



**nUPATHS**

Cofounded by Harrisburg University

# SCHOOL CATALOG

## 2025 Programs

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The provisions of this catalog are not to be considered as an irrevocable contract between NuPaths and the student. NuPaths reserves the right to change any policy, provision, or requirement at any time. This right to change a policy, provision, or requirement includes but is not limited to, the right to revise, reduce, or eliminate course offerings in programs, to change the medium of how courses are offered, and to add requirements for graduation. The student is responsible for adhering to the requirements, rules, policies, and procedures, whether published in this catalog or other official media.

Date of Publication: January 30, 2025

## NuPaths Contact Information

### Website

Visit our website at [www.NuPaths.org](http://www.NuPaths.org)

Complete the Contact form at <http://www.NuPaths.org/contact/>

### Email

Contact via email at [info@NuPaths.org](mailto:info@NuPaths.org)

### Phone

Call us at 717-901-5100 ext. 1682

### Mailing Address

2217 Eaglesmoor Lane  
Enola, PA 17025

### Locations

We offer educational opportunities online in a distance learning format and in-person at Harrisburg University, Harrisburg location.



Harrisburg University of Science and Technology  
Harrisburg Campus (Main Campus)

326 Market Street, Harrisburg, PA 17101

<https://www.harrisburgu.edu/about/locations/>

The Harrisburg Campus spans over 200,000 square feet across 14 floors, serving students and staff. It features 28 classrooms, 11 labs, and seven individual or group study rooms. Additionally, the campus boasts a state-of-the-art auditorium with seating capacity for 160 participants.

### About the School Catalog

The NuPaths School catalog is updated annually and made available in electronic form on the NuPaths website (<http://www.nupaths.org>) and the home page of the learning management system.

NuPaths makes every effort to ensure this catalog is accurate; however, all policies, procedures, or charges are subject to change at any time by appropriate action of the instructors, administration, or cofounders. Each edition of the NuPaths School Catalog is archived on the NuPaths website.

# NuPaths Purpose

## OUR MISSION

NuPaths prepares individuals to perform specific entry-level roles in technology for well-paying and in-demand jobs.

## HISTORY

Cofounded by Harrisburg University of Science & Technology in 2018, NuPaths is a career training provider based on IT and tech employment demands and specific skills needed for success in a job role.

From day one, we've been talking with employers to determine the skills they need from new employees. By creating a direct link between the NuPaths education and job opportunities, our goal is to provide a pathway leading to employment for students participating in our various programs.

## SHORT-TERM EDUCATIONAL PATHWAYS

We offer a springboard for career success through short-term educational pathways that develop technology skills based on industry certifications and aligned with in-demand IT job roles.

NuPaths is not a two-week or two-year program but a 26-28-week option. It is an alternative to a college degree and provides long-term benefits at a fraction of the cost in a shorter timeframe. We offer concentrated, role-focused technology training, hands-on learning, a capstone project, and industry-recognized. Our hands-on tech career training programs are taught by industry professionals who teach the skills needed to succeed in a full-time tech job.

## PRE-APPRENTICESHIP

The following NuPaths programs are registered Pre-Apprenticeships with the Apprenticeship and Training Office (ATO) in the Department of Labor & Industry in the Commonwealth of Pennsylvania.

- Associate Website Developer
- Digital Marketing Assistant
- IT Security Analyst
- Network Technician
- Technical Support Specialist

*(The Project Analyst and Software Testing Analyst programs have been submitted to the ATO for registered Pre-Apprenticeship approval.)*

Graduates of a NuPaths registered Pre-Apprenticeship receive a certificate of Pre-Apprenticeship from the Commonwealth of PA upon completion of their NuPaths program.

## COLLEGE CREDITS

NuPaths is cofounded by Harrisburg University and partners with the university to provide Harrisburg University credits for select NuPaths courses. NuPaths courses that include Harrisburg University credit are approved by the Harrisburg University Curriculum Committee as credit-bearing Extended Studies courses.

## Admissions

### PHILOSOPHY

NuPaths opens opportunities to students from a variety of backgrounds through technology training in programs relevant to and needed by employers.

### PROCESS

Prospective students discuss their intent and interests with a Student Success Coordinator. This discussion includes financial options for students to consider and any processes that may be required to obtain financial support for the program of choice.

Candidates must complete the free online application form, three online exams and submit their official high school or GED transcript. If an applicant has an associate's degree, that official transcript can be sent in lieu of an official high school or GED transcript. If an applicant has a bachelor's degree or some college through a regionally accredited four-year college or university, that official transcript can be sent in lieu of an official high school or GED transcript. After the application is 100% complete, all exams are finalized, and all required documents are received, an admissions decision will be rendered. The decision will be sent to the student via email, including a letter attachment and the formal enrollment agreement will follow requiring the student's signature.

