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SCHOOL CATALOG

Academic Year 2026–2027

Volume 7

VIRGINIA CAMPUS

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The Virginia Campus is Certified to operate by the State Council of Higher Education for Virginia (SCHEV).

NORTH CAROLINA CAMPUS

4000 Centregreen Way, Suite 140
Cary, NC 27513
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The North Carolina Campus is licensed by the North Carolina State Board of Community Colleges (NCCCB). The State Board of Community Colleges is not an accrediting agency.

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CERTIFICATION OF CATALOG ACCURACY

I certify that this School Catalog is true and accurate in content and reflects the programs, policies, procedures, tuition and fees, and regulatory approvals of Great Horizons Career Centers as of the effective date of this catalog.

Authorized Representative	School Director Title	3/1/2026 Date

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MISSION

The purpose of Great Horizons Career Centers is to provide career-specific computer technical and applications training related to in-demand fields in business and technology. Great Horizons Career Centers empowers people to succeed through learning.

OUR VALUES

- Act with integrity, ethics, and honesty
- Celebrate success and recognize outstanding achievement
- Treat everyone with respect
- Succeed through teamwork
- Take initiative and expect accountability
- Exceed customer expectations
- Perform with passion and commitment to surpass our goals

OUR VISION

The vision of Great Horizons Career Centers is to be the first choice for career development.

OUR HISTORY

Nikcor Learning Group LLC operates two separate business entities, offering a variety of training options.

The first of the two divisions, Great Horizons Learning, has a mission to deliver IT career development training on-site, in class, and online for corporate clients seeking to upskill their current staff. Great Horizons is a channel partner and authorized vendor to companies that have been delivering training for over 40 years to help individuals achieve their career goals. Over the years, we have taken extraordinary pride in delivering training and career services that go far beyond the classroom experience.

Great Horizons Learning offers a wide range of technology, business, and leadership training programs, partnering with industry leaders such as Microsoft, Cisco, CompTIA, VMware, and ITIL.

The second division, Great Horizons Career Centers, has a mission to deliver effective IT career training to individual students so they may gain IT skills, knowledge, and study support to successfully pass exams and obtain internationally recognized certifications toward IT employment. The institution supports students' employment efforts through Career Services assistance and partnerships with IT and technology sector employers. Great Horizons Career Centers is an authorized CompTIA, EC-Council, CertNexus, and Microsoft training partner.

OWNERSHIP / ADMINISTRATION / SCHOOL DIRECTOR

Nikcor Learning Group LLC, doing business as Great Horizons Career Centers, is a Woman-Owned Small Business (WOSB) and a Historically Underutilized Business (HUB), majority-owned by Debra Lee.

With a Master Certification in eLearning from North Carolina State University and a Master's Degree in Library and Information Systems from the University of North Carolina Greensboro, School Director Debra Lee has over 20 years of experience in education and adult instruction. She oversees all operations to ensure the delivery of quality computer training, effective career development instruction, and individualized student support.

Throughout her career, Debra has earned certifications in Microsoft, Google, Apple, and Lean Six Sigma Green Belt. She has served in multiple roles, including Instructor, and brings experience in curriculum development, classroom management, and educational best practices. She remains a dedicated advocate for education and student success.

Brandy Gabbard – Director of Compliance
Layton Clark – Director of Career Programs and Point of Contact (POC) for academic and financial advising, including access to disability counseling.

ACCREDITATION STATUS

Great Horizons Career Centers is not accredited by any institutional accrediting agency recognized by the U.S. Department of Education.

HOME-STATE AUTHORIZATION

Great Horizons Career Centers is licensed by the North Carolina State Board of Community Colleges (Office of Proprietary Schools). The State Board of Community Colleges is not an accrediting agency.

CLASSROOMS

Students benefit from state-of-the-art classrooms equipped with appropriate technology. Each student is provided with an individual classroom computer with monitors and a unique login to the Learning Management System (LMS). Classrooms are climate-controlled, and facilities include accessible restrooms and break rooms for student use.

CLASS SIZE

Class size allows up to 24 students. The average student-to-teacher ratio in both lecture and lab settings is 24:1. The student-to-equipment ratio is 1:1.

SPECIAL NEEDS

Great Horizons Career Centers welcomes applicants with special needs. Applicants must meet the same admissions criteria as all other students. If a student has physical or educational needs, the institution will assess these circumstances during enrollment to determine and provide reasonable accommodations where appropriate.

AMERICANS WITH DISABILITIES ACT (ADA)

Great Horizons Career Centers complies with the Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA). The institution does not discriminate against qualified individuals with disabilities in admission, access to programs, services, or activities.

CAREER SERVICES

Student Services provides academic support including study plan coordination, attendance follow-up, academic advising, and general support for both distance and in-person learners. Student Services monitors engagement and refers students to additional support when necessary.

Career Services offers assistance with résumé development, interview preparation, job search strategies, and employer referrals to support student employment readiness and job placement.

PROGRAMS

***Program Approval**
Every program delivered at Great Horizons Career Centers Virginia campus has been formally approved by the GHCC governing board.

