

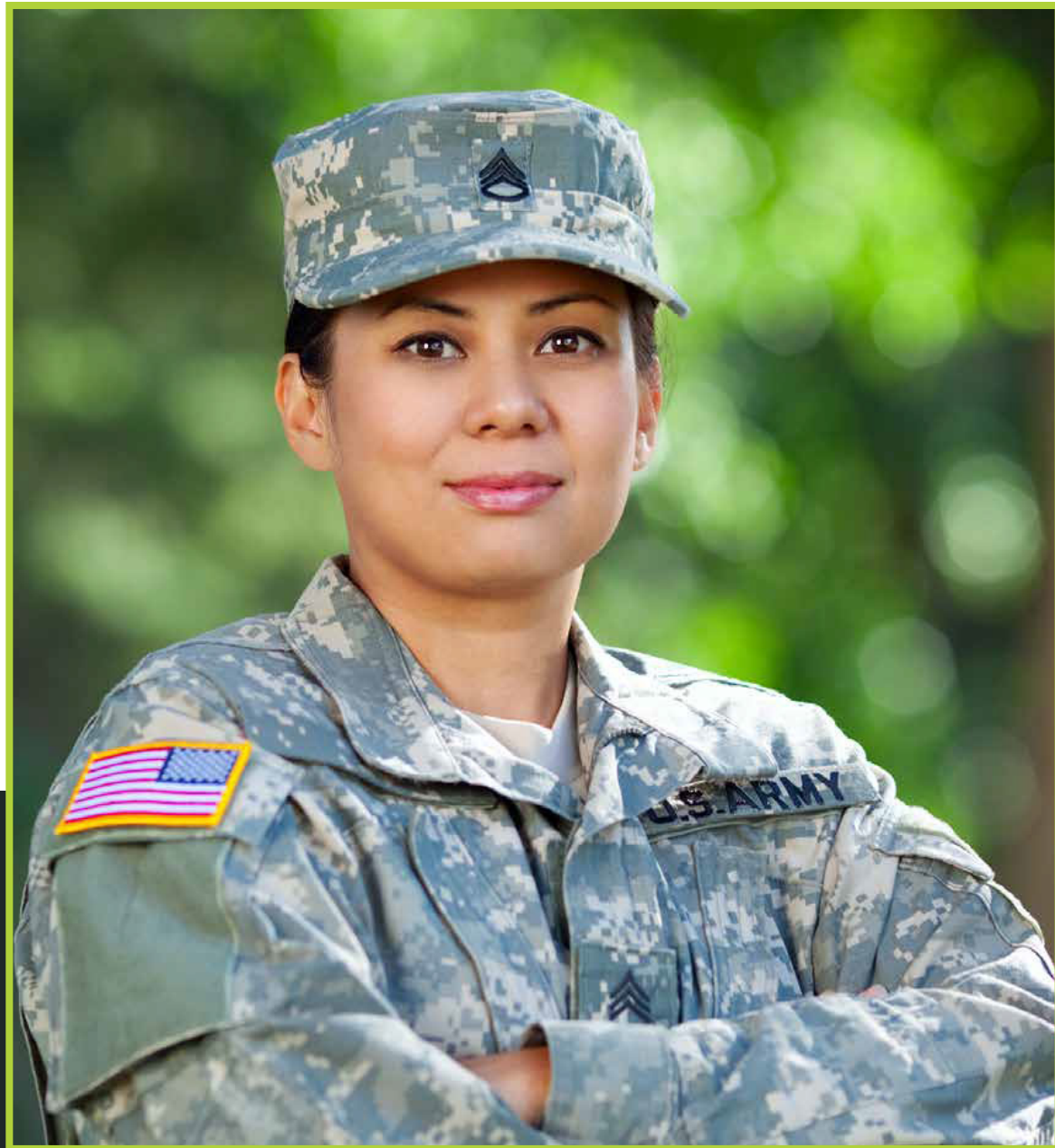


WE ARE VRT

# VETERANS RE-ENTRY TRAINING STUDENT CATALOG



LEADERSHIP. MENTORSHIP.  
CAMARADERIE.



“

OUR MISSION

We provide a unique world-class learning environment for veterans transitioning back to the civilian world. We train modern workforce development techniques and skills while partnering with leaders in the business community to ensure we help America’s heroes become the obvious choice for employment.

”



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### STUDENT TESTIMONIALS

“The training VRT offers is very inspirational, energizing, brings lots of ideas and combines substantial in-depth knowledge with case studies, learning from experience and a focus on practice. The team at VRT is able to take complex Information Technology training, which can be extremely complex and a little unnerving at points, and break it down so almost anybody can understand it. Having this well-balanced composition of participants contributed to interesting and focused discussions and exchanges.” **Retired Master Sergeant Charles W. (USAF)**

“Among other things, VRT offers valuable technical instruction, preparation for and assistance with certification attainment, and support in finding employment in IT positions. Probably the most valuable element of the VRT experience is that veterans get this assistance in changing careers in a supportive environment with people who understand the unique nature of military culture, because they have been there themselves. Service members returning to civilian life who are interested in IT careers will definitely find themselves at home with VRT!”

**Lawrence B., US Army Veteran**

“The VRT program has been a great experience. The way this program groups you with other veterans who have different levels of experience with the material you’re all learning is great, as it gives you another resource to help you learn, understand the material and pass your exams. The trainers at VRT are incredibly helpful, not only with getting the material down and getting through the training, but also with being very understanding and accommodating when it comes to life issues that come up.” **Andrew H., US Army Veteran**

”