### REQUIREMENTS

Offers of admission are made to qualified candidates on a rolling basis. The admission process requires the applicant to:

- Complete the free online application form at <https://nupaths.org/apply-today/>
- Respond to and complete three online exams at the end of the application.
- Submit an official transcript as described above to [studentsuccess@nupaths.org](mailto:studentsuccess@nupaths.org) or have it sent to Harrisburg University, Attn: NuPaths, 326 Market Street, Harrisburg, PA 17101
- Proof of identity is required, please submit a selfie holding your photo ID next to your face. The photo ID must be in clear focus to accurately match the information and photo.
- Completed Enrollment Agreement signed electronically via NuPaths student financial portal.
- Other documents may be required for proof of eligibility for specific funding opportunities (e.g., DD214 for Veterans funding)

### APPLICANT EXAMS

Each applicant must complete three online exams after finalizing the application. Students must score within an acceptable range per exam to gain approval for program admission.

The exams include:

**Criteria Basic Skills Test (CBST):** This exam measures basic math and verbal skills, such as grammar, spelling, math, and language skills, which are required to succeed in a variety of entry-level jobs. The assessment measures job readiness, trainability, learning ability, and attention to detail. At least a 29 of 40 score on the combined reading and math test is required for acceptance into a program. (The average score for a person at a 9<sup>th</sup>-grade reading level is 26.) Applicants who score between 29-31 must take a supplemental step in their readiness evaluation by completing an online technology overview course.

**Computer Literacy & Internet Knowledge (CLIK):** This test assesses basic computer proficiency with internet browsers and common desktop applications such as email and word processing programs. Applicants must score at least 17 out of 25 on the CLIK exam for acceptance into a program.

**Employee Personality Profile (EPP):** This exam measures twelve personality traits to determine job roles and categories most suitable for the candidate. The results are used to affirm a student's program of choice and provide insight into how their personality translates to the workplace and how they can use their strengths and improve their weaknesses for workplace success.

## **TECHNOLOGY REQUIREMENTS**

Students enrolled in a NuPaths program must have a laptop computer with Windows 10 or 11 operating system; an Intel Core i5 or AMD Ryzen 5 processor with at least 4 cores and a base clock speed of at least 2.5 GHz; 16 GB DDR4 RAM or higher with support for dual-channel memory; 256GB NVMe SSD or higher hard drive; full HD (1920 x 1080) display or higher, IPS or better, at least 14.5 inches, and audio and video/web camera access to utilize the learning management system, online study guides, web conferencing software and testing programs. If a student does not own a device meeting these requirements, they can request a loaner laptop for use during the program by paying a refundable deposit of \$200. The laptop loaner deposit is fully refundable upon the return of the loaner laptop in working condition at time of withdrawal or program completion.

In addition, students enrolled in distance learning programs must have a reliable high-speed internet connection. If a student does not have access to a high-speed internet connection, NuPaths can provide information about free or no-cost resources to obtain a high-speed internet connection for participation in a program.

## Tuition

### PROGRAM SPECIFIC TUITION

Our mission is to prepare our students for a career in technology. Along with our mission, we believe that keeping tuition affordable and offering a variety of funding options is important. This allows our students to get the maximum return on their investment.

NuPaths tuition is comprehensive and reasonable. Tuition includes the cost of education, all learning materials and lab equipment needed for courses, 100% of the fee for the first attempt of each certification exam, and, if required, 50% of the fee for the second attempt of a certification exam.

All tuition, charges and policies listed in this publication are effective as of September 1, 2023. Changes in tuition, fees and costs under the school's control may not become effective for currently enrolled students unless students are notified of the change at least 60 calendar days prior to the effective date of the change.

Program	Pathway	Tuition
Associate Website Developer	Business Tech Pathway	\$7,000.00
IT Security Analyst	Core IT Pathway	\$7,500.00
Network Technician	Core IT Pathway	\$7,500.00
Digital Marketing Assistant	<b>CURRENTLY ONLY AVAILABLE AS A PENNSYLVANIA STATE REGISTERED PRE-APPRENTICESHIP</b>	
Technical Support Specialist	Core IT Pathway	\$7,000.00
Project Analyst	Business Tech Pathway	\$7,000.00
Software Testing Analyst	Core IT Pathway	\$7,000.00

## Funding Opportunities

NuPaths wants to help students build a path to an exciting career in technology by offering a wide variety of options to fund their training and certification, including partnerships with employers and government agencies that will help cover the associated training costs.

### WORKFORCE FUNDING

Students may be eligible for Workforce Innovation and Opportunity Act (WIOA) funding to pay 100% of their NuPaths tuition. Students can be referred to a state or local workforce development agency to determine eligibility. Visit our website to learn more about [available workforce funding](#).

### EDUCATION LOAN

NuPaths partnered with Meritize to provide students with financing options to fund their education. With a Meritize Loan, students get credit for merit and potentially improve loan options by sharing their academic history or military background; if approved, full deferment during school is available for certain products. Visit <https://apply.meritize.com> to learn more.



