



ACADEMIC CATALOG

FOR ALL STUDENTS

2021-2022

VERSION 1.0.0.2.8

1.1 COMNet Group Inc. Introduction

VISION: With high expectations and strong partnerships, COMNet Group will actively engage all students in the mastery of soft skills and advanced technical skills needed to be ready for new careers and employment

WE BELIEVE:

- Students learn best when they are actively engaged in the learning process.
- Students learn best when our staff maintains high expectations for learning.
- Students are motivated to learn when classroom instruction is related to real-world applications.
- All students in our company need to have an equal opportunity to learn.
- A safe and physically comfortable environment promotes student learning.
- Students learn best when instruction incorporates both soft and technical skills.
- Effective training company leaders engage in practices that support the ongoing improvement of teaching and student performance.
- Teachers, administrators and the community share the responsibility for helping students learn.

1.2 To COMNet Group Training Center Students:

This is our Academic Catalog for 2021-22. Please review it and sign the attached acknowledgment and email the acknowledgment to our Training email address at training@comnetgroup.com

This Student Academic Catalog was developed to describe some of the expectations of our Students and to outline the policies, and programs available to eligible Students. Students should familiarize themselves with the contents of the Academic Catalog as soon as possible, for it will answer many questions about Training with COMNet Group Inc.

COMNet Group provides a cost-effective, compelling education solution for those wanting a career change or enhancement in the Information Technology (IT) or Healthcare Information Management industries. If you have a strong desire to make a career change, or if you are looking to upgrade your career prospects by pursuing a certification in IT or Healthcare, COMNet Group can help.

To learn more about the career path options and training programs available to you, contact the COMNet Group Office at the Company Address Section 1.34 below or go to <http://www.comnetgroup.com>

COMNet Group Inc. is approved to operate by the Private Business and Vocational Schools Division of the Illinois Board of Higher Education.

COMNet Group Inc. is not accredited by a US Department of Education recognized accrediting body.

1.3 Financial Assistance Available

COMNet Group understands the importance of financing your education and we are able to guide students to procure financial assistance for tuition/books and exam fee. Our School is NOT eligible for Title I, Pell Grant or FAFSA programs or Federal student aid is not available. However institutional scholarships may be available.

1.4 Career Development Program

By providing both educational and business skills, your abilities are well rounded and you will be able to express your qualifications in a professional and mature manner. Our goals are:

- To ensure you understand the scope of your career possibilities and how to approach the particular job market.
- To enhance your ability to obtain and retain the job.
- To improve your career opportunities through the use of training focused on interviewing skills and attire, resume writing, job fairs, and motivational speakers.

1.5 COMNet Group Inc. Career Development Program offers:

- Industry focused curriculum provided in as short a time as possible, allowing you to get a job quicker or improve your performance on your current job.
- Assistance in job placement activities to help optimize your chances of finding not just a job but a rewarding career.
- Internship opportunities (at participating locations) designed to give you real-world experience in the Training Center.
- Multiple real-world simulated exercises to allow for fine-tuning and application of skills.
- A comprehensive range of business skills to ensure career development, and the development of job seeking, organization, problem solving, critical thinking, and customer service skills.
- Certifications and curriculum from prestigious, highly regarded and sought-after vendors.
- The benefit of various learning methods, reinforcement tools and support materials that best suit your learning style.

As the Provider of cutting edge and marketable job-oriented training company, COMNet Group strives to prepare students for careers in Information Technology and Healthcare Information Management fields, providing them with the training and resources they need to advance and succeed in their chosen career paths.

1.6 Tuition Policies, Terms and Conditions

The following terms and conditions regulate the conduct of business between COMNet Group Inc., hereinafter named CGI, and individuals attending or having attended CGI professional training classes (Students) or individuals applying for admission to said classes (Applicants).

- **Admission.** Prior to admission, the Applicant has to pass a test and/or go through an interview with a CGI representative. CGI reserves the right to reject admission of any Applicant based on the result of the interview and/or test. After CGI notifies the Applicant of his/her acceptance, the Applicant has to submit an Application form along with the registration fee payment. The Applicant is considered enrolled for the class once CGI clears the payment and notifies the Applicant of his/her admission. CGI reserves the right to cancel the Applicant's admission at any time. In this case, CGI will fully reimburse the Student tuition and all additional fees paid.

- **Tuition Fees:** Tuition fees are published in the Course Catalog/Schedule below. Any changes must be made in writing and shall not be binding on either the student or the school unless such changes have been approved in writing by the authorized official of the school and by the student or the student's parent or guardian. All terms and conditions of the agreement are not subject to amendment or modification by oral agreement. COMNet Group will not change the tuition and fees once the agreement is signed without approval of both the school and the student. Published tuition fees do not include the mandatory non-refundable \$50 registration fee, which is due when the Student submits the application. The tuition fee in full is due one week before the class begins unless the Student chooses to use the Installment Payment Plan option. Payments should be made by check, money order or cash, or the WIOA or TA vouchers. There will be a \$50 fee for checks returned for insufficient funds. There will be a late payment fee of 20% for overdue balances calculated on a daily basis. Students with overdue balances will not have access to the CGI facilities until the balance is paid. Tuition fees include manuals, handouts and other class materials required for the course.
- **Refund Policy:** Application fee of \$50.00 is non-refundable.
 - If the student enrolls and cancels 10 working days before the class starts, 100% of the tuition paid is reimbursed.
 - If the student enrolls and cancels after the first day of class starts, no amount is reimbursed since the instructor is committed to the class.
- **It is the Student's responsibility to attend the online and instructor-led classes.** If a Student misses more than 50% of the class because of illness, he/she can request transfer to another scheduled class to make the balance of course hours (subject to class space availability). Additional class hours should be taken within six months of the original class' completion date.
- **Class Organization.** Schedules provide descriptions on courses coverage and duration in class hours. CGI considers a class hour to be fifty minutes in length. CGI can change the content of the course and break down of class hours by topics within the number of class hours specified by the Schedule. For on-coming and on-going classes, CGI reserves the right to assign and re-assign instructors, tutors, classrooms, class schedules, online vs in-person vs instructor-led, or workstations and computers at any time.
- **Employment.** After successful graduation from a CGI program, the Student can be offered employment/contract with COMNet Group Inc. Employment/contract is optional and is not guaranteed.
- All the information, including the information obtained in the presented course curriculum, is considered to be proprietary information of CGI. The Student agrees not to disclose such information to any third party. This includes but not limited to such information as data; business practices; names of employees, students, customers, tuition fee, clients and third-party entities affiliated with CGI; materials, software and system specifications obtained beyond the course curriculum.
- Students are to conduct themselves in a manner appropriate for the business/educational institution and according CGI rules and regulations. Students involved in obstruction/disruption of training/business activities, theft or damage of CGI property, other misconduct, violating CGI rules and regulations, or with tuition fee balances overdue for more than 30 days will be subject to dismissal and no refunds will be issued.
- **Graduation Requirements.** A student will graduate upon successful completion of each module of their program of education. Successful completion requires a passing grade of 70% in each module of study, an

80% attendance rate in each module of study, and completion of each module of study within the specified time period for the program. Upon successful completion of the program, a student will receive a certificate of completion from COMNet Group Inc.