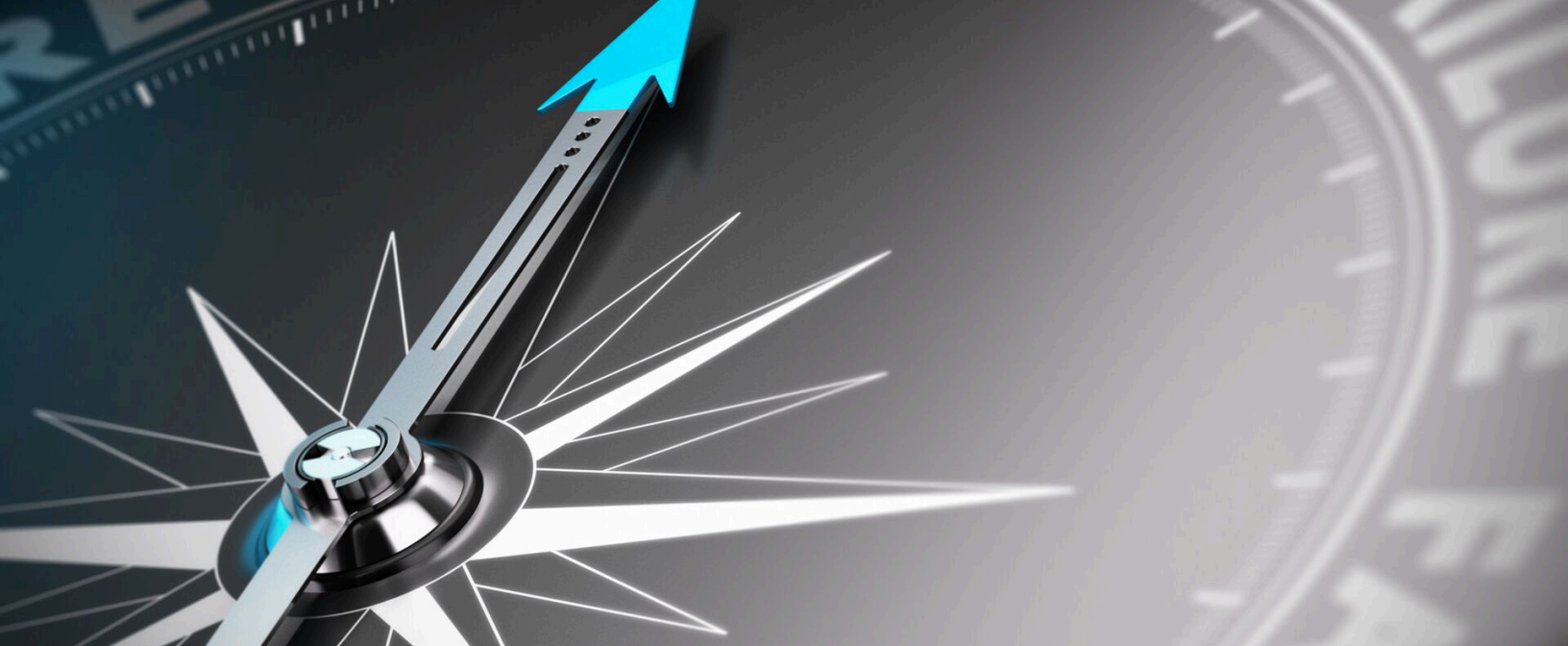
### THE VRT PROGRAM

## OBJECTIVES AND TESTIMONIALS

**Veteran-owned, Veterans Re-Entry Training (VRT) supports Veterans as they transition from the military to civilian employment.**

VRT was designed to create an education pathway for all types of Veterans. Whether in transition of ETS, recently discharged, participating in a vocational rehabilitation program or looking to complete certifications to maximize work experience, VRT provides the support needed to complete your education and gain meaningful employment beyond the military.





VRT

## ADMISSIONS

**PROCEDURES** All students must meet with a veterans education benefits counselor. Once complete, a VRT admissions counselor will contact the student to schedule a site visit and complete an intake form to assess educational needs. All admissions paperwork must be completed and approved by your VA counselor in accordance with your Educational Plan, before training for the student can begin.

### PAYMENT OPTIONS

Tuition will be paid depending on enrollment type. Students should contact their education benefits counselor at the United States Department of Veteran Affairs (VA) for information specific to their enrollment.

### STUDENTS WITH DISABILITIES

In order for students to receive accommodations, they must disclose their disability to the school. VRT must have written documentation from the physician or psychologist of type of disability, and

what, if any, accommodations are required for the student.

### NON-DISCRIMINATION

VRT does not discriminate against any applicant by race, gender, religion, age, sexual orientation, or physical disability in accordance with federal and state guidelines. Any school policies governing staff will be enforced in situations where instructional staff or other school personnel have been found to engage in discriminatory behavior.

### STUDENTS MUST MEET ONE OF THE FOLLOWING CRITERIA:

- Enrolled in Vocational Rehabilitation program
- Chapter 31 Participant
- Chapter 33 Participant

### CLASS HOURS

- 500 clock hours
- 6 month classes
- 1 year classes



VRT

## STUDENT CODE OF CONDUCT

### UNACCEPTABLE STUDENT BEHAVIORS

- Dishonesty; including: Plagiarism, cheating or any other forms of academic dishonesty that are used to gain an unfair academic advantage.
  - › Furnishing false information to VRT, a staff member, or the VA.
  - › The forgery, alteration, or misuse of any VRT document.
- Unauthorized entry into, presence in, use of, or misuse of VRT property.
- Willful, material and substantial disruption or obstruction of a VRT, or any on-site activity.
- Participating in an activity that substantially and materially disrupts the normal operations of the training, or infringes on the rights of students of the VRT community.
- Disorderly, lewd, indecent, or obscene behavior at a VRT related activity, or directed toward a member of the VRT community.
- Conduct that threatens or endangers the health or safety of any person within or related to the VRT

community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.

- Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia (except as expressly permitted by law and VRT regulations) or the misuse of legal pharmaceutical drugs.
- Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and VRT regulations), or public intoxication while on site or at a VRT related activity.
- Theft of property or services from the VRT community, or misappropriation of VRT resources.
- Unauthorized destruction or damage to VRT property or other property in the VRT community.



# STUDENT CODE OF CONDUCT

## CONTINUED

- Possession or misuse of firearms, ammunition, explosives, fireworks, knives, or other weapons, or chemicals (without the prior authorization of the Chief Training Officer) on site or during a VRT related activity.
- Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.
- Misuse of computer facilities or resources, including:
  - › Unauthorized entry into a file, for any purposes.
  - › Unauthorized transfer of a file.
  - › Use of another's identification or password.
  - › Use of computing facilities, site network, or other resources to interfere with the work of another member of the VRT Community.
  - › Use of computing facilities and resources to send obscene, intimidating, or abusive messages.
  - › Use of computing facilities and resources in violation of copyright laws.
  - › Violation of a VRT computer use policy.
- Violation of any published VRT policy, rule, or regulation.
- Failure to comply with directions of, or interference with, any VRT staff or any public safety officer while acting in the performance of his/her duties.
  - › Any violation of federal, state, or local law that poses a substantial threat to the safety or well-being of members of the VRT community, to property within the VRT community or poses a significant threat of disruption or interference with VRT operations.
- Violation of the Student Conduct Procedures, including:
  - › Falsification, distortion, or misrepresentation of information related to a student discipline matter.
  - › Disruption or interference with the orderly progress of a student discipline proceeding.
  - › Initiation of a student discipline proceeding in bad faith.
  - › Attempting to discourage another from participating in the student discipline matter.

- › Attempting to influence the impartiality of any participant in a student discipline matter.
- › Verbal or physical harassment or intimidation of any participant in a student discipline matter.
- › Encouraging, permitting, or assisting another to do any act that could subject him/her to discipline.

### APPLICATION OF THIS CODE

Sanctions for the conduct listed above can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting certifications, and students who withdraw from school while a disciplinary matter is in review. Conduct that threatens the safety or security of the VRT community, or substantially disrupts the functions or operation of VRT is within the jurisdiction of this Article regardless of whether it occurs on or off site. Nothing in this Code may prohibit disciplinary action against students based on behavior protected by the First Amendment.