## TUITION INSTALLMENT PLAN

The NuPaths Tuition Installment Plan provides students with the option to budget the payment of their tuition over several months. Students who are self-funding 50% or more of the full program tuition are eligible to participate in the tuition installment plan. Students can elect a payment plan option by completing a payment plan agreement form, which is available upon request. There is no additional fee to participate in the NuPaths Payment Plan.

Payment Schedule:

Amount	Due Date
50% of the tuition balance	Five business days before the program start date
25% of the tuition balance	Five business days before the second course start date.
25% of the tuition balance	Five business days before the third course start date.

## CANCELLATION AND REFUND POLICY

NuPaths will refund 100% of monies received from a student if a program start date is canceled by the school.

Any student not accepted will have 100% of monies, if collected, returned in full.

NuPaths will refund 100% of monies received from a student if the student cancels before the published start date of the program. The student must communicate their intent to cancel before the published program start date or within 10 days of signing the enrollment agreement, whichever is the later date, by emailing [tuition@nupaths.org](mailto:tuition@nupaths.org).

NuPaths will automatically cancel the enrollment and refund 100% of monies received from a student if the student is not in communication with the school and does not attend, submit an assignment or otherwise engage with the school or course materials during the first 7 calendar days of a program.

NuPaths will automatically withdraw a student who does not attend 12 consecutive instructor-led class sessions or four consecutive weeks. Any refund due will be calculated based on their last date of attendance.

Attendance Range	Tuition Amount Due	Tuition Amount Refunded/Adjusted
*Based on the published program start date		
First 7 calendar days	25%	75%
After first 7 calendar days but within the first 25% of the program weeks	45%	55%
After 25% but within the first 50% of the program weeks	70%	30%
After 50% of the program weeks	100%	0%

The last date of attendance is either the last login to the learning management system or the last attendance in an instructor-led session, whichever is the later date.

All the learning materials and lab equipment needed to fully participate in and successfully complete each course are included in the tuition. The first attempt at each certification exam in a program is included in the tuition.

Please see the **certification exam re-takes** information above for fees pertaining to subsequent attempts at a certification exam beyond the first attempt. Fees related to certification exam re-takes are non-refundable.

The laptop loaner deposit is fully refundable upon the return of the loaner laptop in working condition at time of withdrawal or program completion.

Refunds, if due, are made within 30 days of the cancellation or withdraw date.

### **TRANSFER POLICY**

A student who wishes to transfer from one NuPaths program to another or transfer from one cohort to another in the same program may do so pursuant to the guidelines in this policy.

A program transfer is one where a student wishes to change the program in which he/she is enrolled.

A cohort transfer is one where a student wishes to remain in the same program but wants to transfer to a cohort that is on a different completion schedule for that program.

- The student should email [studentaffairs@nupaths.org](mailto:studentaffairs@nupaths.org) to request a transfer.
- A transfer fee of \$250 will be charged to cover administrative costs. No transfer fee will be applied if a transfer is requested before a student starts a program.
- If the tuition of the program being transferred to is higher than the program being transferred from, the student will be required to pay the difference of the tuition before a transfer is initiated.
- Transfer requests will be approved on a case-by-case basis based on previous student performance, timelines, and any other variables that may impact the student's ability to succeed post-transfer.
- A transfer can be requested only once and cannot be reversed after transfer approval has been granted.

NuPaths has the sole authority to update its Transfer Policy at any time.

# Student Services

## OVERVIEW

The demand for IT and tech professionals is high, and NuPaths offers a range of services to help students acquire new or enhanced skills and knowledge to support their future career path.

## ORIENTATION

Orientation is a crucial component of student success. Participants gain advanced access to the Student Orientation course to review learning strategies and strengthen their study and exam preparation skills. Students review the NuPaths programs, expectations, and policies in the instructor-led sessions. In addition, time management methods are discussed, along with an overview of the learning management system, the first course, and the materials.

## PROGRAM MANAGER SUPPORT

From the first day of the program, a program manager works with each student cohort to help them navigate their path through the courses and overall program. The program manager monitors students' progress and provides feedback and guidance to keep learners on track to succeed in the program.

## TUTORING

Tutoring services are a valuable resource for learners and a free option for all active NuPaths students. By working with a tutor, students can receive individualized attention to increase comprehension with challenging topics, assignments and prep for the various certification exams. Tutoring is also an excellent opportunity to develop strong study skills, time management, note-taking, and test-taking strategies.

## INSTRUCTORS

NuPaths courses are taught by industry professionals working in the field and with the technology they teach. The instructor's experience helps students learn through real-world workplace scenarios, technologies used on the job, and the challenges these instructors overcome every day at their work. Instructors are also an excellent resource for networking and potential job opportunities for students.

## TECHNOLOGY SERVICES

Technology is constantly evolving, and we realize issues may arise with student devices. We offer 24/7 technical support through the Village Helpdesk to troubleshoot those matters. Contact information for the Village Helpdesk can be found on the main page of our LMS and in every course and syllabus.