- **Appeals.** A student who has been terminated may appeal such an action within 10 calendar days of the date of the termination letter by submitting to the Training Coordinator a written explanation with supporting documentation of any mitigating or extenuating circumstances that prevented him or her from meeting the school's standards. Within 10 days of receiving the written appeal, the Training Coordinator has the authority to waive standards for satisfactory progress in those cases where it can be shown that mitigating circumstances beyond the control of the student prevented him or her from achieving the minimum levels of performance required. If the student's appeal is approved, WIOA/TAA grant may be reinstated.
- **Reinstatement.** Students dismissed for failing to meet satisfactory academic progress policy can petition the school for reinstatement one year after being dismissed. Reinstatement decisions will be made on an individual basis by the Training Coordinator and will take into consideration whether the student has the desire and capability to successfully complete the program.
- **Program changes** must be requested prior to completion of the current course. Permission for changes must be obtained from the Training School Manager.
- **Credit for previous education and training.** Credit for previous work experience may also be granted. Such a grant of credit is at the discretion of COMNet Group Inc. This credit will also shorten the length and the cost of the program proportionately.
- **Transfer of Credit to Other Institution.** The acceptance of transfer credit is always at the discretion of the receiving institution. COMNet Group, Inc. cannot guarantee the transferability of its credits.

1.7 Equal Employment and Training Opportunity (EEO)

In order to provide equal employment, training and advancement opportunities to all individuals, student admissions decisions at COMNet Group Inc. do NOT unlawfully discriminate in admissions, employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, ancestry, medical conditions, family care status, sexual orientation, or any other basis prohibited by law.

COMNet Group Inc. will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship to the extent required by law. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any Students with questions or concerns about any type of discrimination in the Training Center are encouraged to bring these issues to the attention to the Training Department. Students can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

1.8 Business Ethics and Conduct

The successful business operation and reputation of COMNet Group Inc. are built upon the principles of fair dealing and ethical conduct of our Students. Our reputation for integrity and excellence requires careful observance of the spirit and the letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of COMNet Group Inc. is dependent upon our customers' trust and we are dedicated to preserving that trust. Students owe a duty to COMNet Group Inc., its customers, and its shareholders to act in a way that will merit the continued trust and confidence of the public.

COMNet Group Inc. will comply with all applicable laws and regulations and expects its directors, officers, and Students to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Training Department for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every COMNet Group Inc. Student. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

1.9 Immigration Law Compliance

COMNet Group Inc. is committed to employing only United States citizens and aliens who are authorized to training in the United States, and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new Student, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former Students who are rehired must also complete the form if they have not completed an I-9 with COMNet Group Inc. within the past three years or if their previous I-9 is no longer retained or valid.

Students with questions or seeking more information on immigration law issues are encouraged to contact the Training Department. Students may raise questions or complaints about immigration law compliance without fear of reprisal.

1.10 Conflicts of Interest

Students have an obligation to conduct education and business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which COMNet Group Inc. wishes the business to operate. The purpose of these guidelines is to provide general direction so that Students can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Training Department for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when a Student is in a position to influence a decision that may result in a personal gain for that Student or for a relative as a result of COMNet Group Inc.'s business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage or whose relationship with the Student is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if Students have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of COMNet Group Inc. as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where a Student or relative has a significant ownership in a firm with which COMNet Group Inc. does business, but also when a Student or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving COMNet Group Inc.

1.11 Non-Disclosure

The protection of confidential business information and trade secrets is vital to the interests and the success of COMNet Group Inc. Such confidential information includes, but is not limited to, the following examples:

- coursework and materials supplied
- acquisitions
- compensation data
- computer processes
- computer programs and codes
- customer lists
- customer preferences
- financial information
- investments
- labor relations strategies
- marketing strategies
- new materials research
- partnerships
- pending projects and proposals
- proprietary production processes
- research and development strategies
- scientific data
- scientific formulae
- scientific prototypes
- technological data
- technological prototypes

All Students may be required to sign a non-disclosure agreement as a condition of employment. Students who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

1.12 Disability Accommodation

COMNet Group Inc. is committed to complying fully with applicable disability laws and ensuring equal opportunity in employment for qualified persons with disabilities.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made regarding only an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled Students, where their disability affects the performance of job functions to the extent required by law. All employment decisions are based on the merits of the situation and the needs of the company, not the disability of the individual.

COMNet Group Inc. is also committed to not unlawfully discriminating against any qualified Students or applicants because they are related to or associated with a person with a disability.

This policy is neither exhaustive nor exclusive. COMNet Group Inc. is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

1.13 Access to Student Records and Other Files

COMNet Group Inc. maintains a record on each Student. The student record file includes such information as the Student's application, résumé, records of training, documentation of performance, and other completion records.

All individual student files are maintained on school premises. Each file contains information relating to the student, financially and academically. The institution maintains student records indefinitely at its corporate office within the state. COMNet Group Inc. reserves the right to withhold transcripts and grades in the event of unpaid tuition and other fees.

Student records/transcripts are available to students by calling or writing to.

COMNet Group Inc., 2815 Forbs Ave, Suite 107, Hoffman Estates, IL 60192, Phone: (847) 458-8281 Fax: (866) 678-9041

Release of Student Records

COMNet Group Inc. maintains all educational records of students in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, Public Law 93380 as amended. Written consent is required before education records may be disclosed to third parties. General access to student records is granted to:

1. An officer/employee of the U.S. Department of Education, State of Illinois, city or county agency seeking information in the course of his or her duties.
2. College record personnel with legitimate educational interest, or a person assigned in writing by an adult student or the parent or guardian of such student, if student is a dependent minor.

COMNet Group Inc. guarantees a student the right to access his or her own file.

1.14 Student Data Changes

It is the responsibility of each Student to promptly notify COMNet Group Inc. of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishment, and other such status reports should be accurate and current at all times. If any personal data has changed, notify the Training Department.

1.15 Holidays

COMNet Group Inc. is closed on the following Holidays:

- New Year's Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas
- New Year's Eve

1.16 Safety

To assist in providing a safe and healthful training environment for Students, customers, and visitors, COMNet Group Inc. has established a Training Center safety program. This program is a top priority for COMNet Group Inc. The Training Department has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

COMNet Group Inc. provides information to Students about Training Center safety and health issues through regular internal communication channels such as supervisor-Student meetings, bulletin board postings, e-mail, memos, or other written communications.

Some of the best safety improvement ideas come from Students. Those with ideas, concerns, or suggestions for improved safety in the Training Center are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of the Training Department. Reports and concerns about Training Center safety issues may be made anonymously if the Student wishes. All reports can be made without fear of reprisal.

Each Student is expected to obey safety rules and to exercise caution in all training activities. Students must immediately report any unsafe condition to the appropriate supervisor. Students who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, Students should immediately notify the Training Department or the appropriate supervisor.

1.17 Use of Phone and Mail Systems

Personal use of the telephone for long-distance and toll calls is not permitted. Students should practice discretion when making local personal calls, and may be required to reimburse COMNet Group Inc. for any charges resulting from their personal use of the telephone.