CompTIA Tech+ Certification Preparation Program

Program Description

This program provides students with the fundamental skills and concepts required to maintain, support, and work efficiently with personal computers.

Program Objectives

Upon successful completion, students will be able to:

- Set up a computer workstation and use basic software applications
- Explain the functions and types of devices used within a computer system
- Apply basic computer maintenance and support principles
- Describe principles of software and database development
- Configure computers and mobile devices to connect to networks and the internet
- Identify basic security issues affecting computers and networks

Program Topics

- Computer hardware fundamentals
- Operating systems basics
- Software applications
- Networking fundamentals
- Introduction to security concepts

Program Details

- **Length:** 30 Hours
- **Lecture:** 21 Hours
- **Lab:** 9 Hours

Tuition and Fees

- **Tuition:** $2,761
- **Courseware:** $151
- **Labs:** $38
- **Total Cost:** $2,950

Credential Awarded

Great Horizons Career Centers Certificate of Completion

Note: No previous knowledge is needed.

CompTIA A+ Certification Preparation Program

Program Description

This program prepares students with foundational knowledge of computer hardware, operating systems, networking, and troubleshooting techniques.

Program Objectives

Upon successful completion, students will be able to:

- Maintain and troubleshoot Microsoft Windows systems
- Install, configure, and maintain operating systems
- Manage users, workstations, and shared resources
- Apply workstation and data security concepts
- Troubleshoot hardware, software, and security issues

Program Topics

- Hardware and peripheral devices
- Operating systems
- Networking fundamentals
- Mobile devices
- Security concepts
- Operational procedures and professional practices

Program Details

- **Length:** 60 Hours
- **Lecture:** 45 Hours
- **Lab:** 15 Hours

Tuition and Fees

- **Tuition:** $4,208
- **Courseware:** $594
- **Labs:** $148
- **Total Cost:** $4,950

Credential Awarded

Great Horizons Career Centers Certificate of Completion

Note: No previous knowledge is needed.

Microsoft Fundamentals Certification Preparation Program

Program Description

This program provides foundational knowledge of cloud concepts, Microsoft Azure services, security, compliance, identity, and Microsoft 365 cloud offerings. Students gain hands-on experience with Power Platform tools including PowerApps, Power BI, and automation workflows.

Program Objectives

Upon successful completion, students will be able to:

- Describe cloud computing concepts and service models
- Identify Azure services, workloads, pricing, and support
- Explain security, compliance, and identity fundamentals
- Demonstrate basic Power Platform functionality
- Analyze data using Power BI

Program Topics

- Cloud computing concepts

- Microsoft Azure services
- Security, compliance, and identity
- Microsoft 365 fundamentals
- Power Platform fundamentals

Program Details

- **Length:** 40 Hours
- **Lecture:** 31 Hours
- **Lab:** 9 Hours

Tuition and Fees

- **Tuition:** $4,714
- **Courseware:** $225
- **Labs:** $56
- **Total Cost:** $4,995

Credential Awarded

Great Horizons Career Centers Certificate of Completion

Note: No previous knowledge is needed.

CompTIA Network+ Certification Preparation Program

Program Description

This program provides instruction in networking technologies and systems, including configuration, management, and troubleshooting of modern networks.

Program Objectives

Upon successful completion, students will be able to:

- Explain network models and protocols
- Install and configure switched and routed networks
- Monitor and troubleshoot network performance
- Implement network security controls

- Identify site policies and best practices

Program Topics

- Network models and traffic
- Switching and routing
- Wireless technologies
- Network security
- Wide area network (WAN) technologies

Program Details

- **Length:** 30 Hours
- **Lecture:** 22 Hours
- **Lab:** 8 Hours

Tuition and Fees

- **Tuition:** $2,238
- **Courseware:** $570
- **Labs:** $142
- **Total Cost:** $2,950

Credential Awarded

Great Horizons Career Centers Certificate of Completion

Note: CompTIA A+ content or equivalent education and experience is recommended.

CompTIA Security+ Certification Preparation Program

Program Description

This program provides foundational cybersecurity instruction focused on identifying threats, implementing security controls, and managing risk within enterprise environments.

Program Objectives

Upon successful completion, students will be able to:

- Identify threat actors, attack vectors, and vulnerabilities

- Apply security technologies and controls
- Explain risk management and governance concepts
- Implement secure network and application solutions
- Respond to cybersecurity incidents

Program Topics

- Threats and vulnerabilities
- Security technologies
- Identity and access management
- Cryptography fundamentals
- Incident response

Program Details

- **Length:** 30 Hours
- **Lecture:** 20 Hours
- **Lab:** 10 Hours

Tuition and Fees

- **Tuition:** $2,163
- **Courseware:** $630
- **Labs:** $157
- **Total Cost:** $2,950

Credential Awarded

Great Horizons Career Centers Certificate of Completion

Note: CompTIA A+ content or equivalent experience is recommended.

CompTIA Cloud+ Certification Preparation Program

Program Description

This program prepares students to implement, maintain, and deliver cloud technologies, including networking, storage, and virtualization solutions across cloud environments.