# Student Career Services

## OVERVIEW

At NuPaths, we are committed to your success throughout the program and beyond. Our career services team will work with you to identify and pursue opportunities that match your interests and goals. We provide guidance in crafting exceptional resumes, honing interview skills, and navigating the job market, ensuring you have the support you need at every step of your career journey.

## INTEGRATED CAREER SERVICES

NuPaths offers an integrated career services plan for students from the beginning to the end of the program and beyond.

### WEEK 1

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Students are introduced to IT and tech employers, learn about hiring trends and discover job search tips during the orientation.

### WEEK 6 – WEEK 22

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Students participate in workshops focusing on developing job search skills, professional networking, communication, interviewing, negotiation, and conflict resolution skills. Students develop a résumé highlighting the IT and tech skills they have learned and create a professional network on LinkedIn.

### WEEK 16 – WEEK 26

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Students receive additional insight and individual feedback on job search strategies, résumé writing, and interview preparation through one-to-one and career services support and access to the Career Services Resource Center (CSRC). Students can access resources, schedule individual career support, resume examples, and more.

### WEEK 23

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Students participate in mock interviews with program managers, peers, and employer guests.

### WEEK 26

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During the Next Steps Session, students learn about professional associations, Harrisburg University professional development and degree programs, and additional certifications to pursue. They are encouraged to stay connected with NuPaths for career services support.

### ONGOING

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**Employer Spotlight:** Students meet with employers to learn about their business and hiring trends in technology.

**Online Alumni Group:** Students receive updates about job opportunities, job search strategies and professional development opportunities.

**Tech Fusion Career Fairs:** Connect with multiple employers for current and future job opportunities in a speed interviewing format.

## **MICRO-INTERNSHIPS**

Micro-Internships with Parker Dewey offer short-term paid professional work experience for NuPaths students and alums. Through Micro-Internships, students can demonstrate their skills, explore career paths, and develop professional networks. Unlike a traditional internship, these paid opportunities typically range from 10 to 40 hours of work, and most can be completed remotely. Micro-internships allow employers to get immediate support, accomplish their recruiting goals and engage with our students as potential job candidates.

## **APPRENTICESHIPS**

NuPaths' career services support also provides apprenticeship pathway assistance. We have fostered strong partnerships with apprenticeships who are actively seeking talented individuals. Through these partnerships, we can connect students with paid apprenticeship opportunities to provide real-world experience that aligns with their NuPaths training. To learn more, visit our website to learn more about the [Apprenticeship Opportunities](#).

## **SKILLS BASED EMPLOYMENT**

A partnership with Stellarworx, a leading skills-based employment matching platform powered by nonprofit social enterprise Opportunity@Work is an additional job search resource.

- On Opportunity@Work, every job is posted without degree requirements.
- On Opportunity@Work, every employer recognizes the value of skills and is committed to opening roles for them.
- On Opportunity@Work, employers are looking for talent like you.

On Stellarworx, employers are looking for STARS — people Skilled Through Alternative Routes instead of a bachelor's degree.

A partnership with YUPRO, Year Up's Professional Placement Service, presents an additional job search option for NuPaths students. Focusing on skills, YUPRO offers jobs with contracts, contracts to hire, apprenticeships and permanent placements. They provide many services for students, including skill-building and learning opportunities, job seeker boot camps, free and confidential peer consulting, and much more.

# Student Policies

## GRADUATION REQUIREMENTS

A student must satisfy all the following requirements to receive the NuPaths Certificate of Achievement:

- Pass each course with an overall score of 75% or higher.
  - Students must pass the Business Skills Workshops, if applicable, as a part of passing all courses.
- Attend at least 80% of the instructor-led class sessions for the course.
- Pass at least 50% of the certification exams offered in the specific program.
  - For programs offering an odd number of exams, the student must pass the rounded-up number of exams to be eligible for the Certificate of Achievement. (e.g., A student must pass 3 certification exams to be eligible for the certificate of achievement if the program has 5 certification exams.)

Students not meeting the Certificate of Achievement requirements will receive the NuPaths Certificate of Participation recognizing their completion of the full program.

## GRADING SYSTEM

Grades are awarded to each student for academic work completed. A grade is assigned by the instructor responsible for teaching the specific course. NuPaths follows a pass/fail grading system. Students who complete the course with an overall score of 75% or higher will pass the course. Students who receive a failing grade do not receive college credits.

Grade	Definition
<b>P</b>	Pass (Score – 75% or higher)
<b>F</b>	Fail (Score Less than 75%)
<b>FN</b>	Failure for Non-Attendance
<b>IP</b>	In Progress
<b>W</b>	Withdrawal

## COLLEGE CREDITS

Students enrolled in a NuPaths program have the opportunity to earn 8 to 10 college credits through Harrisburg University of Science and Technology. Learners who pass credit-eligible courses with an overall score of 75% or higher, sit for all certification exams in the course and attend at least 80% of the instructor-led class sessions are eligible to earn college credits per designated course for credit-eligible courses.