The mail system is reserved for business purposes only. Students should refrain from sending or receiving personal mail at the training company campus. The e-mail system is the property of COMNet Group Inc. Occasional use of the e-mail system for personal messages is permitted, within reasonable limits. COMNet Group Inc. will not guarantee the privacy of the e-mail system except to the extent required by law.

1.18 Smoking

Smoking is prohibited throughout the Training Center, as required by law. This policy applies equally to all Students, customers, and visitors.

1.19 Emergency Closings

At times, emergencies such as severe weather, fires, power failures, or snow days can disrupt company operations. In extreme cases, these circumstances may require the closing of a training facility.

1.20 Visitors in the Workplace

To provide for the safety and security of Students and the facilities at COMNet Group Inc., only authorized visitors are allowed in the Training Center. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards Student welfare, and avoids potential distractions and disturbances. All visitors should enter COMNet Group Inc. at the main entrance. Authorized visitors will receive directions or be escorted to their destination. Students are responsible for the conduct and safety of their visitors. If an unauthorized individual is observed on COMNet Group Inc.'s premises, Students should immediately notify their supervisor or, if necessary, direct the individual to the main entrance.

1.21 Computer and E-mail Usage

Computers, computer files, the e-mail system, and software furnished to Students are COMNet Group Inc. property intended for business use. Students should not use a password, access a file, or retrieve any stored communication without authorization.

COMNet Group Inc. strives to maintain a Training Center free of harassment and is sensitive to the diversity of its Students. Therefore, COMNet Group Inc. prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others. Students should notify their immediate supervisor, the Training Department, or any member of management upon learning of violations of this policy. Students who violate this policy will be subject to disciplinary action, up to and including termination of employment.

1.22 Internet Usage

Internet access to global electronic information resources on the World Wide Web is provided by COMNet Group Inc. to assist Students in obtaining training-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental and occasional brief personal use of e-mail and the Internet is permitted within reasonable limits.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of COMNet Group Inc. and, as such, is subject to disclosure to law enforcement or other third parties. Students should expect only the level of privacy that is warranted by existing law and no more. Consequently, Students should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful. Any questions regarding the legal effect of a message or transmission should be brought to our General Counsel.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any Student or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if a Student did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Students are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights. Any questions regarding the use of such information should be brought to our General Counsel.

Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Abuse of the Internet access provided by COMNet Group Inc. in violation of the law or COMNet Group Inc. policies will result in disciplinary action, up to and including termination of employment. Students may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization

- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Sending anonymous e-mail messages
- Engaging in any other illegal activities

1.23 Training Center Violence Prevention

COMNet Group Inc. is committed to preventing Training Center violence and to maintaining a safe training environment. Given the increasing violence in society in general, COMNet Group Inc. has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All Students, including supervisors and temporary Students should be treated with courtesy and respect at all times. Students are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of COMNet Group Inc. without proper authorization.

Conduct that threatens, intimidates, or coerces another Student, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by Students, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your training center, do not try to intercede or see what is happening. COMNet Group Inc. will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action, up to and including termination of employment.

COMNet Group Inc. encourages Students to bring their disputes or differences with other Students to the attention of their supervisors or the Training Department before the situation escalates into potential violence. COMNet Group Inc. is eager to assist in the resolution of Student disputes and will not discipline Students for raising such concerns.

1.24 Student Conduct and Training Center Rules

To ensure orderly operations and provide the best possible training environment, COMNet Group Inc. expects Students to follow rules of conduct that will protect the interests and safety of all Students and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the Training Center. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the Training Center, while on duty or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the Training Center
- Boisterous or disruptive activity in the Training Center
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in the Training Center
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the Training Center
- Excessive absenteeism or any absence without notice
- Unauthorized disclosure of business “secrets” or confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct

Nothing in this policy is intended to change the company’s at-will employment policy. Employment with COMNet Group Inc. is at the mutual consent of COMNet Group Inc. and the Student, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

1.25 Drug and Alcohol Use

It is COMNet Group Inc.’s desire to provide a drug-free, healthful, and safe Training Center. To promote this goal, Students are required to report to training in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on COMNet Group Inc. premises and while conducting business-related activities off COMNet Group Inc. premises, no Student may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair a Student’s ability to perform the

essential functions of the job effectively and in a safe manner that does not endanger other individuals in the Training Center.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Students with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor or the Training Department to receive assistance or referrals to appropriate resources in the community.

Students with problems with alcohol and certain drugs that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program through COMNet Group Inc.'s health insurance benefit coverage. Leave may be granted if the Student agrees to abstain from use of the problem substance and abides by all COMNet Group Inc. policies, rules, and prohibitions relating to conduct in the Training Center; and if granting the leave will not cause COMNet Group Inc. any undue hardship.

Students with questions on this policy or issues related to drug or alcohol use in the Training Center should raise their concerns with their supervisor or the Training Department without fear of reprisal.

1.26 Sexual and Other Unlawful Harassment

COMNet Group Inc. is committed to providing a training environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons, or posters
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations
- Physical conduct that includes touching, assaulting, or impeding or blocking movements

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission to or rejection of the conduct is used as a basis for making employment decisions; or (3) the conduct has the purpose or effect of interfering with training or creating an intimidating, hostile, or offensive training environment.

If you experience or witness sexual or other unlawful harassment in the Training Center, report it immediately to your supervisor. If the supervisor is unavailable, or you believe it would be inappropriate to contact that person, you should immediately contact the Training Department or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Training Department or the President of the company so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful behavior will be subject to disciplinary action, up to and including termination of employment.

1.27 Attendance and Punctuality

To maintain a safe and productive training environment, COMNet Group Inc. expects Students to be reliable and to be punctual in reporting for scheduled classes. Absenteeism and tardiness place a burden on other Students and on COMNet Group Inc. In the rare instances when Students cannot avoid being late to training or are unable to appear as scheduled, they should notify their supervisor or the Training Department as soon as possible in advance of the anticipated tardiness or absence.

1.28 Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all Students and affect the business image that COMNet Group Inc. presents to the community.

During business hours or when representing COMNet Group Inc., you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards.

Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels that your personal appearance is inappropriate, you may be asked to leave the Training Center until you are properly dressed or groomed. Under such circumstances, you will not be compensated for the time away from training. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

1.29 Security Inspections

COMNet Group Inc. wishes to maintain a training environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, COMNet Group Inc. prohibits the possession, transfer, sale, or use of such materials on its premises. COMNet Group Inc. requires the cooperation of all Students in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of Students but remain the sole property of COMNet Group Inc. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of COMNet Group Inc. at any time, either with or without prior notice.

1.30 Solicitation

COMNet Group Inc. recognizes that Students may have interests in events and organizations outside the Training Center. However, Students may not solicit or distribute literature concerning these activities during training time.

Examples of impermissible forms of solicitation include:

- The collection of money, goods, or gifts for community groups
- The collection of money, goods, or gifts for religious groups
- The collection of money, goods, or gifts for political groups
- The collection of money, goods, or gifts for charitable groups
- The sale of goods, services, or subscriptions outside the scope of official organization business

- The circulation of petitions
- The distribution of literature in training areas at any time
- The solicitation of memberships, fees, or dues

In addition, the posting of written solicitations on company bulletin boards and solicitations by e-mail are restricted. Company bulletin boards display important information; Students should consult them frequently for:

- Affirmative Action statement
- Student announcements
- Workers' compensation insurance information
- State disability insurance/unemployment insurance information

If Students have a message of interest to the Training Center, they may submit it to the Training Director for approval. All approved messages will be posted by the Training Director.