Program Objectives

Upon successful completion, students will be able to:

- Deploy and manage cloud infrastructure
- Implement cloud security controls
- Automate cloud environments
- Monitor and troubleshoot cloud systems

Program Topics

- Cloud architecture
- Virtualization technologies
- Cloud security
- Automation and orchestration
- Monitoring and troubleshooting

Program Details

- **Length:** 30 Hours
- **Lecture:** 22 Hours
- **Lab:** 8 Hours

Tuition and Fees

- **Tuition:** $2,238
- **Courseware:** $570
- **Labs:** $142
- **Total Cost:** $2,950

Credential Awarded

Great Horizons Career Centers Certificate of Completion

Note: CompTIA A+ and Network+ content or equivalent experience is recommended.

CompTIA CySA+ Certification Preparation Program

Program Description

This program introduces tools and methodologies to manage cybersecurity risks, analyze threats, collect and interpret security intelligence, and respond to incidents.

Program Objectives

Upon successful completion, students will be able to:

- Assess cybersecurity risk
- Analyze threats and attack techniques
- Collect and analyze security data
- Respond to cybersecurity incidents
- Support organizational security architecture

Program Topics

- Threat analysis
- Vulnerability management
- Security monitoring
- Incident response
- Cybersecurity intelligence

Program Details

- **Length:** 30 Hours
- **Lecture:** 21 Hours
- **Lab:** 9 Hours

Tuition and Fees

- **Tuition:** $2,163
- **Courseware:** $630
- **Labs:** $157
- **Total Cost:** $2,950

Credential Awarded

Great Horizons Career Centers Certificate of Completion

Note: CompTIA A+, Network+, and Security+ content or equivalent experience is recommended.

Certified Ethical Hacker (CEH) Certification Preparation Program

Program Description

This program provides in-depth instruction on ethical hacking concepts, attack vectors, and countermeasures used to assess and strengthen system security.

Program Objectives

Upon successful completion, students will be able to:

- Identify system vulnerabilities
- Conduct ethical penetration testing
- Assess organizational security posture
- Recommend remediation strategies

Program Topics

- Ethical hacking methodologies
- Network and system penetration testing
- Vulnerability assessment
- Security countermeasures

Program Details

- **Length:** 40 Hours
- **Lecture:** 30 Hours
- **Lab:** 10 Hours

Tuition and Fees

- **Tuition:** $2,996
- **Courseware:** $799
- **Labs:** $200
- **Total Cost:** $3,995

Credential Awarded

Great Horizons Career Centers Certificate of Completion

Note: CompTIA A+, Network+, and Security+ content or equivalent experience is recommended.

AI Essentials Certification Preparation Program

Program Description

This program provides foundational knowledge of artificial intelligence concepts, data fundamentals, automation, and ethical considerations related to AI technologies.

Program Objectives

Upon successful completion, students will be able to:

- Explain core artificial intelligence concepts
- Identify practical applications of AI in business and technology
- Describe data fundamentals used in AI systems
- Explain ethical, privacy, and responsible AI considerations

Program Topics

- Artificial intelligence fundamentals
- Machine learning concepts
- Data literacy
- Automation technologies
- Ethics and responsible AI

Program Details

- **Length:** 30 Hours
- **Lecture:** 18.5 Hours
- **Lab:** 11.5 Hours

Tuition and Fees

- **Tuition:** $3,866
- **Courseware:** $103
- **Labs:** $26
- **Total Cost:** $3,995

Credential Awarded

Great Horizons Career Centers Certificate of Completion

Note: No previous knowledge is needed.

Lean Six Sigma – Green Belt Certification Preparation Program

Program Description

This program introduces tools, techniques, and methodologies used to lead Lean Six Sigma projects focused on process improvement and operational efficiency.

Program Objectives

Upon successful completion, students will be able to:

- Apply the DMAIC problem-solving framework
- Analyze and improve organizational processes
- Reduce waste and defects
- Support data-driven decision-making

Program Topics

- Lean Six Sigma principles
- DMAIC methodology
- Process analysis
- Continuous improvement tools

Program Details

- **Length:** 30 Hours
- **Lecture:** 25 Hours
- **Lab:** 5 Hours

Tuition and Fees

- **Tuition:** $3,500
- **Courseware:** $360
- **Labs:** $90

- **Total Cost:** $3,950

Credential Awarded

Great Horizons Career Centers Certificate of Completion

Note: No previous knowledge is needed.

IT Support Specialist Program

Program Description

This program is designed to provide students with the skills and knowledge required to deliver technical assistance, resolve computer problems, and support hardware, software, printing, and operating systems in professional environments.

Program Objectives

Upon successful completion, students will be able to:

- Provide technical support to end users
- Diagnose and resolve hardware and software issues
- Maintain and configure computer systems
- Recommend system improvements to enhance performance

Program Topics

- Computer systems support
- Hardware and software troubleshooting
- Operating systems
- Technical support practices

Program Details

- **Total Program Clock Hours:** 120

Tuition and Fees

- **Tuition:** $9,207
- **Courseware**: $1,314
- **Labs:** $329
- **Total Cost:** $10,850

Credential Awarded

Great Horizons Career Centers Certificate of Completion

Note: This program starts at a beginner level.