NuPaths credit-eligible courses are approved as Extended Studies courses by the Harrisburg University Curriculum Committee and are listed as such in the Harrisburg University undergraduate catalog. NuPaths' students who pass credit-eligible courses can access a Harrisburg University transcript for applying credits earned to a Harrisburg University degree program or transferring the credits to another college or university. The calculation of credits is determined by fourteen contact hours per credit, with a maximum limit of three credit hours per course.

It is at the discretion of the receiving educational institution, college or university to accept transfer credits. Students should contact the receiving institution to determine transfer credit acceptance in advance of enrollment.

**ATTENDANCE AND TARDINESS POLICY**

Students are expected to be in attendance and on time for every class. If students are going to miss a class for illness or other unforeseen circumstances, they should contact the instructor as soon as possible to let them know their attendance status. If there is a personal schedule conflict with the class schedule, the student should let the instructor know about the conflict as soon as they are aware of it.

Regardless of the reason for absence, the student should be marked absent in the attendance record.

Absent students are expected to make up work and missed assignments during the absence. The timeline of submitting missed work and assignments from the absence can be established between the instructor and the student but should not extend beyond one week from the absence. If assignments are not completed within the specified timeframe, the student will receive a zero for the assignment(s).

Tardiness should also be marked in the attendance record. Recurring tardiness (2 consecutive class sessions or 3 class sessions in 2 weeks) should be reported to a NuPaths program manager.

A student must attend at least 80% of the instructor-led class sessions in a course to be eligible to pass the course.

Completing assignments, activities and discussion forums posted on LMS are required portions of the course participation and overall grade. Students must log in to LMS at least 2 times during each course week\*. Any student who does not sign in to Populi during the course week will be scheduled for an advising meeting with their Program Manager

\* (A course week is defined as starting on Sunday at 12:00 AM EST and ending on Saturday at 11:59 PM EST.)

**EXAM RE-TAKE POLICY**

A student who does not pass a certification exam on the 1st attempt is eligible to re-take the certification exam by paying a fee of 50% of NuPaths' cost for the certification exam. A student must indicate their interest in re-taking a certification exam and pay the 50% cost for the certification exam within 1 week of the original certification exam date.

If the course is still in session, the student should coordinate an exam re-take date within 2 weeks of the original certification exam date. If the course has concluded, the student must coordinate an exam re-take date with NuPaths' program management within 2 weeks of the end of the course.

A student who does not pass a certification exam on the 2nd attempt is eligible to re-take the certification exam for a 2nd time (3rd attempt) by paying a fee of 100% of NuPaths' cost for the certification exam. A student must indicate their interest in re-taking a certification exam for a 2nd time (3rd attempt) and pay the 100% certification exam cost before completing the NuPaths program.

If the program is still in progress, the student should coordinate the 2nd re-take (3rd attempt) with NuPaths' program management. If the program has concluded before the 2nd exam re-take (3<sup>rd</sup> attempt) is completed, the student must schedule the exam with a third-party certification proctor.

Certification exam re-takes are eligible to meet the certificate of achievement requirements only during the program timeframe. If a student passes a certification exam after the NuPaths program has concluded, the certification will not be retroactive to meet the certificate of achievement requirements for the NuPaths program.

## STUDENT BEHAVIOR POLICY

The Student Behavior Policy is in place to support the learning of all students without unnecessary disruption. The policy is in alignment with NuPaths emphasis on developing and applying professional business skills, essential for long-term career success, throughout the program.

All students are expected to present themselves and interact with instructors, guest speakers and fellow students in a manner equivalent to a professional work environment in all class interactions.

Behavior deemed unprofessional in a face-to-face classroom session includes, but is not limited to:

- Physical, verbal, or written aggression toward any staff, guest speaker or fellow student.
- Unnecessary physical, verbal, or written actions that are disruptive to the session.
- Non-compliance with staff or instructor requests for appropriate behavior.

Behavior deemed unprofessional in a live online class session includes, but is not limited to:

- Behavior deemed unprofessional in a face-to-face classroom session as noted above.
- Distracting video background movement that continues after two requests to remove the distracting background.
- Distracting audio that continues after two requests to mute or remove the distracting audio.
- Disruptive or inappropriate private text chat.

Students who do not behave in a manner deemed professional by the instructor in a live online or face-to-face class session will be asked to leave the class. The student will be marked absent for that class session. Please reference the NuPaths Attendance-Tardiness Policy for class attendance requirements.

Behavior deemed unprofessional in a class assignment includes, but is not limited to:

- Completing the assignment with a defiant tone and/or communication.
- Copying another student's work.
- Plagiarizing from a published source.

Students who do not behave in a manner deemed professional by the instructor in relation to an assignment will be given a zero (0) for the assignment.

A warning will be given for the first occurrence of violating the Student Behavior Policy in any given class session or assignment. In the case of an assignment violation, the student will be asked to redo the assignment.

The violation of the Student's Behavior Policy will be documented through an email to the student. The email will be attached to the student's file in the student information system. A communication will also be sent to any third parties that are sponsoring the student's enrollment in NuPaths, alerting them of the Policy violation by the student.