### PROCEDURES FOR ENFORCING THIS CODE

The Chief Training Officer shall adopt procedures to ensure students are afforded appropriate notice and an opportunity to be heard before VRT imposes any penalty for a violation of the Student Conduct Code.

### SEXUAL HARASSMENT

Sexual harassment in schools is hostile environment harassment. Hostile environment harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature by a staff member, another student, or a third party. Any sexual harassment as defined here will not be tolerated at VRT and anyone found to be involved in such activity will be removed from the school.

### DEFINITION OF CLOCK HOURS

A clock hour is defined as a 60-minute block of time consisting of a minimum of 50 minutes of instruction with appropriate breaks.

### HOLIDAYS OBSERVED

New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve.

### COMPLETION REQUIREMENTS

The maximum time frame to complete the program is 1.5 times the length of the program. The six month program must be completed in 9 months, the one-year program in 18 months. If the program is not completed by the expected completion date, the VRT admissions staff will conduct a review to determine next steps.

### STUDENTS/STAFF RATIO

25:1

### STANDARDS OF ACADEMIC PROGRESS

To maintain satisfactory academic progress, a student must maintain an adequate rate of progress towards successful completion of their respective program. For determining satisfactory academic progress (SAP), each program is broken down into courses. At the end of each course the student's rate of progress, attendance and assessment scores will be determined for the purpose of assessing SAP. If necessary, it will be discussed with VRT staff how to increase the students assessment scores through tutoring, attending open labs, studying from test results to increase scores and attendance. The students that are not meeting the SAP policy may be placed on probation.

### ATTENDANCE

Students are required to attend all classes and scheduled activities. VRT maintains records of attendance. Classes begin promptly, and students are expected to arrive on time. If a student is going to be late or absent for class, either a call or advance notice is expected and required for full make-up credit.









VRT

# PROBATION POLICIES

**ACADEMIC PROBATION** A student whose course grade is less than 70% at the end of a grading period will be placed on academic probation for one month. The student will then be re-evaluated for SAP (Satisfactory Academic Progress). A student is only allowed to be placed on probation one time per course for a period of 30 days.

If the student fails to achieve a 70% for the next evaluation period or for any evaluation period in which the student is in probation, the VA will be notified and the students pay will be paused until they meet the terms of their probation, as outlined by the VRT staff.

**ATTENDANCE PROBATION**

VRT is a clock hour school and as such requires that all students complete 100% of the scheduled hours for each module in order to move onto the next module.

The VA will be notified and the student’s pay will be paused if:

- They accumulate two unexcused absences over the course of their currently enrolled module,
- They fall behind in the course content by two weeks, or
- They fail to complete two homework assignments

Prior to reinstatement the student will be required to attend regularly for two consecutive weeks, complete all missed content, and submit all missed assignments to a VRT staff member.

If a student fails to meet the expectations of their attendance probation for more than one month, they will be required to retake the module and will be recycled into another class.



VRT  
STAFF

- HERB BENNETT**  
CEO/CTO/Chief Academic Officer
- BEN FELT**  
VP of Product Development
- CHRIS YOAKUM**  
Director of Operations
- JIMMY GEIL**  
Director of Business Development
- ALICIA REID**  
Program Manager / Social Work Intern
- Ethan Kirk**  
Director of Marketing



## VRT

# POLICIES AND PROCEDURES

**MAKE-UP WORK** Regardless of culpability students must complete all hours in their curriculum in order to graduate. Students must accumulate 500 hours of instruction in order to graduate from the program. Missed time can be made up by attending open lab days to ensure incomplete modules for the week have been completed. A student who misses an announced examination, or class shall receive a “O” on the work until the student completes the make-up work. Each student is directly responsible for making up work missed. The student is also responsible for taking the quizzes the day they return, with the expectation they studied while absent.

## ACADEMIC/ATTENDANCE ADVISING

For determining satisfactory academic progress (SAP), each program is broken into learning programs. At the end of each program the student’s rate of progress and attendance will be determined in order to assess SAP and attendance policy. Students will sign to acknowledge progress report information. Should the student not be within the SAP

guidelines they may be placed on probation.

## TUTORING

Students requiring academic assistance may schedule tutoring sessions with staff. In addition, VRT offers open lab hours. VRT staff or fellow VRT students will be available to assist during these lab hours.

## JOB PLACEMENT ASSISTANCE

The Career Services team is here to help you make the most of VRT’s years of experience and growing network of employer connections to help you launch and advance your career. From training you for interviews to helping you connect with employers, job placement assistance is an important benefit for all VRT students. Although no school can guarantee employment, the purpose of the department’s training is to actively assist students and graduates in obtaining desirable employment. VRT will help with interviews and connecting students with employers.

## PROFESSIONALISM

VRT requires its students and staff to maintain a professional appearance and demeanor at all times. Students are to arrive to class in clean, comfortable attire. Personal hygiene such as showering and hair grooming before each class is expected.

## CANCELLATION/REFUND POLICY

Students must notify the Director in writing of their intention to withdraw from the program. A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student’s written notice or by the student’s conduct, including, but not necessarily limited to, a student’s lack of attendance. Students are not eligible for refund as fees are paid through the Department of Veterans Affairs.

## INCOMPLETES

Required coursework missed by a student must be made up. The student is responsible for making the necessary arrangements with the instructor(s) to obtain what information was missed in class and complete any and all assignments given. The student must complete their make up content within the time frame set by the instructor.

## DISMISSAL POLICY

Students who fail to comply with attendance, academic requirements or the code of student conduct are subject to dismissal by the Director. A review and conference with the Director will be scheduled upon infraction. The student will be notified of the decision within a week of the incident or warning report. Depending on the results of the consultation, students may be readmitted within 30 days. If re-admission is not allowed, the student would be categorized as expelled.

## WITHDRAWALS & REPETITIONS

A student who withdraws other than at the end of a grading period will receive a grade of “W.” The time attended in the module in which the student withdrew will count toward attempted clock hours. If the student returns to school, all courses graded “WD” must be repeated at no charge to the student. When it is necessary for a student to repeat a course, the second grade earned will be the grade

entered on the student’s record. A student may repeat a course only once not to exceed the maximum time frame.

## APPEALS

Students may appeal Academic and Attendance Probation or dismissal to VRT’s Director either in writing or in person. In the case of extenuating circumstances, such as medical or family emergency, special arrangements may be made with the VRT officials. Appeals will be handled on an individual basis. All appeals will be addressed within 5 business days. If resolution is not satisfactory it is required the student utilize the complaint policy.