Information Security Program

Program Description

This program prepares students with the skills required to plan, implement, and monitor security measures to protect computer networks and information systems.

Program Objectives

Upon successful completion, students will be able to:

- Assess system vulnerabilities
- Implement risk mitigation strategies
- Apply security controls
- Respond to security breaches and incidents

Program Topics

- Information security fundamentals
- Risk assessment and mitigation
- Security monitoring
- Incident response

Program Details

- **Total Program Clock Hours:** 90

Tuition and Fees

- **Tuition:** $6,564
- **Courseware:** $1,829
- **Labs:** $457
- **Total Cost:** $8,850

Credential Awarded

Cyber Warrior Program

Program Description

This program is designed to provide students with the skills required to analyze, troubleshoot, and evaluate network systems and cybersecurity environments.

Program Objectives

Upon successful completion, students will be able to:

- Configure and maintain network systems
- Analyze and respond to cybersecurity threats
- Perform network troubleshooting
- Apply cybersecurity best practices

Program Topics

- Network management
- Cybersecurity operations
- Threat analysis
- Incident response

Program Details

- **Total Program Clock Hours:** 210

Tuition and Fees

- **Tuition:** $15,771
- **Courseware:** $3,143
- **Labs:** $786
- **Total Cost:** $19,700

Credential Awarded

Great Horizons Career Centers Certificate of Completion

Note: This program starts at a beginner level.

Cyber Security Specialist Program

Program Description

This program provides students with foundational knowledge of computer systems, network configuration, and security practices to support cybersecurity operations.

Program Objectives

Upon successful completion, students will be able to:

- Safeguard digital information
- Implement security controls
- Monitor system access and activity
- Support organizational security operations

Program Topics

- Cybersecurity fundamentals
- Network security
- Security monitoring
- Incident handling

Program Details

- **Total Program Clock Hours:** 240

Tuition and Fees

- **Tuition:** $19,271
- **Courseware:** $3,505
- **Labs:** $874
- **Total Cost:** $23,650

Credential Awarded

Great Horizons Career Centers Certificate of Completion

ADMISSIONS

Program Admission

1. Be at least 18 years of age.
2. Complete the Great Horizons Career Centers Student Application.
3. Have a consultation with a Great Horizons Career Centers Admissions Advisor to review the application, evaluate skill and experience levels, and identify education and career goals.
4. Establish and agree upon payment method.
5. Complete the Student Enrollment Packet.
6. Complete an entrance assessment. The purpose of this assessment is for placement assistance and identification of academic support needs. The assessment is not used to deny admission.
7. Students must include **one** of the following:

   A. Secondary Education – copy of a U.S. high school diploma or high school transcript
   B. A recognized high school equivalency credential (GED or equivalent)
   C. A foreign secondary credential that has been evaluated and determined equivalent to a U.S. high school diploma by a recognized credential evaluation service.

   *Submission of post-secondary transcripts does not waive the requirement to document completion of secondary education.

   Copies will be retained in the student record.

Secondary Education Documentation Exception

In limited circumstances where official secondary education records are unavailable and cannot reasonably be obtained, Great Horizons Career Centers (GHCC) may accept a signed student attestation affirming completion of secondary education or its recognized equivalent.

Students requesting this exception must provide a written explanation of why their official records are unavailable and cannot reasonably be obtained, along with a signed attestation confirming completion of secondary education or its recognized equivalent. GHCC will retain the written explanation and signed attestation in the student's file, along with documentation of its due diligence, including attempts to obtain or verify the records, when applicable.

Some employers and licensing bodies may require official proof of high school graduation or its equivalent. A signed student attestation may not satisfy those requirements. This disclosure is also included in the Enrollment Agreement signed by the student.

Non-Discrimination

Great Horizons Career Centers is an equal opportunity educational institution and does not discriminate on the basis of race, color, creed, religion, gender, or age.

Drug-Free Workplace and Campus Policy

Great Horizons Career Centers is committed to maintaining a drug-free workplace and educational environment. The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances is prohibited on school premises or as part of any school-related activity.

The following actions are strictly prohibited:

- Use, possession, distribution, or sale of illegal drugs or controlled substances.
- Abuse of prescription medications.
- Being under the influence of alcohol or illegal substances while engaged in school activities.

Students who violate this policy are subject to disciplinary action, up to and including termination from the program. Violations may also be reported to appropriate authorities when required by law.

Great Horizons Career Centers will provide information regarding drug counseling, rehabilitation, and assistance programs upon request.

Privacy Policy

https://train.greathorizonslearning.com/privacy-policy

Acceptable Use Policy

https://train.greathorizonslearning.com/ghl-acceptable-use-policy

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Policy for Granting Credit

Prior education and training, including coursework from other schools, military training, and relevant industry certifications or work experience, may be evaluated for potential

credit before enrollment. Students must submit appropriate documentation, such as official transcripts, training records, or certificates, for review by the School Director or designee. If credit is granted, required program clock hours and program length are reduced by the equivalent approved hours, and tuition is reduced proportionally based on the percentage of hours waived. Any approved credit and resulting adjustments are documented in the student's file and reflected in the enrollment agreement.