1.31 Problem Resolution

COMNet Group Inc. is committed to providing the best possible training conditions for its Students. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from COMNet Group Inc. supervisors and management.

COMNet Group Inc. strives to ensure fair and honest treatment of all Students. Supervisors, managers, and Students are expected to treat each other with respect. Students are encouraged to offer positive and constructive criticism.

If Students disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No Student will be penalized, formally or informally, for voicing a complaint with COMNet Group Inc. in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when Students believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The Student may discontinue the procedure at any step.

1. The Student presents the problem to his or her immediate supervisor after the incident occurs. If the supervisor is unavailable, or the Student believes it would be inappropriate to contact that person, the Student may present the problem to the Training Department or the CEO.
2. The supervisor responds to the problem during discussion or after consulting with appropriate management, when necessary. The supervisor documents this discussion.
3. The Student presents the problem to the Training Department if the problem is unresolved.
4. The Training Department counsels and advises the Student, and assists in putting the problem in writing.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussing mutual problems can Students and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious training environment.

5. Any Grievances or complaints, which cannot be resolved within one month by direct negotiation with COMNet Group Inc. in accordance to its written grievance policy, may be filed with the Illinois Board of Higher Education, 1 N. Old State Capitol Plaza, Suite 333, Springfield, Illinois 62701-1377 or at www.ibhe.org.

1.32 Life-Threatening Illnesses at the Training Center

Students with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including training, to the extent allowed by their condition. COMNet Group Inc. supports these endeavors as long as the Students are able to meet acceptable performance standards. As in the case of other disabilities, COMNet Group Inc. will make reasonable accommodations in accordance with all legal requirements, to allow qualified Students with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual Students is treated confidentially. COMNet Group Inc. will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other Students have a responsibility to respect and maintain the confidentiality of Student medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Students with questions or concerns about life-threatening illnesses are encouraged to contact the Training Department for information and referral to appropriate services and resources.

1.33 Suggestions

As Students of COMNet Group Inc., you have the opportunity to contribute to our future success and growth by submitting suggestions for practical training-improvement or cost-savings ideas.

All regular Students are eligible to participate in the suggestion program.

A suggestion is an idea that will benefit COMNet Group Inc. by solving a problem, reducing costs, improving operations or procedures, enhancing customer service, eliminating waste or spoilage, or making COMNet Group Inc. a better or safer place to train. All suggestions should contain a description of the problem or condition to be improved, a detailed explanation of the solution or improvement, and the reasons why it should be implemented. Statements of problems without accompanying solutions or recommendations concerning co-students and management are not appropriate suggestions. If you have questions or need advice about your idea, contact your supervisor for help.

Submit suggestions to the Training Department and, after review, they will be forwarded to the Suggestion Committee. As soon as possible, you will be notified of the adoption or rejection of your suggestion. Special recognition and, optionally, a cash award will be given to Students who submit a suggestion that is implemented.

1.34 Training Center Address:

COMNet Group Inc.

2815 Forbs Avenue #107, Hoffman Estates, IL 60192 (All programs offered at this location)
100 South Saunders Road, Suite 150, Lake Forest, IL 60045 (extension campus with limited programs)
4320 Winfield Road, Suite 200, Warrenville, IL 60555 (extension campus with limited programs)

Phone: (847) 458-8281

Fax: 866-678-9041

Email: Training@comnetgroup.com

Web: www.comnetgroup.com

Academic Programs

Program I:

HELP DESK PROFESSIONAL COMPREHENSIVE

If you are getting ready for a career as an entry-level information technology (IT) professional or personal computer (PC) service technician, or help desk technician, the CompTIA® A+® course is the first step in your preparation. The course will build on your existing user-level knowledge and experience with personal computer software and hardware to present fundamental skills and concepts that you will use on the job. In this course, you will acquire the essential skills and information that you will need to install, upgrade, repair, configure, troubleshoot, optimize, and perform preventative maintenance of basic personal computer hardware and operating systems. The CompTIA A+ course can benefit you in two ways. Whether you work or plan to work in a mobile or corporate environment where you have a high level of face-to-face customer interaction, where client communication and client training are important, or in an environment with limited customer interaction and an emphasis on hardware activities, this course provides the background knowledge and skills you will require to be a successful A+ technician. It can also assist you if you are preparing to take the CompTIA A+ certification examination.

The CompTIA® Network+® course builds on your existing user-level knowledge and experience with personal computer operating systems and networks to present the fundamental skills and concepts that you will need to use on the job in any type of networking career. If you are pursuing a CompTIA technical certification path, the CompTIA A+ certification is an excellent first step to take before preparing for the CompTIA Network+ certification. The CompTIA® Network+® course can benefit you in two ways. It can assist you if you are preparing to take the CompTIA® Network+® examination. Also, if your job duties include network troubleshooting, installation, or maintenance, or if you are preparing for any type of network-related career, it provides the background knowledge and skills you will require to be successful.

CompTIA® Security+® is the primary course you will need to take if your job responsibilities include securing network services, devices, and traffic and your organization as a whole including the physical security elements and operational security measures. It is also the main course you will take to prepare for the CompTIA Security+ Certification examination. In this course, you will build on your knowledge and professional experience with security fundamentals, networks, and organizational security as you acquire the specific skills required to implement basic security services on any type of computer network. This course can benefit you in two ways. If you intend to pass the CompTIA Security+ Certification examination, this course can be a significant part of your preparation. However, certification is not the only key to professional success in the field of computer security. Today's job market demands individuals with demonstrable skills, and the information and activities in this course can help you build your computer security skill set so that you can confidently perform your duties in any security-related professional role.

Declare your proven ability to install, monitor, and troubleshoot networks by earning Cisco Certified Network Associate (CCNA) Routing and Switching certification. With a focus on network infrastructure, CCNA Routing and Switching also covers wireless access, security, and connectivity to branch offices using WAN. It confirms your ability to work with IP, EIGRP, Serial Line Interface Protocol, Frame Relay, VLANs, OSPF, Ethernet, and access control lists. It also validates your ability to manage Cisco devices with IOS v15, handle Cisco licensing, and perform extensive troubleshooting. Our CCNA Routing and Switching training includes

enhanced content that exceeds standard authorized Cisco content, expanded lab equipment, and an unrivaled guarantee for CCNA certification success

CIP: 11-1002 System, Networking, and LAN/WAN Management/Manager.

CIP: 11-0203 Computer Programming, Vendor/Product Certification.

CIP: 11-0202 Computer Programming, Specific Applications.

CIP: 11-0103 Information Technology.

CIP: 11-0802 Data Modeling/Warehousing and Database Administration.