## LEAVE OF ABSENCE (LOA)

The (LOA) policy covers both voluntary and involuntary absences. In most cases, with an approved leave of absence, a VRT student may be absent from the site without losing their rights to specific certification requirements under an earlier catalog. Petitions for leaves of absence should be filed in advance of the interruption in enrollment. Each leave commences with the first regular quarter of non-attendance. Medical and military leaves may be considered retroactively if supported by individual circumstances. Personal and planned educational leaves cannot be retroactive since they constitute an agreement or “contract” which must be set in advance. The maximum duration for any leave is two calendar years from LOA declaration. Leaves of absence will not be approved for students subject to disqualification or dismissal due to academic deficiencies or disciplinary action. Other students ineligible for leaves of absence are those who are not completing any degree applicable course work, those who are enrolling only in extension courses, or those who are only auditing courses.



# POLICIES AND PROCEDURES

## CONTINUED

The following Leaves of Absence may be requested:

- Medical Leave of Absence: Requests must be accompanied by a statement from a medical doctor explaining why the student must interrupt enrollment. Exceptions to the two-year limit may be granted under extenuating circumstances.

- Military Leave of Absence:

- › For absences longer than two consecutive quarters (long-term), please reach out to the VRT staff as soon as possible.

- › For absences within the two consecutive quarters (short-term), please reach out to the VRT staff as soon as possible.

- › For any questions regarding either Military Leave of Absence policies, please contact Chris Yoakum, Director of Operations, Veterans Re-Entry Training, at 916-479-5656 or [chris.yoakum@vrtcenters.com](mailto:chris.yoakum@vrtcenters.com).

- Personal and Planned Educational Leaves of Absence: is defined as a planned interruption or pause in a student's regular education during which the student temporarily ceases formal studies at VRT. The student must plan to return to VRT at the end of their leave. Such activities may be for the purpose of clarifying or enriching educational goals or to allow time to address personal matters and thus enhance the prospect of successful completion of the student's certification program.

- Returning from Approved Leave of Absence : When students plan to return from their leave, a readmission form, available through VRT must be submitted. No application fee will be assessed for leaves of absence that meet the terms of the leave agreement.

### STUDENT COMPLAINTS

It is our desire to resolve student concerns and problems early and at the classroom level. Students with concerns, questions, complaints, or

conflicts are to file a written incident report with the staff member of their class. Please file the written report with the Head Staff member of VRT if your instructor is the subject of the incident report. Unresolved issues are to be submitted in a letter, with the incident report, to the CTO, Herb Bennett. ([hbennett@vrtcenters.com](mailto:hbennett@vrtcenters.com) or 1805 Tribute Road Suite J, Sacramento, CA 95815) A written reply will be sent to the student within two (2) weeks of receipt of the incident report.

### READMISSIONS

To be eligible for readmission, students must complete an application and be currently actively enrolled in the Vocational Rehabilitation program or other approved program. The application will be reviewed by the VRT Director to assess the student's potential to complete the program. The condition for re-admission is upon the approval of the new students education plan approved by the VA. A student may only re-enroll once. A student accepted for re-admission may be required to remediate prior to re-entering class.

### HOUSING

VRT will not guarantee housing and will not provide housing. VRT may direct students to potential facilities where affordable housing may be found.

### STUDENT CATALOG REVIEW

Perspective students need to review this catalog prior to signing their enrollment agreement.

### TRANSFERABILITY OF CREDITS/UNITS

The transferability of credits you earn at Veterans Re-Entry Training (VRT) is at the complete discretion of the institution to which you may seek to

transfer. Acceptance of the certificate you earn at Veterans Re-Entry Training is also at the complete discretion of the institution you wish to transfer. In the event the certificate you earn at Veterans Re-Entry Training is not accepted at the institution you wish to transfer to, you may be required to repeat some or all of your coursework at that institution.

### DISCLOSURE OF EDUCATIONAL RECORDS

Students have the right to inspect, review, and challenge information contained in their educational records. Educational records are files, materials, and documents containing information that is directly related to the student.

### TRANSCRIPT REQUEST

Students may request a written transcript from Veterans Re-Entry Training (VRT). Requests must be in writing and mailed to 1805 Tribute Road Suite J, Sacramento, CA 95815. Student requests will be completed within 10 business days. Transcripts are only valid in the sealed envelope and must have original signature.

### ARTICULATION AGREEMENTS

Veterans Re-Entry Training (VRT), does not have articulation agreements with any other institution.

### DRUG POLICY

VRT is a drug free workplace for students and staff. There will be no tolerance for the use of or possession of drugs at the VRT centers or a sponsored event, including specifically either medical or recreational marijuana. Any student or staff caught in possession, use, or distribution of any illegal substance or marijuana will be dismissed and/or referred to the authorities.

### RECORDS

Progress reports will be made available to the students throughout the course of study. Students will have access to their personal files upon request. All student records will be kept confidential. When asked by the VA, your Quarterly Progress Report will be shared to show employability and the progress of your Vocational Rehab.

### STUDENT RECORDS RETENTION

Information about individual students will be retained only so long as it is valid and useful for legitimate VRT business and educational purposes. Those responsible for student records have an obligation to properly dispose of them once the student has left the VRT program.

### TELEPHONES

VRT office telephones are not for student use. Use of cellular phones in the classroom is disruptive to the instructor and fellow classmates, and is not permitted. No student will be called out of class for a telephone call except in the case of emergency. Please inform your family and friends of classroom hours and of VRT's policy regarding phone calls. Cell phones are permissible on school grounds.

### EQUIPMENT

VRT students have access to classroom desks for their program. Depending on a student's needs, their desk may be fixed or an ergonomically-designed electronic sit/stand, bi-level computer desk and task chair that easily adjust to most statures or positions. Students have access to computers that operate on the most current Windows software applications, are connected to the internet and have access to printers. All books and other materials used within a student's program are also provided. This includes training materials, reference material and exam preparation material.

### TEXTBOOKS

Course textbooks are provided each time a student begins a new course in his/her program. Textbooks will be provided by VRT after all enrollment paperwork has been completed.

### SCHOOL FINANCIAL STABILITY

Veterans Re-Entry Training has been successfully operating since 2017. VRT has no pending petition in bankruptcy.

### PARKING

Facilities have free parking available for all students, including spaces designated for disabled persons.





VRT

# CYBERSECURITY LEARNING PROGRAM

**OVERVIEW** Cybersecurity is one of the fastest growing and most exciting fields within information technology. Cybersecurity specialists are not only experienced in IT and networking, they are also tasked with information security governance, securing networks, protecting critical infrastructure, combating cyber crime, responding to security incidents, and managing security risk. VRT’s Cybersecurity Learning Program provides a series of progressively more specialized certifications and exposes you to numerous elective courses to help you discover your niche within cybersecurity.