In determining whether to award credit, the school compares the content, level, and recency of the prior learning to the objectives of the GHCC module or program. Credit may be awarded when prior coursework, military training, or work experience is substantially equivalent to the skills and knowledge taught in the program (for example, performing the same job duties, using the same technologies, or holding a current industry certification that covers the same competencies).

Transfer of Credit

Credits, certificates, or credentials earned at Great Horizons Career Centers are not guaranteed to transfer to another institution. Transferability of credit is determined solely by the receiving institution.

Credit Transfer Guarantee

Credit earned for coursework in Virginia may be transferred to any GHCC location that offers the same credential, as part of the existing program of study.

TUITION, COURSEWARE & SUPPLIES

Great Horizons Career Centers does not charge registration fees. Courseware is solely available through Great Horizons Career Centers.

Tuition and Fees Chart

Program Name	Tuition	Courseware	Labs	Total Program Cost
CompTIA Tech+ Certification Preparation Program	$2,761	$151	$38	$2,950
CompTIA A+ Certification Preparation Program	$4,208	$594	$148	$4,950

Program Name	Tuition	Courseware	Labs	Total Program Cost
Microsoft Fundamentals Certification Preparation Program	$4,714	$225	$56	$4,995
CompTIA Network+ Certification Preparation Program	$2,238	$570	$142	$2,950
CompTIA Security+ Certification Preparation Program	$2,163	$630	$157	$2,950
CompTIA Cloud+ Certification Preparation Program	$2,238	$570	$142	$2,950
CompTIA CySA+ Certification Preparation Program	$2,163	$630	$157	$2,950
Lean Six Sigma - Green Belt Certification Preparation Program	$3,500	$360	$90	$3,950
CEH Certification Preparation Program	$2,996	$799	$200	$3,995
AI Essentials Certification Preparation Program	$3,866	$103	$26	$3,995
IT Support Specialist Program	$9,207	$1,314	$329	$10,850
Information Security Program	$6,564	$1,829	$457	$8,850
Cyber Warrior Program	$15,771	$3,143	$786	$19,700
Cyber Security Specialist Program	$19,271	$3,505	$874	$23,650

Fee Category	Charge
Supplies	No Fee Charge
Tools	No Fee Charge
Student Activities	No Fee Charge
Service Charge	No Fee Charge

Fee Category	Charge
Deposits	No Fee Charge
Rentals	N/A
Room and Board	N/A

Payment Methods

Accepted payment methods:

- Education Loans
- Credit Card
- Check or Money Order
- Bank ACH Payment
- Government-funded programs

Financial Aid

Great Horizons Career Centers does not participate in Title IV federal student loan programs. As of the 2024–2025 award year, 0% of students received federal student loan aid.

CANCELLATIONS AND REFUNDS

Cancellation Policy

A student applicant shall be provided a period of at least three (3) business days, excluding weekends and holidays, after signing the enrollment agreement to cancel enrollment and receive a refund of all monies paid. The exact cancellation deadline will be stated in the enrollment agreement.

Refund Policy

The following is the school’s refund policy for Virginia-approved programs and applies to all students enrolled in Virginia programs. Refunds are calculated based on scheduled program time attended through the last date of attendance. Approved leaves of

absence, suspensions, and school holidays are excluded from attendance calculations. Instructional materials are non-refundable once used or required for completed portions of the program.

A full refund of all monies paid, including tuition, courseware, and laboratory fees, will be made if enrollment is determined to have been procured through misrepresentation, administrative error, or if the student was enrolled in a program for which they did not meet admissions requirements, or if the school cancels or discontinues a program after enrollment. This provision applies to all students regardless of program location or funding source.

After the cancellation period and up to the first scheduled class day of the session, refunds will include all tuition and fees paid.

A student who withdraws or is terminated during the first quartile (up to and including 25%) of the program shall be entitled to a minimum refund amounting to 75% of the cost of the program.

A student who withdraws or is terminated during the second quartile (more than 25% but less than 50%) of the program shall be entitled to a minimum refund amounting to 50% of the cost of the program.

A student who withdraws or is terminated during the third quartile (more than 50% but less than 75%) of the program shall be entitled to a minimum refund amounting to 25% of the cost of the program.

A student who withdraws after completing more than three quartiles (75%) of the program shall not be entitled to a refund.

Approved leaves of absence and school holidays are not counted as attendance for refund calculation purposes.

Refund Processing Timeline

Refunds will be issued within forty-five (45) days after the earlier of:
(1) the date the school receives the student's official notice of withdrawal, if applicable; or
(2) the student's last date of attendance.