A student who violates the Student's Behavior Policy three (3) times will be automatically withdrawn from the NuPaths program. Please reference the NuPaths Tuition Refund and Withdrawal Policy for automatic withdrawal information.

A student can appeal an instructor's decision regarding the student's violation of the Policy by following the guidelines as outlined in the NuPaths Student Grievance Policy. Please reference the NuPaths Student Grievance Policy.



## STUDENT GRIEVANCE POLICY

NuPaths provides a prompt and equitable process for resolving student grievances. The procedure is available to any student who believes that a school decision or action has adversely affected his/her status, rights, or privileges as a student. Students with a grievance must first make a reasonable effort to resolve the issue on an informal basis with the faculty member or program manager.

If the issue is not resolved to the student's satisfaction, the student should file their grievance at [studentaffairs@nupaths.org](mailto:studentaffairs@nupaths.org) or call (717) 901-5100 ext. 1682. The Chief Learning Office will review the grievance with all parties concerned. The CLO decision is considered final at the institutional level.

## WITHDRAWAL POLICY

### Voluntary Withdrawal

A student who decides to withdraw for any reason from a NuPaths program should immediately inform NuPaths via an email to [studentsupport@nupaths.org](mailto:studentsupport@nupaths.org). An email will be sent by NuPaths confirming the withdrawal with a Read Receipt followed by a letter.

### Automatic Withdrawal

As part of the process, a warning is sent to the student after failing a course and not meeting the required 80% attendance criteria. A student who fails to meet the 80% attendance requirement by not attending 12 consecutive instructor-led class sessions or four consecutive weeks will be automatically withdrawn from the NuPaths program. If a student on NuPaths Payment plan fails to make a payment as agreed, they will also be automatically withdrawn from the program. NuPaths will send an email communicating the withdrawal with a Read Receipt followed by a letter.

A student who wishes to dispute an automatic withdrawal should send an email to [studentaffairs@nupaths.org](mailto:studentaffairs@nupaths.org) immediately upon receipt of the automatic withdrawal email and indicate the general nature of the complaint. NuPaths will connect with the student within 48 hours of receipt of the email.

### Withdrawal Considerations

- A withdrawn student must return any items that NuPaths provided within 5 business days of withdrawal date including, but not limited to, ID card, lab hardware, and loaned laptop.
- Access to NuPaths courses will discontinue immediately upon the communication regarding student withdrawal.
- A student will not receive any tuition refund if it is outside the NuPaths refund policy.
- Any student using the NuPaths payment plan will be required to pay the balance of tuition within 5 business days of the withdrawal date.
- Any certifications or college credits earned prior to the student withdrawal will remain a part of the student record.

## NuPaths Pathways & Programs

NuPaths curriculum model was developed with feedback from regional and national employers and market research. Our discussions determined the skills needed to create a direct link between the NuPaths programs and in-demand and well-paying jobs not requiring a college degree. Based on our research into the job demand for entry-level IT roles and working with industry subject matter experts, we've created two pathways and seven programs.

### CORE IT PATHWAY

Program	Overview
<b>IT Security Analyst</b>	This cyber security program prepares students to work for organizations to help protect critical systems from internet cyber attacks.
<b>Network Technician</b>	Students gain the fundamental skills needed to install networks and configure equipment like mobile phones, laptops, and printers.
<b>Technical Support Specialist</b>	Students attain the skills to help people at all levels of an organization get their jobs done through well-functioning, secure technology.
<b>Software Testing Analyst</b>	This program equips students with the skills needed to excel in software testing roles, ensuring the quality and reliability of software applications.

### BUSINESS TECH PATHWAY

Program	Overview
<b>Associate Web Developer</b>	This program teaches the skills needed to work on teams that will build and maintain websites and web applications.
<b>Digital Marketing Assistant</b>	Students learn the necessary skills to assist the marketing team in implementing and monitoring online marketing strategies. <b>CURRENTLY ONLY AVAILABLE AS A PENNSYLVANIA STATE REGISTERED PRE-APPRENTICESHIP</b>
<b>Project Analyst</b>	The program prepares students for roles in project management, by learning how to plan, execute, and manage projects effectively to achieve business objectives.

## Program Schedule

The upcoming program course schedule is available on the NuPaths website. The schedule can be viewed by date and program. Visit the NuPaths website to review the [Course Schedule](#). Courses schedules include holiday breaks for the weeks of July 4<sup>th</sup>, Thanksgiving, Christmas, and New Year's.

## IT Security Analyst Program & Course Overview



<b>Program Length:</b> 29 weeks	<b>Program hours:</b> 252 hours
<b>Total Certifications:</b> 5	<b>Total College Credits:</b> 8
<b>Courses:</b> 4 + Student Orientation and Business Skills Workshops	

### Program Description:

Businesses are becoming increasingly vulnerable to cybersecurity threats; therefore, the IT Security Analyst program is designed to build student's capabilities with the detection, containment, and remediation of IT threats. This program addresses monitoring networks and applications to identify possible cyber-attacks or intrusions and methods to coordinate and report on cyber incident responses. Students also learn to install and configure systems to secure applications, networks, and devices and participate in risk mitigation activities, Incident Response (IR) support, and threat and vulnerability analyses.