- MEDIAN SALARY IN 2016\***
  - \$65.29 hourly
  - \$135,800 annually
- INDUSTRY GROWTH**
  - 14%
- PROJECTED JOB GROWTH**
  - 94,800
- LIKELY JOB TITLES**
  - Security Administrator, Security Consultant, Network Security Engineer, Security Analyst, IT Auditor, Penetration Tester, IT Risk Manager, Cybersecurity Threat Analyst

**TOTAL TIME TO COMPLETE**  
2,720 to 3,220 clock hours  
34 to 40 months

\*Source: onetonline.org

CYBERSECURITY COURSES

VRT

# CYBERSECURITY COURSES\*

DIGITAL LITERACY (OPTIONAL)	BEGINNER	INTERMEDIATE	ADVANCED	EXPERT	CYBERSECURITY
160 hrs / 2 months	1,020 hrs / 12 months	680-1,020 hrs / 8-12 months	680 hrs / 8 months	340 hours / 4 months	
CompTIA IT Fundamentals  or  IC3 GS5 Digital Literacy  or  Equivalent competency	CompTIA A+  CompTIA Network+	CompTIA Security +  Choose one:  Cisco CCNA Cyber Ops (SECFND + SECOPS)  Cisco CCNA Security (IINS)  (ISC)2 Systems Security Certified Practitioner (SSCP)	RECOMMENDED 1-2 YEARS OF RELEVANT EXPERIENCE  EC Council Certified Ethical Hacker (CEH)  +  Choose one:  CompTIA Cybersecurity Analyst (CySA+)  CompTIA PenTest+  EC-Council Certified Network Defender (CND)  Mile2 Certified Digital Forensics Examiner (CDFE)  Mile2 Certified (Digital) Penetration Testing Engineer (CPTE)  Mile2 Certified Disaster Recovery Engineer (CDRE)  Cisco CCNP Security	RECOMMENDED 5 YEARS OF RELEVANT EXPERIENCE  Choose one:  (ISC)2 Certified Information Systems Security Professional (CISSP)  ISACA Certified Information Security Auditor (CISA)  ISACA Certified Information Security Manager (CISM)  CompTIA Advanced Security Practitioner (CASP)  Cisco CCIE Security	

\* VRT offers over 30 cybersecurity electives in addition to these certification prep courses.





VRT

## COMPTIA IT FUNDAMENTALS

CompTIA IT Fundamentals covers foundational IT concepts including identifying and explaining computer components, installing / uninstalling software, establishing network connectivity and preventing security risks. This course is designed for students with little or no prior IT knowledge.

### MEDIAN SALARY IN 2016\*

From \$15.53 to \$26.12 hourly  
From \$32,300 to \$54,340 annually

### INDUSTRY GROWTH

4–9%

### PROJECTED JOB GROWTH

153,000–373,400

### RELEVANT JOB TITLES

- Customer Service Representative
- Receptionist and Information Clerks
- Bill and Account Collectors
- General Manager
- Operations Manager
- Administrative Services Managers

\*Source: onetonline.org





# COMPUTER SERVICE & REPAIR

(COMPTIA A+ CURRICULUM)

CompTIA A+ is the IT industry standard certification that validates understanding of the common hardware and software technologies in business and certifies the skills necessary to support IT infrastructures.

Computer Courses (CompTIA A+ 901)/Lab

- PC Hardware
- Peripherals
- Mobile Device Hardware
- Networking
- Troubleshooting Hardware & Network connectivity issues
- CompTIA A+ 901 Exam Review
- Computer Courses (CompTIA A+ 902)/Lab
- Installing/Configuring OS
- Security
- Cloud Computing
- Operational Procedures
- CompTIA A+ 902 Exam Review

**MEDIAN SALARY IN 2016\***

\$41.59 hourly / \$86,510 annually

**INDUSTRY GROWTH**

4%

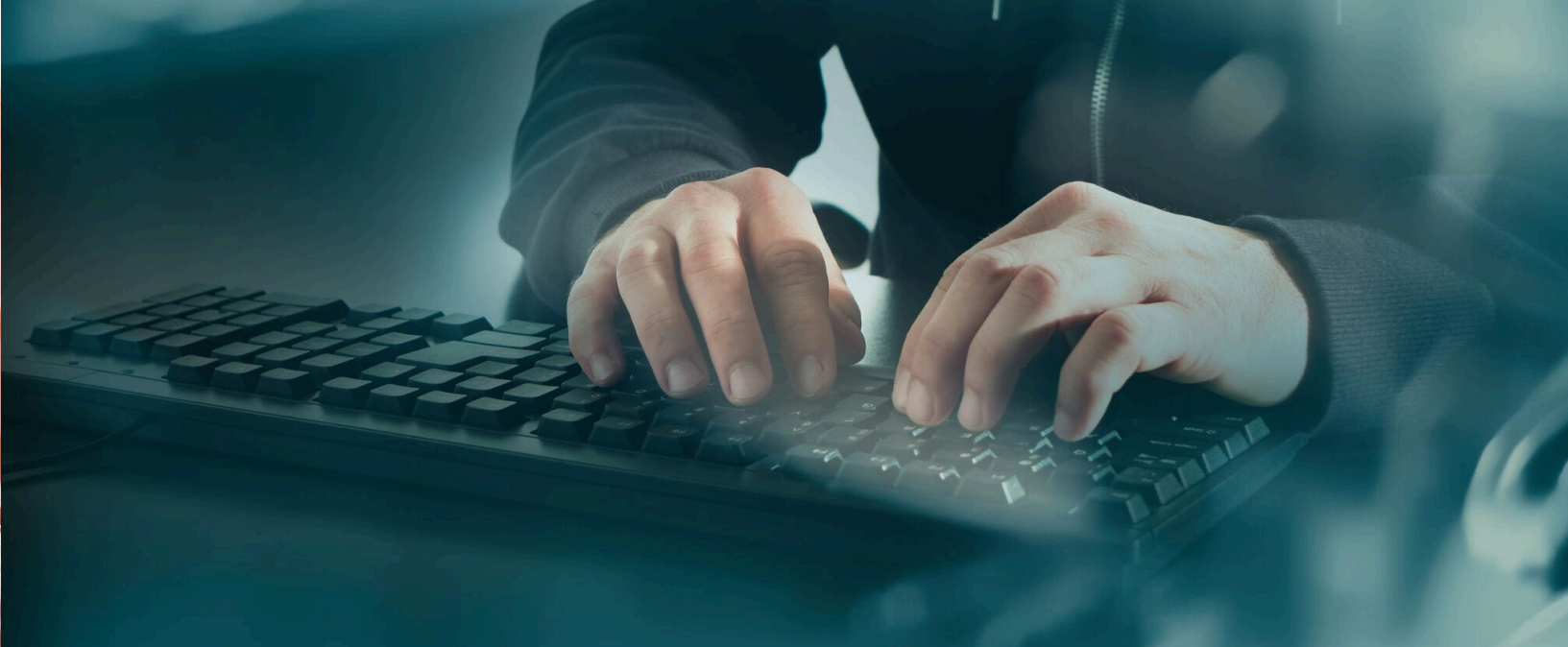
**PROJECTED JOB GROWTH**

37,700

**RELEVANT JOB TITLES**

- Computer Systems Engineers/Architects
- Computer Systems Analysts
- Information Security Analysts
- Software Quality Assurance Engineers and Testers

\*Source: onetonline.org



# COMPUTER NETWORKING

(NETWORK+ CURRICULUM)

CompTIA Network+ provides validation of the knowledge and skills needed to design, configure, manage, and troubleshoot wired and wireless networks. This certification is a vendor neutral network certification that is recognized worldwide.