SCHOOL CALENDAR

Office Hours: Monday–Friday, 9:00 AM – 5:00 PM (EST)

Quarter	Start Date	End Date
Q1	July 1, 2026	Sept 30, 2026
Q2	Oct 1, 2026	Dec 31, 2026
Q3	Jan 1, 2027	Mar 31, 2027
Q4	Apr 1, 2027	Jun 30, 2027

Holiday Schedule 2026–2027

- **Independence Day** — July 3
- **Labor Day** — September 7
- **Thanksgiving Break** — November 26–27
- **Winter Break** — December 21 – January 1
- **New Year's Day** — January 1
- **Martin Luther King Jr. Day** — January 18
- **Memorial Day** — May 31

ATTENDANCE

Students must attend at least 80% of the scheduled program clock hours. Attendance is recorded daily, including time in and time out. Students who miss more than 20% of scheduled clock hours will receive a grade of Incomplete and may be subject to termination in accordance with academic and attendance policies.

Approved leaves of absence are governed by the Leave of Absence policy outlined in the Policies & Procedures section of this catalog. Students on an approved leave of absence are not considered withdrawn during the approved leave period.

Tardiness and Absences

Students must arrive at class on time. Tardiness will be tracked.

Any student who anticipates being late to, or absent from class, must call or email Student Services and provide the following information:

- First and last name
- Program

- Date
- Expected arrival time (or reason for absence if absent)

Students must attend a minimum of 80% of the clock hours in each program. Students who miss more than 20% of the clock hours will receive a grade of Incomplete.

If a student does not meet expected attendance requirements, Student Services will notify and advise the student regarding consequences and corrective actions.

Note: If a student's attendance issue is not corrected within thirty (30) instructional days from the last program date, the Incomplete grade will be changed to Fail**,** and the student will be evaluated for Satisfactory Academic Progress (SAP)**.** Failure to meet SAP standards may result in Academic Probation in accordance with the SAP policy. Continued failure to meet SAP requirements may result in termination of enrollment and cancellation of future programs.

DEFINITIONS

Official Withdrawal:
A student-initiated withdrawal communicated to Student Services.

Unofficial Withdrawal:
Occurs when a student ceases attendance without providing formal notice.

Excused Absence:
An absence approved by the institution for documented reasons in accordance with policy.

Unexcused Absence:
Any absence not approved or documented as excused.

Satisfactory Academic Progress (SAP)

Great Horizons Career Centers (GHCC) evaluates Satisfactory Academic Progress (SAP) at the program level. Each program is treated as one continuous period of instruction for academic purposes.

Evaluation and Standards

1. Timing of Evaluation

A formal SAP evaluation occurs upon program completion. Instructors and Student Services monitor attendance and academic performance throughout training, as

documented through official attendance reports and final grade transcripts, to ensure students remain on track.

2. Academic Standard

Students must achieve a minimum final grade of 70 percent or higher to successfully complete the program.

3. Attendance Standard

Students must complete at least 80 percent of scheduled clock hours for the program.

Students may make up missed hours within thirty (30) instructional days of the end of the program unless otherwise approved by the School Director. During this 30-day make-up period, students are not considered unsatisfactory and remain eligible to start their next program.

If satisfactory attendance is not achieved within the make-up period, the student will fail SAP and will be placed on Academic Probation, subject to the 90-day probation limit described below.

4. Completion Standard

All program requirements, including labs, assignments, and exams, must be successfully completed within the published maximum time frame of one 1 year from the original program start date. All probationary or make-up periods must still fall within the one-year maximum timeframe for program completion.

5. Program Length, Tuition, and One-Year Maximum

Tuition is charged as a flat amount for the published program and is not increased if a student takes additional time to complete the program within the one-year maximum time frame. Students who do not complete all program requirements within one year of the original program start date are withdrawn from the program and evaluated for refunds based on the percentage of scheduled clock hours attended through the last date of attendance, in accordance with the school's refund policy.

Additional Guidance: Academic Incompletes

A grade of "I" may be issued when circumstances prevent a student from completing coursework by the last scheduled day of the program. Students have 30 instructional days from the program end date to complete outstanding work unless otherwise approved by the School Director. If coursework is not submitted by the deadline, the Incomplete converts to the earned grade.

Academic Probation Policy

A student who does not meet the minimum Satisfactory Academic Progress (SAP) standards at the end of a program will be placed on Academic Probation for one

evaluation period. The probationary period allows the student to repeat the program or the unsatisfactory portion once, within a defined timeframe not to exceed ninety (90) instructional days.

If the student achieves a final grade of 70 percent or higher and meets all attendance requirements by the end of the probationary period, the student will be returned to Good Standing and eligible to continue future enrollment.

If the student does not achieve satisfactory progress during the first probationary period, a second and final probation may be granted with written administrative approval. When a second probationary period is approved, the school will provide documented counseling and outline performance expectations and required corrective actions. This documentation will be maintained in the student's permanent academic file.

If the student fails to meet the minimum SAP standards by the end of the second probationary period or if a second probation is denied, the student's enrollment will be terminated and all future programs canceled.

Students who wish to seek readmission after termination must contact Student Services. Readmission is not guaranteed and, if granted, the student may be required to repeat the entire program at the tuition rate in effect at the time of readmission.

Re-admittance to a Program

If terminated from a training program, refunds will be applied in accordance with the school's refund policy. A student who is terminated from Great Horizons Career Centers may apply for readmission and, if readmitted, may be required to pay the tuition rate in effect at the time of readmission.