### Program Goals:

Graduates of the IT Security Analyst program receive training and education for entry-level positions in the security and technology field. The curriculum is designed to prepare students to:

- Identify security issues affecting the use of computers and networks.
- Apply networking technologies across all vendors and solutions, including routing technologies and networking devices, wireless technologies, network security, and network troubleshooting.
- Monitor networks for vulnerabilities or potential threats and mitigate attacks on network infrastructures.
- Assimilate awareness of evolving threats in the cybersecurity space by communicating with external sources.
- Work independently and in collaboration with colleagues to implement best security practices.

### Course Overview:

#### Course 0: NPTH 000 & NPTH 000-DL\*: Student Orientation

<b>Course Length:</b> 1 Week	<b>Course Hours:</b> 9	<b>College Credits:</b> 0
<b>Prerequisite:</b> none		

**Description:** Student Orientation provides access to course materials and sets expectations for NuPaths programs along with providing study skills and time management methods to support student success.

#### Course 00: NPTH 1000 & NPTH 1000-DL: Business Skills Workshops

<b>Course Length:</b> 3 Weeks	<b>Course Hours:</b> 18	<b>College Credits:</b> 0
<b>Prerequisite:</b> none		

**Description:** The Business Skills Workshops are designed to help students develop and enhance skills that are non-technical skills, but just as important to career success (often referred to as soft skills) and competencies focused on resume and cover letter writing, interviewing skills, verbal, non-verbal and written communication, emotional intelligence, mindfulness in the workplace, professional social media use, negotiation, conflict resolution, and networking strategies. The workshops are conducted for one week between the first three program courses to offer continuous opportunities to enhance and develop career documents and skills.

**Certifications:** None

\*Course codes ending with DL indicate a Distance Learning educational format. Course codes without DL depict an in-person format.

**Course 1: NPTH 110 & NPTH 110-DL: Foundations in Information Technology**

<b>Course Length:</b> 4 Weeks	<b>Course Hours:</b> 36	<b>College Credits:</b> 2
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<b>Prerequisite:</b> none
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**Description:** The course focuses on the basics of computer hardware, software, mobile computing, networking, troubleshooting, and emerging technologies. Students learn about configuring operating systems, file and folder management, networks and network configuration, and the role of the OSI model in networking and troubleshooting. A fundamental understanding of computer hardware, operating systems, computer application software, networking technologies and protocols, web browsers, identifying security risks, troubleshooting errors, and system maintenance is gained. The course also includes an exploration of cutting-edge technologies such as cloud computing and virtualization.

**Certifications:** CompTIA IT Fundamentals +

**Course 2: NPTH 150 & NPTH 150-DL: Cloud Services Administration Fundamentals**

<b>Course Length:</b> 8 Weeks	<b>Course Hours:</b> 72	<b>College Credits:</b> 3
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<b>Prerequisite:</b> NPTH 110
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**Description:** Students learn to design, implement, and analyze networks by configuring, managing, securing, and maintaining essential network devices. The course also explores cloud computing for sharing services with multiple users and providing administrative control of data storage and applications, and how those services are provided with Microsoft Azure.

**Certifications:** Microsoft Azure Fundamentals and CompTIA Network+

**Course 3: NPTH 220 & NPTH 220-DL: IT Security Operations**

<b>Course Length:</b> 9 Weeks	<b>Course Hours:</b> 81	<b>College Credits:</b> 3
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<b>Prerequisite:</b> NPTH 150
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**Description:** The course addresses the vital fundamentals of security to support the principles of confidentiality, integrity, and availability. Security layers, authentication, authorization, and compliance are explored, along with network security to protect the Server and Client. Students also learn to install and configure systems to secure applications, networks, and devices; perform threat analysis and respond with appropriate mitigation techniques; participate in risk mitigation activities; and operate with an awareness of applicable policies, laws, and regulations.

**Certifications:** Microsoft Security Compliance and Identity Fundamentals and CompTIA Security+

**Course 4: NPTH 402 NPTH 402-DL: IT Security Analyst Project**

<b>Course Length:</b> 4 Weeks	<b>Course Hours:</b> 36	<b>College Credits:</b> 0
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<b>Prerequisite:</b> NPTH 220
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**Description:** Students conduct real-world IT Security Analyst tasks, including incident response, security incident investigations and postmortem exercises. Analysis will be conducted using open-source tools, online resources and group collaboration.

**Certifications:** None

# Network Technician Program & Course Overview



<b>Program Length:</b> 28 weeks	<b>Program hours:</b> 243 hours
<b>Total Certifications:</b> 5	<b>Total College Credits:</b> 8
<b>Courses:</b> 4 + Student Orientation and Business Skills Workshops	

## Program Description:

In a world dependent on communication, the Network Technician program focuses on the basics of computer hardware, software, mobile computing, networking, troubleshooting, and emerging technologies. Students learn how to handle challenging technical support issues across a variety of computer hardware, operating systems, and cloud-based services, along with installing and managing a small enterprise branch network and basic network security.