CompTIA Network+ Lab

- Network Devices
- Remote Access/Network Services
- WAN Technology
- Network topologies/Architectures/Addressing
- Unified Communications/Cloud and Virtualization Technologies
- Network Monitoring/Metrics and Reporting
- Firewalls/Security Controls
- Network Access Control
- Network Troubleshooting
- Network/Security/Cabling Issues
- CompTIA Network+ Exam Review

**MEDIAN SALARY IN 2016\***

\$48.66 hourly / \$101,210 annually

**INDUSTRY GROWTH**

13%

**PROJECTED JOB GROWTH**

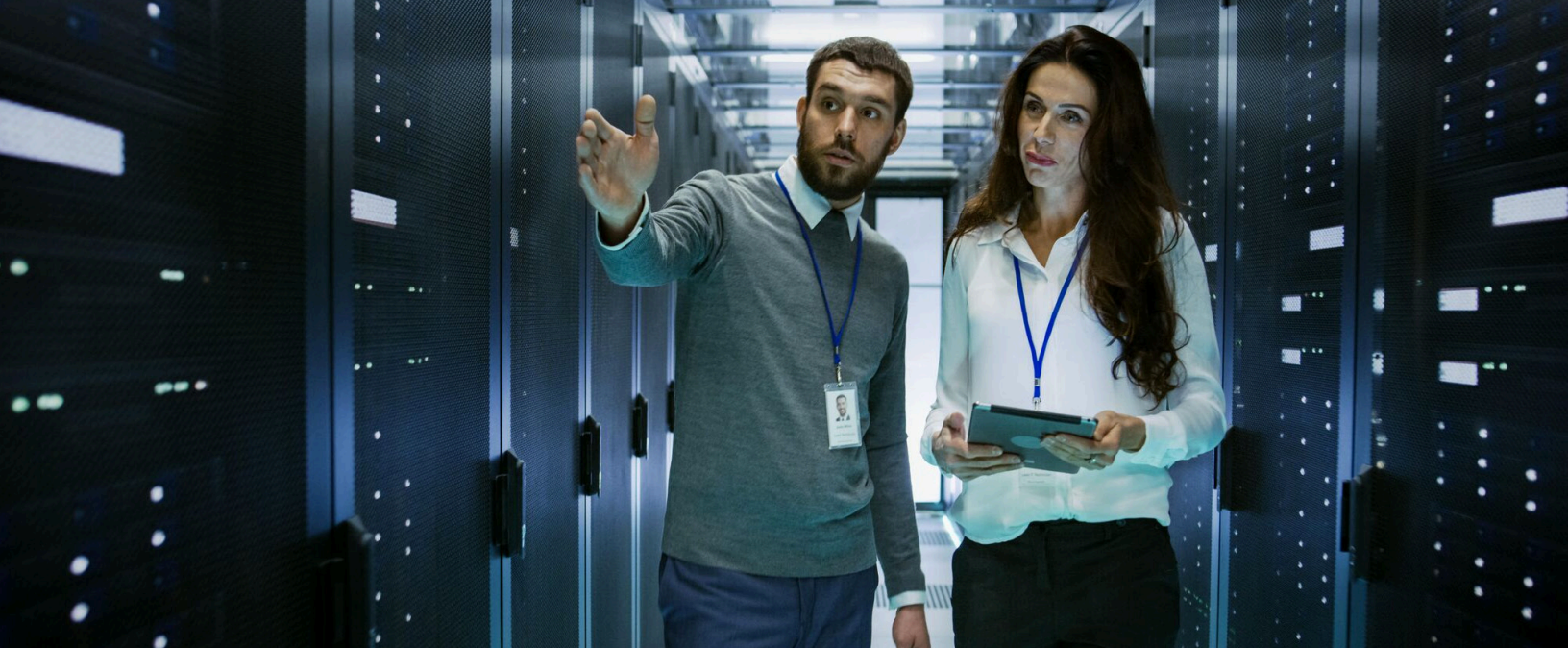
31,500

**RELEVANT JOB TITLES**

- Computer Network Architects
- Computer Systems Analysts
- Information Security Analysts
- Computer Systems Engineers / Architects

\*Source: onetonline.org





# COMPUTER SECURITY FUNDAMENTALS

(SECURITY + CURRICULUM)

CompTIA Security+ certification is trusted worldwide to validate vendor-neutral IT security knowledge. This certification is used to set the benchmark for risk management and network security.

- Network Security
- Compliance and Operation Security
- Threats and Vulnerabilities
- Data and Host Security
- Access Control/Identity Management/Cryptography
- CompTIA Security+ Exam Review

**MEDIAN SALARY IN 2016\***  
\$65.29 hourly / \$135,800 annually

**INDUSTRY GROWTH**  
14%

**PROJECTED JOB GROWTH**  
94,800

- RELEVANT JOB TITLES**
- Systems Administrator
  - Information Security Analyst
  - Network Engineer
  - Information Technology (IT) Manager
  - Network Administrator
  - Information Technology Specialist
  - System Administrator
  - Computer/Network

\*Source: onetonline.org

# BOOKKEEPING & OFFICE SPECIALIST

MICROSOFT OFFICE SPECIALIST (MOS)

**BOOKKEEPING & OFFICE SPECIALIST**

The Bookkeeping & Office Specialist program at VRT provides essential skills in accounting theory and provides baseline skills of Microsoft Office programs, Excel and Word. Students will get knowledge and experience learning QuickBooks Pro.

- Computer Courses
  - › Keyboarding/10 Key\*
  - › Microsoft Office Word
  - › Microsoft Office Excel
  - › Microsoft Outlook
  - › DiSC
  - › Intuit QuickBooks Certified User
- Accounting Course
  - › Understanding Financial Statements
    - ° Company Position
    - ° Company Performance
  - › Accounting for Business Decision Making
    - ° Measurement and Operational Decisions
    - ° Strategy Assessment & Control
  - › Fundamentals of Accounting Capstone

**MICROSOFT OFFICE SPECIALIST (MOS)**

Microsoft Office is a powerful service designed to unleash the best ideas, get things done and stay connected on the go. MOS shows the world that you have the skills to tap the full features and functionality of Microsoft Office. You can demonstrate your increased performance, individual differentiation and personal confidence.