Leave of Absence Policy

Leaves of absence are permitted for enrolled students under the conditions outlined below.

Request Process

A request for a leave of absence must be submitted to Student Services and must include:

- Student first and last name
- Reason for the leave
- Expected duration of the leave

The school may require supporting documentation to substantiate the request. Approval of a leave of absence is not automatic and is granted at the discretion of the institution.

General Leave Limits

- No more than two (2) leave of absence requests will be granted within a 12-month period.
- For programs of two hundred (200) clock hours or less, a student may be on a leave of absence for a total of sixty (60) instructional days.
- For programs of more than two hundred (200) clock hours, a student may be on a leave of absence for no more than ninety (90) instructional days.

Failure to return from an approved leave of absence by the approved return date may result in termination of enrollment.

Impact on Academic Status

A leave of absence does **not** count toward scheduled attendance for refund or attendance calculations. During an approved leave, instructional activity is paused.

A leave of absence is separate from Satisfactory Academic Progress (SAP). Students on an approved leave are not evaluated for SAP during the leave period. Upon return, students must resume training in compliance with all academic and attendance standards.

Deferred Start for New Students

When a newly enrolled student is called away for any reason **prior to beginning the program**, the student's application will be **deferred** until the student is able to return and begin training.

Make-Up Work

For tardiness and absences, students are responsible for any missed work to successfully complete a program.

Remedial Work

Great Horizons Career Centers does not provide remedial programs.

Academic Support

Study plans are created for each student to guide learning, track milestone completion, and provide structured academic support. Student Services coordinates study plans with instructional staff and may include tutoring, instructor check-ins, and pacing recommendations.

Exams or Program Completion

Students may become eligible for exam vouchers upon successful completion of required coursework and fulfillment of the program study plan. Exam vouchers are not guaranteed and are awarded based on readiness, participation, and academic performance.

Certification Exam Vouchers

Certification exam vouchers are used to sit for third-party vendor certification exams (such as CompTIA, Microsoft, or EC-Council) and are not required for program completion or graduation. Great Horizons Career Centers may provide one certification exam voucher to eligible students enrolled in certification preparation programs. Vouchers are not guaranteed and are awarded based on academic performance, attendance, and completion of a structured study plan.

To be eligible to receive a certification exam voucher, a student must:

1. Meet graduation requirements for the program:
    - Complete all required program clock hours with at least 80 percent attendance, and
    - Earn a final program grade of 70 percent or higher.
2. Complete the GHCC Certification Exam Study Plan, which includes:
    - Active participation in class and completion of all required labs and assignments.
    - Completion of the post-class study milestones on the designated learning platforms (such as CertMaster or Learn), including at least 80 percent completion with scores of 80 percent or higher on required quizzes, practice questions, labs, and practice exams, as applicable to the program.
    - Completion of at least one full-length practice exam with a score of 80 percent or higher, following the school's structured multi-day study cycle.

Voucher eligibility requirements are separate from, and in addition to, program graduation requirements. A student may graduate from a program without earning a voucher if the student does not complete all components of the Certification Exam Study Plan. Conversely, students who do not meet graduation requirements are not eligible for a voucher, even if study plan milestones are completed.

Eligible students will be issued a voucher by email and confirm completion of all required milestones in accordance with the GHCC Certification Exam Study Plan Policy. Great Horizons Career Centers does not charge students for certification exam vouchers.

Lean Six Sigma Green Belt Exception

For the Lean Six Sigma Green Belt Certification Preparation Program, the certification exam is administered on the last day of class. Students in this program are not required to complete the post-class study milestones described above to receive their exam attempt.

GRADES

Grade	Percentage	Points	Academic Status
A	90–100	4	Excellent
B	80–89	3	Good
C	70–79	2	Satisfactory
F	Below 70	1	Unsatisfactory / Fail
W	0	0	Withdrawal
I	0	0	Incomplete

TRANSCRIPTS AND STUDENT RECORDS

Student records are maintained on a permanent basis in accordance with applicable state and federal record retention requirements. Transcript requests must be submitted to Student Services. There is no fee for transcripts.

CONDUCT

Professional conduct appropriate to a business environment is expected at all times. The institution reserves the right to determine acceptable conduct and take disciplinary action, including dismissal, when necessary.

GRIEVANCES

Students should attempt to resolve grievances informally with the instructor. If unresolved, written appeals may be submitted to Student Services. Unresolved matters may be escalated to the School Director and, if necessary, to the appropriate state authority. The school prohibits retaliation against any student who, in good faith, submits a complaint, grievance, or appeal or who participates in the investigation or

resolution of a complaint. If a complaint is not resolved to the student's satisfaction through the school's internal process, as a last resort the student may contact the State Council of Higher Education for Virginia (SCHEV) using the contact information listed below.