Course Objectives:

The main objective of this program is to provide a comprehensive skill set for a help desk professional in all areas of networking and network security. The following are main areas of emphasis:

- Professional experience with security fundamentals, networks, and organizational security.
- Install, upgrade, repair, configure, troubleshoot, optimize, and perform preventative maintenance of basic personal computer hardware and operating systems Tools for Requirement analysis and SDLC development.
- Install network security systems for networks

Prerequisites

High School Diploma, GED or entry level job applicant

Program Description (A+):

Lesson 1: Hardware Fundamentals

Topic A: Computer System Components

Topic B: Storage Devices

Topic C: Device Connections and Interfaces

Lesson 2: Operational Procedures

Topic A: Basic Maintenance Tools and Techniques

Topic B: Electrical Safety

Topic C: Environmental Safety and Materials Handling

Topic D: Professionalism and Communication

Lesson 3: Peripheral Components

Topic A: Install and Configure Display Devices

Topic B: Install and Configure Input Devices

Topic C: Install and Configure Expansion Cards

Topic D: Install and Configure Multimedia Devices

Lesson 4: Managing System Components

Topic A: Motherboards

Topic B: CPUs and Cooling Systems

Topic C: Select and Install Power Supplies

Topic D: RAM Types and Features

Topic E: Install and Configure Storage Devices

Topic F: Configure the System BIOS

Lesson 5: Customized Client Environments

Topic A: Standard Clients

Topic B: Custom Client Environments

Lesson 6: Networking Technologies

Topic A: Physical Network Connections

Topic B: TCP/IP

Topic C: Network Connectivity

Topic D: Ports and Protocols

Topic E: Networking Tools

Topic F: Install and Configure SOHO Networks

Lesson 7: Supporting Laptops

Topic A: Laptop Hardware and Components

Topic B: Install and Configure Laptop Hardware Components

Lesson 8: Supporting Printers

Topic A: Printer Technologies

Topic B: Install, Configure, and Maintain Printers

Lesson 9: Operating System Fundamentals

Topic A: Personal Computer Operating Systems

Topic B: Windows Control Panel Utilities

Topic C: Command Line Tools

Topic D: Windows Security Settings

Topic E: Windows Operating System Tools

Lesson 10: Installing and Configuring Operating Systems

Topic A: Implement Virtualization

Topic B: Install Microsoft Windows

Topic C: Windows Upgrades

Topic D: Windows Optimization and Preventive Maintenance

Lesson 11: Set Up and Configure Networks

Topic A: Set Up and Configure Windows Networking

Topic B: SOHO Network Security

Lesson 12: Mobile Computing

Topic A: Mobile Device Technologies

Topic B: Configure Mobile Devices

Lesson 13: Security

Topic A: Security Fundamentals

Topic B: Security Threats and Vulnerabilities

Topic C: Security Protection Measures

Topic D: Workstation Security

Lesson 14: Troubleshooting Hardware Components

Topic A: Troubleshooting Theory

Topic B: Troubleshoot Video and Display Devices

Topic C: Troubleshoot Hard Drives and RAID Arrays

Topic D: Troubleshoot System Components

Topic E: Troubleshoot Laptops

Topic F: Troubleshoot Printers

Lesson 15: Troubleshooting System-Wide Issues

Topic A: Troubleshoot Operating Systems

Topic B: Troubleshoot Wired and Wireless Networks

Topic C: Troubleshoot Common Security Issues

Program Description (Network+):

Program Description

Lesson 1: Network Theory

Topic A: Networking Terminology

Topic B: Network Categories

Topic C: Standard Network Models

Topic D: Physical Network Topologies

Topic E: Logical Network Topologies

Lesson 2: Network Communications Methods

Topic A: Data Transmission Methods

Topic B: Media Access Methods

Topic C: Signaling Methods

Lesson 3: Network Media and Hardware

Topic A: Bounded Network Media

Topic B: Unbounded Network Media

Topic C: Noise Control

Topic D: Network Connectivity Devices

Lesson 4: Network Implementations

Topic A: Ethernet Networks

Topic B: Wireless Networks

Lesson 5: Networking Models

Topic A: The OSI Model

Topic B: The TCP/IP Model

Lesson 6: TCP/IP Addressing and Data Delivery

Topic A: The TCP/IP Protocol Suite

Topic B: IP Addressing

Topic C: Default IP Addressing Schemes

Topic D: Create Custom IP Addressing Schemes

Topic E: Implement IPv6 Addresses

Topic F: Delivery Techniques

Lesson 7: TCP/IP Services

Topic A: Assign IP Addresses

Topic B: Domain Naming Services

Topic C: TCP/IP Commands

Topic D: Common TCP/IP Protocols

Topic E: TCP/IP Interoperability Services

Lesson 8: LAN Infrastructure

Topic A: Switching

Topic B: Enable Static Routing

Topic C: Implement Dynamic IP Routing

Topic D: Virtual LANs

Topic E: Plan a SOHO Network

Lesson 9: WAN Infrastructure

Topic A: WAN Transmission Technologies

Topic B: WAN Connectivity Methods

Topic C: Voice over Data Transmission

Lesson 10: Remote Networking

Topic A: Remote Network Architectures

Topic B: Remote Access Networking Implementations

Topic C: Virtual Private Networking

Topic D: VPN Protocols

Lesson 11: System Security

Topic A: Computer Security Basics

Topic B: System Security Tools

Topic C: Authentication Methods

Topic D: Encryption Methods

Lesson 12: Network Security

Topic A: Network Perimeter Security

Topic B: Intrusion Detection and Prevention

Topic C: Protect Network Traffic Using IPsec

Lesson 13: Network Security Threats and Attacks

Topic A: Network-Based Security Threats and Attacks

Topic B: Apply Threat Mitigation Techniques

Topic C: Educate Users

Lesson 14: Network Management

Topic A: Network Monitoring

Topic B: Configuration Management Documentation

Topic C: Network Performance Optimization

Lesson 15: Network Troubleshooting

Topic A: Network Troubleshooting Models

Topic B: Network Troubleshooting Utilities

Topic C: Hardware Troubleshooting Tools

Topic D: Common Connectivity Issues

Program Description (Security+):

Lesson 1: Security Fundamentals

Topic A: The Information Security Cycle

Topic B: Information Security Controls

Topic C: Authentication Methods

Topic D: Cryptography Fundamentals

Topic E: Security Policy Fundamentals

Lesson 2: Security Threats and Vulnerabilities

Topic A: Social Engineering

Topic B: Physical Threats and Vulnerabilities

Topic C: Network-Based Threats

Topic D: Wireless Threats and Vulnerabilities

Topic E: Software-Based Threats

Lesson 3: Network Security

Topic A: Network Devices and Technologies

Topic B: Network Design Elements and Components

Topic C: Implement Networking Protocols

Topic D: Apply Network Security Administration Principles

Topic E: Secure Wireless Traffic

Lesson 4: Managing Application, Data, and Host Security

Topic A: Establish Device/Host Security

Topic B: Application Security
Topic C: Data Security
Topic D: Mobile Security

Lesson 5: Access Control, Authentication, and Account Management

Topic A: Access Control and Authentication Services

Topic B: Implement Account Management Security Controls

Lesson 6: Managing Certificates

Topic A: Install a CA Hierarchy

Topic B: Enroll Certificates

Topic C: Secure Network Traffic by Using Certificates

Topic D: Renew Certificates

Topic E: Revoke Certificates

Topic F: Back Up and Restore Certificates and Private Keys

Lesson 7: Compliance and Operational Security

Topic A: Physical Security

Topic B: Legal Compliance

Topic C: Security Awareness and Training

Lesson 8: Risk Management

Topic A: Risk Analysis

Topic B: Implement Vulnerability Assessment Tools and Techniques

Topic C: Scan for Vulnerabilities

Topic D: Mitigation and Deterrent Techniques

Lesson 9: Managing Security Incidents

Topic A: Respond to Security Incidents

Topic B: Recover from a Security Incident

Lesson 10: Business Continuity and Disaster Recovery Planning

Topic A: Business Continuity

Topic B: Plan for Disaster Recovery

Topic C: Execute DRPs and Procedures

Program Description (CCNA):