- MOS: Microsoft Office Word 2016 Core
- MOS: Microsoft Office Excel 2016 Core
- MOS: Microsoft Office Powerpoint 2016
- MOS: Microsoft Office Access 2016
- MOS: Microsoft Office Outlook 2016
- MOS: Microsoft Office Exam Review

**MEDIAN SALARY IN 2016\***  
\$77,248 annually

**INDUSTRY GROWTH**  
13%

**PROJECTED JOB GROWTH**  
888,700

- RELEVANT JOB TITLES**
- Receptionists and Information Clerks
  - Customer Service Representatives
  - Office Manager
  - Executive Assistant
  - Administrative Assistant
  - IT Support Technician
  - SharePoint Specialist
  - Database Specialist
  - Workbook Developer
  - Research Analyst
  - Project Coordinator Managers

\*Source: onetonline.org





# AUTODESK CERTIFIED PROFESSIONAL

(ACP)

Strong design software skills are in high demand and provide a great asset in the professional field. At VRT, students will learn how to use state-of-the-art Autodesk® design software such as AutoCAD, AutoCAD Civil 3D, Inventor, Revit, Maya, 3DS Max. Autodesk Certified Professional gives you an advantage to achieve career success by leveraging this highly demanded skill. Focusing on advanced skills, Autodesk® Professional Certification is tier 2 in Autodesk's three-tier certification spectrum:

- TIER 1:** Certified User demonstrates competency in entry-level skills.
- TIER 2:** Certified Professional demonstrates advanced skills.
- TIER 3:** Certified Specialist demonstrates highly specialized Autodesk skills.

**MEDIAN SALARY IN 2016\***  
\$45.29 hourly / \$94,210 annually

**INDUSTRY GROWTH**  
5-9%

**PROJECTED JOB GROWTH**  
13,900

**RELEVANT JOB TITLES**

- Logistics Engineers
- Computer Systems Engineers/Architects
- Electrical Engineers
- Photonics Engineers
- Manufacturing Engineering Technologists

\*Source: onetonline.org

# IC3 DIGITAL LITERACY CERTIFICATION

SKILLS YOU NEED NOW. CREDENTIALS FOR YOUR FUTURE.

The IC3 Digital Literacy certification is designed to keep you relevant in an ever-evolving world of technology. Focusing on three critical elements that drive technology today, IC3 Global Standard 5 (GS5) delivers a comprehensive solution for learning how to succeed in any environment that requires the use of computers, devices, or the Internet.

IC3 GS5 includes concepts and skills that apply to almost any job or career; it's the ideal solution for any student or jobseeker looking to enhance or validate their digital skills in today's technology-focused world. With the IC3 Digital Literacy Certification you will obtain the skills you need now and the credentials for your future.

**MEDIAN SALARY IN 2016\***  
\$29.90 hourly / \$62,190 annually

**INDUSTRY GROWTH**  
2-4%

**PROJECTED JOB GROWTH**  
12,000

**RELEVANT JOB TITLES**

- Electronics Engineering Technicians
- Mechanical Engineering Technicians
- Manufacturing Production Technicians
- Audio & Video Equipment Technicians
- Avionics Technicians

\*Source: onetonline.org



# MANAGING DIVERSE TEAMS, HIGH PERFORMING TEAMS & EMOTIONAL INTELLIGENCE

**MANAGING DIVERSE TEAMS** Managing Diverse Teams (MDT) gives students crucial skills for leading a team in today’s ever evolving workforce. Learn how to coach and develop staff from many demographics. Build a foundation of core management skills to propel your team by changing behaviors to changing results, such as time management and business acumen.

MDT course topics include:

- Time Management
- Leadership Foundations
- Business Acumen/Strategy
- Effective Communication
- Coaching to Behaviors 101
- POS feedback/Goal Setting
- DiSC

## HIGH PERFORMING TEAMS

High Performing Teams (HPT) is a course designed for leaders and managers transitioning into a new role who are looking to learn the skills necessary to positively impact their business by creating a strong team.

HPT course topics include:

- Identifying obstacles and solutions
- Identify ways to maximize strengths and overcome weaknesses.
- Build your credibility from the start
- Build competency in business acumen
- Leverage time management techniques to achieve early wins.

## EMOTIONAL INTELLIGENCE

Soft skill training used to help individuals recognize emotions in themselves and others, discern between different feelings and label them appropriately.

Students will learn to use emotional information to guide their thinking and behavior, as changing behaviors drives results. Students will learn how to manage and adjust emotions to adapt to a variety of environments.

## MEDIAN SALARY IN 2016\*

\$65.29 hourly / \$135,800 annually

## INDUSTRY GROWTH

14%

## PROJECTED JOB GROWTH

94,800

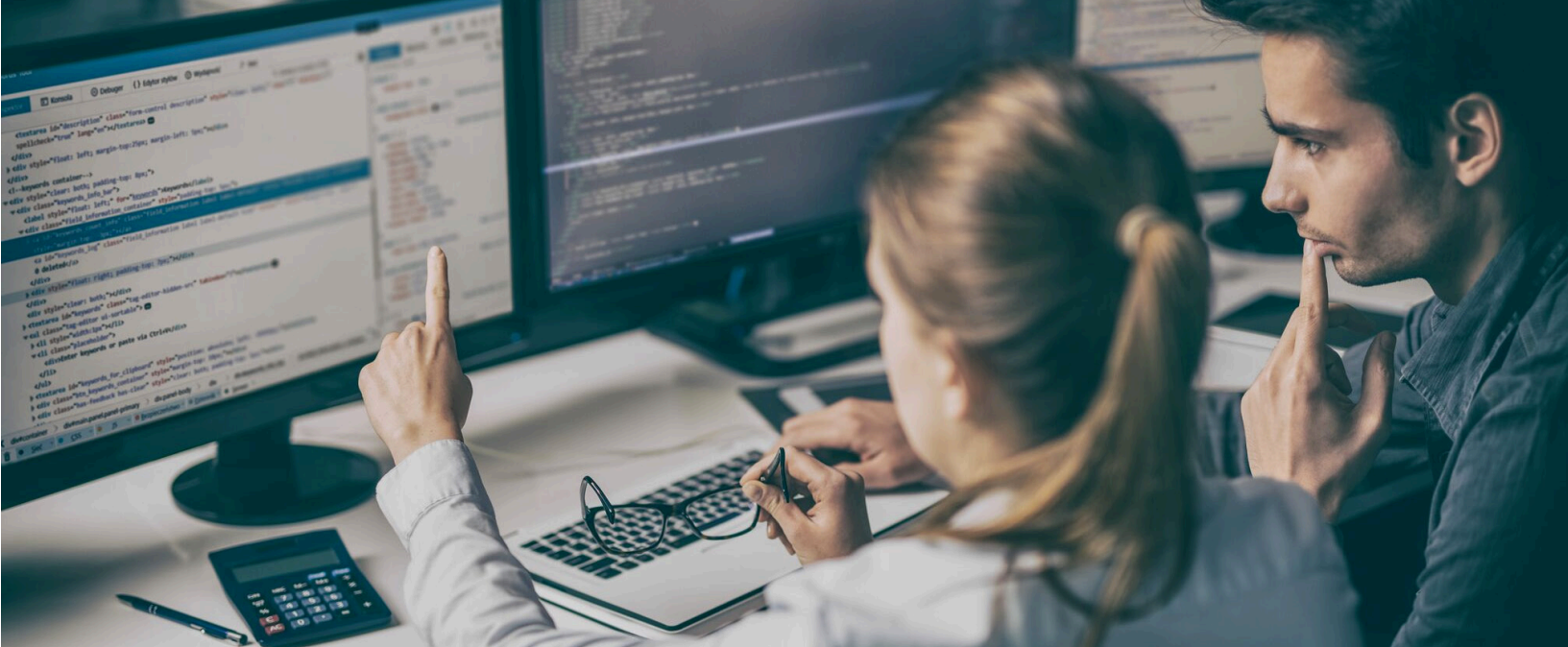
## RELEVANT JOB TITLES

- Computer and Information Systems Manager
- Sales Manager
- Logistics Managers
- General Operations Manager

## ADDITIONAL COURSES

Many other areas of study are available. Discuss your options with your VRT counselor during the enrollment process.

