

Training Provider Name	Address	Contact Information
Valor Career, LLC	777 Beachway Dr. Suite 302 Indianapolis, IN 46224	317-649-0945 www.valorcareer.tech

COMPTIA NETWORK+ (4533)

LEARNING METHODOLOGY

Valor Career, LLC believes the experience gained in the classroom forms the foundation of truly understanding concepts that are so important to a successful career in the IT industry. Some of the techniques utilized in our integrated learning methodology are:

- Discussions
- Demonstrations (live and via video)
- Hands-on
- Resources to use during and after class

AWARD ATTAINMENT

- Certificate of Completion

Upon completion of the program requirements, students will be able to sit for the following third-party, information technology certification exams:

- CompTIA Network+

All certifications are contingent on the student passing the required Industry Certification Exams

BRIEF DESCRIPTION OF THE PROGRAM

This program prepares you for an entry level IT career. The program gives you an understanding of the following skills required for a successful start in the IT field in a small to large organization.

COURSE DESCRIPTION

Program Length is 6 Weeks/108 Clock Hours.

- **CompTIA Network+**

To provide the student with the knowledge necessary to:

- Establish basic network design and connectivity
- Understand and maintain network documentation
- Identify network limitations and weaknesses
- Implement network security, standards and protocols

PREREQUISITES

CompTIA A+ Certification or experience in lieu of certification.

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VOCATIONAL OBJECTIVES

The **CompTIA Network+** program is designed for those seeking a career as an IT professional working in the information technology departments of medium to large organizations. The student will also develop professional skills to assist in the obtainment of work and promotion in the IT industry.

Examples of occupations include, but are not limited to:

- Network Administrator
- Network Analyst

AVAILABLE CLASS DATES AND TIMES

Classes begin typically every 1st and 3rd Monday of the month. Actual class start date is finalized at time of enrollment.

Days	Class Begins:	8:00 a.m.	Class Ends:	12:00 p.m.
Afternoons	Class Begins:	12:30 p.m.	Class Ends:	4:30 p.m.

Classes Meet: ☒ M ☒ T ☒ W ☒ Th

Number of Weeks:	14	Total Clock Hours:	252
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Fridays are reserved for additional study and Progress Assessments. Program Assessments are a mandatory part of the program. Students are expected to attend 2 hours on Fridays. IF they cannot attend on Fridays, they are expected to attend 2 hours extra Monday through Thursday. It is up to the student to arrange with their instructor or school directors.

ADMISSION REQUIREMENTS FOR THE PROGRAM

All programs are open to those who can benefit from the training offered by Valor Career. Prospective students are invited to visit the school and discuss their training needs, career goals and objectives with our staff. A student's ability to benefit from specific courses is determined by interviewing and assessment testing.

Our admission requirements are explained below. If you have any questions, feel free to call our 317-649-0945 or send us an email at dissi@valorcareer.tech

Age Requirements

You must be at least 16 years of age or older to apply as a rule. Parents or prospective students ages 14-16, we will review individual circumstances with parental approval.

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Education Requirements

The minimum education requirement for all programs is a high school diploma (HSD), Certificate of Completion (COC), General Education Development (GED®) or High School Equivalency (HSE).

Valor Career, LLC accepts applicants who are deemed capable of successfully completing the training offered. If an applicant does not have a high school diploma or a GED and is beyond the compulsory age for high school education in the state, a test approved by the US Department of Education will be administered to determine the applicant’s Ability to Benefit from the training provided. Ability to benefit is defined as the demonstrated aptitude to successfully complete the educational program to which the applicant has applied and to subsequently be employed in a training-related field. Students working through third party payers will have completed testing prior to enrollment.

QUALIFICATIONS FOR TEACHING FACULTY

- All members of the teaching faculty shall possess the following minimum qualifications:
- A four-year degree from an approved institution in the major area they are assigned to teach; **or**
 - A two-year degree from an approved institution in the major area they are assigned to teach; **or**
 - Practical experience of not less than two years in the major area they are assigned to teach; and
 - In addition, knowledge of the educational literature in the field, of the methods and techniques of handling industrial, commercial and occupational/vocational training.

PROGRAM COSTS

Category/Item	Fee	Itemization/Explanation
GENERAL FEES		
Registration	\$ 100.00	
Tuition	\$ 4550.00	
Textbooks	\$ 350.00	
SUBTOTAL OF CHARGES	\$ 5000.00	
NONREFUNDABLE CHARGES		
Registration	\$ 100.00	
Textbooks	\$ 350.00	
TOTAL NONREFUNDABLE FEES	\$ 450.00	

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ADDITIONAL FEES

Industry Certification Exam	\$	345.00	CompTIA Network+
Industry Certification Exam	\$		
TOTAL ADDITIONAL FEES	\$	345.00	

All Exam fees are subject to change without notice and based on vendor fees. Each candidate’s eligibility period for testing is determined by the test vendor. Candidates who do not schedule their exams before expiration of the eligibility period will forfeit their exam fees.

REFUND / CANCELLATION POLICY

OFFICE FOR CAREER AND TECHNICAL SCHOOLS RESIDENT REFUND POLICY

The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified below or as otherwise approved by the Office for Career and Technical Schools (OCTS). The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

If a postsecondary proprietary educational institution utilizes a refund policy of their recognized national accrediting agency or the United States Department of Education (USDOE) Title IV refund policy, the postsecondary proprietary educational institution must provide written verification in the form of a final refund calculation, upon the request of OCTS, that its refund policy is more favorable to the student than that of OCTS.

The following refund policy applies to each resident postsecondary proprietary educational institution as follows:

1. A student is entitled to a full refund if one (1) or more of the following criteria are met:
 - a. The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.
 - b. The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.
 - c. The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.
 - d. If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.

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2. A student withdrawing from an instructional program, after starting the instructional program at a Postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
3. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
4. A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
5. A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
6. A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.