1. Building a Simple Network

- Functions of Networking
- Host-to-Host Communications Model
- LANs
- Operating Cisco IOS Software
- Starting a Switch
- Ethernet and Switch Operation

- Troubleshooting Common Switch Media Issues

2. Establishing Internet Connectivity

- TCP/IP Internet Layer
- IP Addressing and Subnets
- TCP/IP Transport Layer
- Functions of Routing
- Configuring a Cisco Router
- Packet Delivery Process
- Enabling Static Routing
- Managing Traffic Using ACLs
- Enabling Internet Connectivity

3. Managing Network Device Security

- Securing Administrative Access
- Implementing Device Hardening
- Implementing Traffic Filtering with ACLs

4. Introducing IPv6

- Basic IPv6
- Configuring IPv6 Routing

5. Building a Medium-Sized Network

- Implementing VLANs and Trunks
- Routing Between VLANs
- Using a Cisco Network Device as a DHCP Server
- Troubleshooting VLAN Connectivity
- Building Redundant Switched Topologies
- Improving Redundant Switched Topologies with Ether Channel
- Layer 3 Redundancy

6. Troubleshooting Basic Connectivity

- Troubleshooting IPv4 Network Connectivity
- Troubleshooting IPv6 Network Connectivity

7. Wide-Area Networks

- WAN Technologies

- Configuring Serial Encapsulation
- Establishing a WAN Connection Using Frame Relay
- VPN Solutions
- Configuring GRE Tunnels

8. Implementing an EIGRP-Based Solution

- Implementing EIGRP
- Troubleshooting EIGRP
- Implementing EIGRP for IPv6

9. Implementing a Scalable, OSPF-Based Solution

- Implementing OSPF
- Multiarea OSPF IPv4 Implementation
- Troubleshooting Multiarea OSPF
- OSPFv3

10. Network Device Management

- Configuring Network Devices to Support Network Management Protocols
- Managing Cisco Devices
- Licensing

Length of the program:

7 Weeks (120.00 hours of instruction and 160 hours of lab work)

Start Date: Every Two Weeks

Course offering: Every month

Course Number- CGIHDP003

Call COMNet Group @1-847-458-8281 or visit www.comnetgroup.com

Fee:

Registration Fee: \$50

Tuition: \$13980

Lab Fee: \$

Books and Materials: \$2000

Cert Test Fee: \$1800

Total: \$17,380.00

May be paid in four equal monthly installments.

PROGRAM – II

IT MANAGEMENT PLUS TWO ELECTIVES

Our IT management course comprises of Project Management, ITIL foundations, Six Sigma Green Belt and Agile Project Management with SCRUM. This course prepares students to become proficient in IT management irrespective of the domain (finance, IT, insurance, marketing, sales). This course provides students with the knowledge and skills needed to master the project management concepts and attain the Project Management Professional (PMP®) certification, along with two of the electives selected. The students must choose two of the courses from the following: 1. Agile project \ product management with SCRUM 2. Six Sigma Green Belt 3. ITIL V3 foundations 4. QA with QTP. This course is intended to enhance a student's IT management experience with global terminology and the proven framework for leading and directing project teams and in delivering project results within the constraints of schedule, budget and resources.

Prerequisites

The prerequisites for this course are the same prerequisites that PMI requires in order to become a certified PMP:

- Bachelor's degree or global equivalent and 3 years of project management experience
- High school diploma or global equivalent and 5 years of project management experience
- Bachelor's degree and 3500 professional hours in management.

CIP: 52-1206

Project Management Course Outline:

Project Management Framework

- Project management and other management disciplines
- Project phases and project lifecycle
- Project Stakeholders and Organizational influences
- Project Processes, customizing process interactions
- Mapping of Project Management Processes

Project Integration Management

- Project Plan Development and execution
- Integrated change control Scope Management
- Initiation
- Project Charter
- Scope Planning
- Scope Definition (Covered in-depth)

- Scope Verification
- Scope Change Control Time Management
- Activity Definition, Activity Sequencing
- Activity Duration Estimating
- Schedule development and control Cost Management
- Resource Planning
- Cost Estimating
- Cost Budgeting and Control
- Resource Requirements and Estimate Cost

Quality Management

- Quality Planning

Quality Assurance

- Quality Control Human Resource Management

Organizational Planning

Staff Acquisition and Team Development

Risk Management

Risk Management Planning

Risk Identification

Qualitative and Quantitative Risk Analysis

Risk Response Planning

Risk Monitoring and Control

Communication Management

Communication Planning

Information Distribution

- Performance Reporting Procurement Management

Procurement Planning

Solicitation and Solicitation Planning

Source Selection

Contract Administration and Closeout

Agile-CSM Course Outline

- Develop quality software systems and products in reduced time using Agile practices.
- Mitigate uncertainty and risk by applying Agile values and principles.
- Apply the SCRUM framework to meet the specific operational needs of your business and focus on continuous improvement through embedded learning in the workplace.
- Adapt techniques to apply SCRUM to large scale and geographically distributed projects.

After completing classroom instruction, an additional 120 hours of study may be required before taking the certification exam.

Certification: Certified Scrum Professional

CIP: 15-1204 Computer Software Technology/Technician.

ITIL Management Foundations Course Outline

ITIL is a method of IT service management that provides a thorough set of IT best practices drawn from years of experience in both the public and private sector. This course covers the latest version of core ITIL best practices presented from a lifecycle perspective.

- The course introduces the principles and core elements of IT service management (ITSM) based on the current ITIL Edition.

Certification: ITIL Foundation Certificate in IT Service Management.

After completing classroom instruction, an additional 56 hours of study may be required before taking the certification exam.

CIP: 11-0103 Information Technology.

Lean Six Sigma Green Belt Course Outline:

The Six Sigma Green Belt operates in support of or under the supervision of a Six Sigma Black Belt, analyzes and solves quality problems and is involved in quality improvement projects. A Green Belt is someone with at least three years of work experience who wants to demonstrate his or her knowledge of Six Sigma tools and processes.

Certification: Six Sigma Green Belt Certification - CSSGB.

After completing classroom instruction, an additional 120 hours of study may be required before taking the certification exam.

CIP: 11-0202 Computer Programming, Specific Applications.

PMI-ACP Course Outline:

In this PMI-ACP course, you gain the skills necessary to help you prepare for the Project Management Institute's new PMI-Agile Certified Practitioner (PMI-ACP) SM credential exam. Through concentrated practice exams and workshops, you learn essential Agile terminology, tools and techniques, as well as the specialized elements within the PMI suggested reference materials required to pass the exam. Upon completion of this course, you will have created a personalized study plan identifying your specific strengths and weaknesses designed for ultimate exam success. Further, this course features extended class hours, providing you with the 21 contact hours/PDUs you need to take the PMI-ACP exam.