\*Source: onetonline.org



# WORKFORCE DEVELOPMENT

At Veterans Re-Entry Training, our focus is not only on assisting Veterans in obtaining their certifications, but also helping them pursue gainful employment. VRT’s Workforce Development Program will assist Veterans, in preparing to enter the job market, with resume workshops, guidance in building online profiles, interview preparation and career planning.

VRT’s commitment to its students goes beyond the classroom. The workforce development program assists students in searching for and obtaining gainful employment with their new skills. From preparing for the interview process with an updated resume, to leveraging networking skills, students completing this course will set themselves up for success in a competitive job market.

**Workforce Development Program course topics include:**

- Keyboarding/10Key\*
- LinkedIn Profile
- Job Search Readiness
- Federal/General Resume
- Networking 101
- Interview 101
- Mock Interviews
- DiSC



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# PRICELIST

Below is the pricing information for programs offered by Veterans Re-Entry Training. Prices listed are valid until changes are made. Any questions regarding schedule of charges or price updates should be directed to the VRT Admissions Office.

\* Estimated charges are subject to change as the certification fees are controlled by the certification governing body.

VETERANS RE-ENTRY TRAINING PROGRAMS	WEEKS	REGISTRATION FEE	TUITION	CERT. FEES	ESTIMATED CHARGE*	TOTAL CHARGES
IC3 Digital Literacy Certification	8	\$100	\$2,975	N/A	\$3,075	<b>\$3,075</b>
CompTIA It Fundamentals	8	\$100	\$2,975	\$119	\$3,194	<b>\$3,194</b>
Computer Service/Repair (CompTIA A+)	34	\$100	\$10,859	\$211	\$11,170	<b>\$11,170</b>
Computer Networking (CompTIA Network+)	17	\$100	\$5,178	\$302	\$5,580	<b>\$5,580</b>
Computer Security Fundamentals (CompTIA Security+)	17	\$100	\$5,150	\$330	\$5,580	<b>\$5,580</b>
Cisco CCNA Cyber Ops	34	\$100	\$10,470	\$600	\$11,170	<b>\$11,170</b>
Cisco CCNA Security	17	\$100	\$5,180	\$300	\$5,580	<b>\$5,580</b>
Cisco CCNA Routing & Switching	17	\$100	\$5,155	\$325	\$5,580	<b>\$5,580</b>
(ISC)2 Systems Security Certified Practitioner (SSCP)	17	\$100	\$5,230	\$250	\$5,580	<b>\$5,580</b>
EC-Council Certified Ethical Hacker (CEH)	17	\$100	\$4,880	\$600	\$5,580	<b>\$5,580</b>
CompTIA Cybersecurity Analyst (CySA+)	17	\$100	\$5,134	\$346	\$5,580	<b>\$5,580</b>
CompTIA PenTest+ (Coming Aug 2018)	17	\$100	\$5,134	\$346	\$5,580	<b>\$5,580</b>
EC-Council Certified Network Defender (CND)	17	\$100	\$4,730	\$750	\$5,580	<b>\$5,580</b>
Mile2 Certified Digital Forensics Examiner (CDFE)	17	\$100	\$5,080	\$400	\$5,580	<b>\$5,580</b>
Mile2 Certified (Digital) Penetration Testing Engineer	17	\$100	\$5,080	\$400	\$5,580	<b>\$5,580</b>

PRICELIST

CONTINUED

\* Estimated charges are subject to change as the certification fees are controlled by the certification governing body.

VETERANS RE-ENTRY TRAINING PROGRAMS	WEEKS	REGISTRATION FEE	TUITION	CERT. FEES	ESTIMATED CHARGE*	TOTAL CHARGES
Mile2 Certified Disaster Recovery Engineer (CDRE)	17	\$100	\$5,080	\$400	\$5,580	\$5,580
Cisco CCNP Security	17	\$100	\$4,580	\$900	\$5,580	\$5,580
(ISC)2 Certified Information Systems Security Professional (CISSP)	17	\$100	\$4,781	\$699	\$5,580	\$5,580
ISACA Certified Information Security Auditor (CISA)	17	\$100	\$4,720	\$760	\$5,580	\$5,580
ISACA Certified Information Security Manager (CISM)	17	\$100	\$4,720	\$760	\$5,580	\$5,580
CompTIA Advanced Security Practitioner (CASP)	17	\$100	\$5,041	\$439	\$5,580	\$5,580
Cisco CCIE Security	17	\$100	\$5,030	\$450	\$5,580	\$5,580
Autodesk Certified Professional (ACP)	34	\$100	\$11,000	\$150	\$11,250	\$11,250
Bookkeeping/Office Specialist	26	\$100	\$8,275	N/A	\$8,375	\$8,375
Business Administrative Assistant	26	\$100	\$8,275	N/A	\$8,375	\$8,375
Microsoft Office Specialist (MOS)	26	\$100	\$8,275	\$96	\$8,471	\$8,471
High Performing Teams	13	\$100	\$4,087.50	N/A	\$4,087.50	\$4,087.50
Emotional Intelligence	13	\$100	\$4,087.50	N/A	\$4,087.50	\$4,087.50
Managing Diverse Teams	13	\$100	\$4,087.50	N/A	\$4,087.50	\$4,087.50
Workforce Development	13	\$100	\$4,087.50	N/A	\$4,087.50	\$4,087.50





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# CERTIFICATION PARTNERS



# VRT STORE

VRT can provide student technology packages to ensure that students have everything they need to succeed in their chosen academic path. To acquire a technology package, VRT will conduct a needs assessment with the participant. Please contact VRT directly to get the latest list of required equipment. The specific items available in the package are updated quarterly but include the following item types.

- Windows or Mac laptop
- Three-year laptop warranty
- Laptop bag
- Microsoft Office license\*
- Wireless keyboard and mouse
- Headset with mic
- All-in-one printer





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# NOTES

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# NOTES

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**LEADERSHIP. MENTORSHIP.  
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**MAY 2018**