Virginia Authority
State Council of Higher Education for Virginia (SCHEV)
101 N. 14th Street, James Monroe Building
Richmond, VA 23219
Phone: (804) 225-2600
Website: www.schev.edu

LIMITATION OF ACTION

Any claim or action arising out of or relating to a student's enrollment, attendance, or participation at Great Horizons Career Centers must be initiated within one (1) year of the date the claim arose. Failure to bring such action within this period constitutes a waiver of the claim.

This provision does not limit any rights or remedies that cannot be waived under applicable law.

GRADUATION

Students must complete all program requirements within one year of the program start date, maintain a minimum 70% grade, and meet attendance requirements. Graduates receive a Certificate of Completion. No formal graduation ceremony is held.

STUDENT SUPPORT SERVICES

Student Services assists students with academic advising, attendance tracking, and general support.

Career Services assists with résumé development, interview preparation, job search strategies, and employer referrals.

DISTANCE LEARNING

Great Horizons Career Centers provides an online learning experience that is identical in quality, depth, instructional rigor, and available resources to in-person instruction.

Distance education is delivered through a secure Learning Management System (LMS) and consists of live, synchronous, instructor-led sessions, interactive discussions, assignments, assessments, and hands-on learning activities. Instruction is not self-

paced. Students must actively participate, meet learning milestones, and submit required work on schedule.

Ongoing interaction occurs between students and instructors, as well as among students. During live instructor-led classes, labs, and group discussions, students learn from one another by hearing and responding to classmates' questions, engaging in instructional dialogue, collaborating during activities, and participating in shared problem-solving. Students may communicate with peers during live sessions and through LMS-supported messaging tools as part of the learning process.

Faculty and Student Services staff actively engage with students and monitor academic progress through the LMS. Instructors are accessible during scheduled class sessions, office hours, and through LMS messaging and email to provide academic guidance and support.

Students participating remotely complete the same labs, instructional activities, and study plans as on-campus students. All instructional activities are delivered live through the LMS with real-time faculty guidance and peer interaction. Remote students are held to the same academic, attendance, and participation standards as those attending in person.

No additional off-site activities are required; remote students receive the same resources, interaction, and program requirements as those attending in person.

INSTRUCTION

Instructors maintain active engagement with students through live instruction, messaging platforms, and scheduled support. If a student appears disengaged or underperforming, the instructor will notify Student Services and may offer personalized academic guidance to support progress.

Instructional activities are conducted through GHCC's Virginia training centers or virtually through the Learning Management System (LMS). Physical locations include student services offices, administrative space, and technology-enabled instruction areas. Remote learners access all instructional content and instructor support through the online platform.

LIBRARY AND LEARNING RESOURCES

Great Horizons Career Centers (GHCC) provides students with access to online library databases, digital learning tools, research support, and academic resources as described in the GHCC Library Policy. Access is provided through student credentials and is available both remotely and on campus.

Students have access to digital library resources, including e-books, exam guides, and practice assessments. These resources are accessible electronically. GHCC ensures

that learning resources remain up to date and aligned with current certification standards.

Instructors and Student Services provide guidance on how to best use these materials for exam and program preparation. Great Horizons instructors supplement instruction with additional learning resources, including relevant websites, videos, informal references, and free study materials widely available on the internet.

In addition, web-based self-paced study software and practice exams are included for most programs to support preparation for vendor certification examinations. Tutoring is available upon request.

INTERNSHIP / EXTERNSHIP / PRODUCTION WORK POLICY

Great Horizons Career Centers' non-degree programs do not include internships, externships, or production work requirements.

STUDENTS' RIGHTS, PRIVILEGES & RESPONSIBILITIES

GHCC students must (1) maintain a minimum 70 percent final program grade and 80 percent attendance**,** (2) adhere to professional conduct standards, and (3) report absences or tardiness to Student Services without delay. Failure to meet these responsibilities may result in disciplinary action.

Students are expected to uphold academic honesty. Acts of plagiarism, cheating, or submitting work that is not one's own may result in probation or dismissal.

In return, students are guaranteed equitable academic support, reasonable disability accommodations, a drug-free and harassment-free environment, protection from discrimination, the ability to file grievances, and prompt access to transcripts upon request.

GREAT HORIZONS FACULTY

Steve Fenick – Training Manager
Certifications: CEH, CEI, CompTIA ITF+, A+, Network+, Security+, CySA+, PenTest+, Cloud+, Linux+, Lean Six Sigma-GB

Timothy Foor – Senior Technical Instructor
Certifications: ITIL 4, MCT, CompTIA ITF+, A+, Network+, Security+, Cloud+, CySA+, Lean Six Sigma-GB, CEH, CEI

Scott Ryan – Technical Instructor
Certifications: CompTIA A+, CompTIA Network+ and CompTIA Security+, CompTIA CySA+, CompTIA Cloud+, PenTest+

William Segree - Technical Instructor
Certifications: CompTIA Tech+, CompTIA A+, CompTIA Security+, CompTIA CySA+, Lean Six Sigma-Green Belt
Education: AAS Computer Programming and Development – Wake Technical Community College

Andres Serna – Technical Instructor
Certifications: CompTIA Tech+, A+, Network+, Security+, Cloud+, Lean Six Sigma-Green Belt, GenAIBIZ