CIP: 11-0202 Computer Programming, Specific Applications.

Length of the program:

7 Weeks (280.00 Hours / 0.00 Credit Hours)

Start Date: Every Two Weeks

Course offering: Every month
Course Number: CGIITM003

Fee:

Registration Fee:	\$50.00
Tuition:	\$11,800.00
Lab Fee:	\$0.00
Books and Materials:	\$900.00
Cert Test Fee:	\$1000.00
Total:	\$13,750.0000

May be paid in four equal monthly installments.

PROGRAM – III

SAP ERP MANAGEMENT

Armed with an understanding of the comprehensive functionality in SAP CRM, SAP SD, SAP FICO, SAP HANA and SAP MM, you can manage the entire customer life cycle efficiently and intelligently. You'll learn how to optimize key processes, leverage various analytics and reporting tools, and assess your performance.

CIP: 11-0802 Data Modeling/Warehousing and Database Administration

Prerequisites

High School Diploma or GED; Associate's to Bachelor's degree a plus.

SAP CRM Fundamentals:

Armed with an understanding of the comprehensive functionality in SAP CRM, you can manage the entire customer life cycle efficiently and intelligently. You'll learn how to optimize key processes, leverage various analytics and reporting tools, and assess your performance.

After completing classroom instruction, an additional 440 hours of study may be required before taking the certification exam.

Certification: SAP Certified Application Associate – CRM with SAP CRM 7.0

SAP SD Fundamentals:

This configuration course of SAP SD covers the latest release of SAP ERP Central Component 5.0 and 6.0, and also SAP FICO, AND SAP Mobility. The course focuses on the complete end-to-end implementation of functionality related to the Sales and Distribution (SD) module. It will be helpful to SAP professionals who desire to utilize the SD module to its fullest capability.

Certification: SAP Certified Application Professional – Order Fulfillment with SAP ERP 6.0.

After completing classroom instruction, an additional 440 hours of study may be required before taking the certification exam.

CIP: 11-0203 Computer Programming, Vendor/Product Certification.

SAP HANA Fundamentals:

SAP HANA in-memory database can help applications zero-in on the information they need without wasting time sifting through irrelevant data. As a result, it delivers instant answers to complex queries and better decision making across the enterprise.

After completing classroom instruction, an additional 440 hours of study may be required before taking the certification exam.

Certification: SAP Certified Application Associate – SAP HANA 1.0

CIP: 11-0203 Computer Programming, Vendor/Product Certification.

SAP MM Fundamentals:

SAP MM Certification is one of the most demanded technology certifications offered to professionals demonstrating their expertise in handling SAP applications. SAP Materials Management (MM) helps organizations in managing purchase requisitions, external purchase documents, material documents, inventory management and so on. SAP MM certification demonstrates one's expertise in SAP MM module.

CIP: 11-0802 Data Modeling/Warehousing and Database Administration.

Length of the program:

16 Weeks (640.00 Hours / 0.00 Credit Hours)

Start Date: Every Two Weeks

Course offering: Every Quarter

Course Number: CGISAPERP003

Fee:

Registration Fee: \$50.00

Tuition: \$9500.00

Lab Fee: \$

Books and Materials: \$900.00

Cert Test Fee: \$900.00

Total: \$11,350.00

May be paid in four equal monthly installments.

PROGRAM – IV**DATABASE MANAGEMENT**

This Database training course will allow the student to gain the skills necessary for day-to-day administration of databases in Oracle or SAP HANA or MS Sql Admin or Big Data Administration. The primary audiences for this course are Database administrators, web server administrators, implementation specialists, data center support engineers, senior application designers and developers. This course also provides the hands-on experience to install, configure and manage the Apache Hadoop platform and its associated ecosystem. Attendees learn to monitor Hadoop using built-in functionality and associated tools like Ganglia. Additionally, they learn to optimize resource allocation related to the file system and MapReduce. This course also

covers techniques of ensuring robustness, efficiency and high availability using approaches such as redundancy and Name Node Federation. In addition to coverage of core Hadoop administration, attendees are exposed to the management of Pig, Hive, Zookeeper, Oozie and Hbase, as well as the challenges related to backup, recovery and security. Sqoop and Flume will be employed to demonstrate the migration of data into and out of Hadoop.

CIP: 11-0802 Data Modeling/Warehousing and Database Administration.

CIP: 11-0501 Computer Systems Analysis/Analyst.

CIP: 11-0802 Data Modeling/Warehousing and Database Administration.

Prerequisites

High School Diploma or GED, Associate's degree, or Bachelor's degree.

The primary audiences for this course are Database administrators, web server administrators, implementation specialists, data center support engineers, senior application designers and developers.

Certification: Oracle Database 11g Administrator Certified Associate, OPN Certified system administrators.

After completing classroom instruction an additional 120 hours of study may be required before taking certification exam.

CIP: 11-0802 Data Modeling/Warehousing and Database Administration.

MS SQL Server Admin:

In this course, you will develop an advanced understanding of complex Oracle database concepts, maintenance and recovery routines, and database management. You have an Oracle installation and need to broaden your knowledge of advanced Oracle administrative functionality so that you can maintain the healthiest possible database.

CIP: 11-0802 Data Modeling/Warehousing and Database Administration.

BIG DATA Development and Administration:

This course provides the hands-on experience to install, configure and manage the Apache Hadoop platform and its associated ecosystem. Attendees learn to monitor Hadoop using built-in functionality and associated tools like Ganglia. Additionally, they learn to optimize resource allocation related to the file system and MapReduce. This course also covers techniques of ensuring robustness, efficiency and high availability using approaches such as redundancy and Name Node Federation. In addition to coverage of core Hadoop administration, attendees are exposed to the management of Pig, Hive, ZooKeeper, Oozie and Hbase as well as the challenges related to backup, recovery and security. Sqoop and Flume will be employed to demonstrate the migration of data into and out of Hadoop.

CIP: 11-0501 Computer Systems Analysis/Analyst.

Length of the program:

12 Weeks (480.00 Hours / 0.00 Credit Hours)

Start Date: Every Two Weeks

Course offering: Every Quarter

Course Number: CGIDBA003

Fee:	
Registration Fee:	\$50
Tuition:	\$9000
Lab Fee:	\$
Books and Materials:	\$1200
Cert Test Fee:	\$1500
Total:	\$11,750.00
May be paid in four	equal monthly
installments.	

PROGRAM – V **TECHNICAL BUSINESS MANAGEMENT**

Our Technical management course comprises of Project Management or Six Sigma Green Belt or Agile project management with SCRUM along with the three below courses chosen as electives. This course prepares students to become proficient in Technical and Business Management irrespective of the domain (finance, IT, insurance, marketing, sales). This course provides students with the knowledge and skills needed to master the project management concepts and attain the Project Management Professional (PMP®) certification along with three of the electives selected. The students must choose three of the courses from the following: 1. Agile Project Management with SCRUM 2. Lean Six Sigma Green Belt 3. ITIL V3 foundations 4. Java Programming 5. SAP CRM 6. SAP SD 7. Quality Assurance with QTP 8. Agile Product Owner. 9. Business Analyst. 10. CCNA 11. Big Data Hadoop Dev and mgmt. This course is intended to enhance a student's IT management experience with global terminology and the proven framework for leading and directing project teams, and in delivering project results within the constraints of schedule, budget and resources.

