project+
Microsoft Certified Trainer (MCT) 2012-2014
Microsoft Certified Professional (MCP)
Microsoft Certified IT Professional (MCITP)
Novell Instructor
Novell Certified Master CNE(MCNE)
Associate for Talent Development (ATD)
Training Delivery / Training Management Experience: 30+ years

Dr. Walt J. Atkins, Senior Advisor / Business Strategies
Ph.D. and Master of Science, Electrical Engineering, University of Illinois
UCLA Anderson Business School One Year Executive Course in Management
Bachelor of Science, Electrical Engineering, Howard University
Space System Manager, Joint Chiefs of Staff, The Pentagon
U.S. Air Force – Air War College, Air Command and Staff College, Squadron Officer's School
US Government Top Secret Clearance
Single Scope Background Investigation (SSBI)
Training Delivery / Training Management Experience: 35+ years

Edward Petrie VP / Sales and Marketing
Bachelor of Science, Administration of Justice, Penn State University
Master of Science, Business Administration, Loyola University Sellinger School of Business
Microsoft Certified Professional
Neuro-Linguistic Programming (NLP) Practitioner
Sandler Sales Training Executive Level
Sales / Marketing Management Experience: 20+ years

Kelly Banks, VP / Compliance and Vendor Relations
Bachelor of Science, Business Administration / Finance, Bryant University
Audit / Taxation / Finance Experience: 25+ years

Renee Bryd, Director / Enrollments and Student Engagement
Bachelor of Science, Political Science, Kentucky State University
Doctorate, Jurisprudence, Indiana University, School of Law
Educational Sales / Student Enrollment / Career Placement Experience: 20+ years

Robyn Adams, Mental Awareness Consultant
Bachelor of Arts, Political Science, Westfield State University
Bachelor of Science, Criminal Justice, Westfield State University
Masters, Social Work, University of Maryland
Founder and Director of Open Door Therapeutic Services, LLC
Licensed Clinical Social Worker (LCSW)
Certified Forensic Interviewer (CFI)
Certified Grief Therapist
Certified in Motivational Interviewing
Certified Trauma Therapist
Certificate of Leadership award recipient
Outstanding Social Worker Award Recipient
Amazon Best Selling Author and Hot New Release
Maryland Board Approved Supervisor
Massachusetts Hall of Black Achievers Inductee
Public Service Award Recipient

Leon Stafford, Team Lead / Training Development/Delivery
Bachelor of Science, Business Administration, Georgia State University
Pursuing Masters, Healthcare Administration, University of Phoenix
United States Air Force, AC&W (Aircraft Control and Warning)
RADAR and Electronics Technician – Strategic Air Command
1140 hours of Advanced Electronics and Heavy Ground (Search) RADAR
Secret Clearance (Current)