CIP: 11-1002 System, Networking, and LAN/WAN Management/Manager.

CIP: 11-0203 Computer Programming, Vendor/Product Certification.

CIP: 11-0202 Computer Programming, Specific Applications.

CIP: 11-0103 Information Technology.

CIP: 11-0802 Data Modeling/Warehousing and Database Administration.

Prerequisites

High School Diploma, GED, or entry level job applicant

Project Management Course Outline:

Project Management Framework

- Project management and other Management disciplines
- Project phases and project lifecycle
- Project Stakeholders and Organizational influences
- Project Processes, customizing process interactions
- Mapping of Project Management Processes

Project Integration Management

- Project Plan Development and execution
- Integrated change control Scope Management
- Initiation
- Project Charter
- Scope Planning
- Scope Definition (Covered in depth)
- Scope Verification
- Scope Change Control Time Management
- Activity Definition, Activity Sequencing
- Activity Duration Estimating
- Schedule development and control Cost Management
- Resource Planning
- Cost Estimating
- Cost Budgeting and Control
- Resource Requirements and Estimate Cost

Quality Management

- Quality Planning

Quality Assurance

- Quality Control Human Resource Management

Organizational Planning

Staff Acquisition and Team Development

Risk Management

Risk Management Planning

Risk Identification

Qualitative and Quantitative Risk Analysis

Risk Response Planning

Risk Monitoring and Control

Communication Management

Communication Planning

Information Distribution

- Performance Reporting Procurement Management

Procurement Planning

Solicitation and Solicitation Planning

Source Selection

Contract Administration and Closeout

Agile-CSM Course Outline

- Develop quality software systems and products in reduced time using Agile practices.
- Mitigate uncertainty and risk by applying Agile values and principles.
- Apply the SCRUM framework to meet the specific operational needs of your business and focus on continuous improvement through embedded learning in the workplace.
- Adapt techniques to apply SCRUM to large scale and geographically distributed projects.

After completing classroom instruction, an additional 120 hours of study may be required before taking the certification exam.

Certification: Certified Scrum Professional

CIP: 15-1204 Computer Software Technology/Technician.

ITIL Management Foundations Course Outline

ITIL is a method of IT service management that provides a thorough set of IT best practices drawn from years of experience in both the public and private sector. This course covers the latest version of core ITIL best practices presented from a lifecycle perspective.

- The course introduces the principles and core elements of IT service management (ITSM) based on the current ITIL Edition.

Certification: ITIL Foundation Certificate in IT Service Management.

After completing classroom instruction, an additional 56 hours of study may be required before taking the certification exam.

CIP: 11-0103 Information Technology.

Lean Six Sigma Green Belt Course Outline:

The Six Sigma Green Belt operates in support of or under the supervision of a Six Sigma Black Belt, analyzes and solves quality problems and is involved in quality improvement projects. A Green Belt is someone with at least three years of work experience who wants to demonstrate his or her knowledge of Six Sigma tools and processes.

Certification: Six Sigma Green Belt Certification - CSSGB.

After completing classroom instruction, an additional 120 hours of study may be required before taking the certification exam.

CIP: 11-0202 Computer Programming, Specific Applications.

PMI-ACP Course Outline:

In this PMI-ACP course, you gain the skills necessary to help you prepare for the Project Management Institute's new PMI-Agile Certified Practitioner (PMI-ACP) SM credential exam. Through concentrated practice exams and workshops, you learn essential Agile terminology, tools and techniques, as well as the specialized elements within the PMI suggested reference materials required to pass the exam. Upon completion of this course you will have created a personalized study plan identifying your specific strengths and weaknesses designed for ultimate exam success. Further, this course features extended class hours, providing you with the 21 contact hours/PDUs you need to take the PMI-ACPSM exam.

CIP: 11-0202 Computer Programming, Specific Applications.

Android Software Development:

In this course, participants learn to build robust business applications for Android phones and tablets, and to integrate them with enterprise systems. Specifically, they learn to create intuitive, reliable software using activities, services and intents; design engaging user interfaces that work seamlessly with a range of phones and tablets; and sign and publish completed programs in the Android Market for widespread distribution. Best when bundled with JAVA Programming Program.

Who should attend - Java programmers who are new to Android development and need to create professional mobile applications, who have knowledge of Java at the level of Java-CGI001.

Certification: Certified Developer - Google Android.

After completing classroom instruction, an additional 120 hours of study may be required before taking certification exam.

Established in 2005

CIP: 11-0203 Computer Programming, Vendor/Product Certification.

Java Programming:

Java is an object-oriented programming language. Java is in the same family as C and C++ and solves many of their complexities (pointers, memory allocation, multiple inheritance, etc.). Java is also a portable language, and compiled Java programs run without recompilation on MAC, Microsoft Windows, UNIX and other platforms. Java is a mature language that can be used to write entire stand alone or server applications. Java has become the dominant platform for modern software development for reasons of reliability, maintainability and ease of development.

Who should attend - Anyone developing a Java application that has previous experience with a programming language such as C, JavaScript, PHP or COBOL.

Certification: Oracle Certified Professional, Java SE 5 Programmer.

After completing classroom instruction, an additional 120 hours of study may be required before taking the certification exam.

Established in 2005

CIP: 11-0203 Computer Programming, Vendor/Product Certification

Quality Assurance with QTP:

The proper testing of software can save an organization time, effort and money. In this course, software professionals and managers gain thorough knowledge of testing approaches that can be integrated into the software life cycle. Through hands-on exercises you learn how to build testing methods into your work process to correctly design products that are functional and maintainable. In this course, you apply software testing methods throughout the development life cycle, ensuring software functions properly and are more easily maintainable, thereby saving your organization time, effort, and money.

Certification: Software Quality Engineer Certification - CSQE.

After completing classroom instruction, an additional 280 hours of study may be required before taking the certification exam.

Established in 2005

CIP: 11-0203 Computer Programming, Vendor/Product Certification.

Length of the program:

12 Weeks (480.00 Hours / 0.00 Credit Hours)

Start Date: Every Two Weeks

Course offering: Every Quarter

Course Number: CGITBM003

Fee:

Registration Fee:	\$50.00
Tuition:	\$18,800.00
Lab Fee:	\$
Books and Materials:	\$1200.00
Cert Test Fee:	\$1300.00
Total:	\$21,350.00

May be paid in four equal installments

1.35 Academic Catalog Acknowledgement

My signature acknowledges that I have read the COMNet GROUP INC. Catalog for 2021-22. I understand that I am expected to adhere to the policies set forth in this Catalog. I understand, however, that the policies in this catalog are not terms or conditions of training or any such contract, that these policies may be changed unilaterally by the training school from time to time, and that there may be other things expected of me that are not reflected in the Catalog.

SIGNATURE: _____

NAME (print): _____

DATE: _____