## Program Goals

Graduates of the Network Technician program receive training and education for entry-level positions in the networking and technology field. The curriculum is designed to prepare students to:

- Recognize and troubleshoot the basic components of technology infrastructure, including common hardware, software, and network issues.
- Demonstrate core solutions and management tools on cloud computing platforms.
- Identify security layers and manage a network to optimize access, performance, security, and business continuity.
- Configure operating system and network security
- Manage and support a network using best practices in IT Networking support.

## Course Overview:

### Course 0: NPTH 000 & NPTH 000-DL\*: Student Orientation

<b>Course Length:</b> 1 Week	<b>Course Hours:</b> 9	<b>College Credits:</b> 0
<b>Prerequisite:</b> none		

**Description:** Student Orientation provides access to course materials and sets expectations for NuPaths programs, along with providing study skills and time management methods to support student success.

### Course 00: NPTH 1000 & NPTH 1000-DL: Business Skills Workshops

<b>Course Length:</b> 3 Weeks	<b>Course Hours:</b> 18	<b>College Credits:</b> 0
<b>Prerequisite:</b> none		

**Description:** The Business Skills Workshops are designed to help students develop and enhance skills that are non-technical skills but just as important to career success (often referred to as soft skills) and competencies focused on resume and cover letter writing, interviewing skills, verbal, non-verbal and written communication, emotional intelligence, mindfulness in the workplace, professional social media use, negotiation, conflict resolution, and networking strategies. The workshops are conducted for one week between the main courses to offer continuous opportunities to enhance and develop career documents and skills.

**Certifications:** None

\*Course codes ending with DL indicate a Distance Learning educational format. Course codes without DL depict an in-person format.

**Course 1: NPTH 110 & NPTH 110-DL: Foundations in Information Technology**

<b>Course Length:</b> 4 Weeks	<b>Course Hours:</b> 36	<b>College Credits:</b> 2
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<b>Prerequisite:</b> none
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**Description:** The course focuses on the basics of computer hardware, software, mobile computing, networking, troubleshooting, and emerging technologies. Students learn about configuring operating systems, file and folder management, networks and network configuration, and the role of the OSI model in networking and troubleshooting. A fundamental understanding of computer hardware, operating systems, computer application software, networking technologies and protocols, web browsers, identifying security risks, troubleshooting errors, and system maintenance is gained. The course also includes an exploration of cutting-edge technologies such as cloud computing and virtualization.

**Certifications:** CompTIA IT Fundamentals +

**Course 2: NPTH 205 & NPTH 205-DL: Client and Server Technician Fundamentals**

<b>Course Length:</b> 9 Weeks	<b>Course Hours:</b> 81	<b>College Credits:</b> 3
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<b>Prerequisite:</b> NPTH 110
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**Description:** The course covers the principles of installing, building, upgrading, repairing, configuring, troubleshooting, optimizing, and preventative maintenance on client and server computers. It explores cloud computing for sharing services with multiple users and providing administrative control of data storage and applications, and how those services are provided with Microsoft Azure.

**Certifications:** CompTIA A+ and Microsoft Azure Fundamentals

**Course 3: NPTH 217 & NPTH 217-DL: Network Installation, Security and Maintenance**

<b>Course Length:</b> 7 Weeks	<b>Course Hours:</b> 63	<b>College Credits:</b> 3
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<b>Prerequisite:</b> NPTH 205
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**Description:** The course prepares students to securely establish, maintain and troubleshoot the essential networks that businesses rely on by monitoring and optimizing networks to ensure business continuity.

**Certifications:** CompTIA Network+ and Microsoft Security Compliance and Identity Fundamentals

**Course 4: NPTH 403 & NPTH 403-DL: Network Technician Project**

<b>Course Length:</b> 4 Weeks	<b>Course Hours:</b> 36	<b>College Credits:</b> 0
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<b>Prerequisite:</b> NPTH 217
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**Description:** This course equips students with the essential knowledge and practical skills needed to design, operate and build a Network Operations Center (NOC) utilizing a lab-created virtual network and network technologies.

**Certifications:** None

# Associate Website Developer Program & Course Overview



<b>Program Length:</b> 27 weeks	<b>Program hours:</b> 234 hours
<b>Total Certifications:</b> 4	<b>Total College Credits:</b> 8
<b>Courses:</b> 4 + Student Orientation and Business Skills Workshops	

## Program Description:

A company's online presence is continually evolving, creating a high demand for web development skills. In this program, students concentrate on marketing and graphic design to build and maintain websites, develop web application interfaces and interactions, and manage the application life cycle. In addition, students test and troubleshoot coding issues and learn new functionality to improve and optimize existing sites.

## Program Goals

Graduates of the Associate Website Developer program receive training and education for entry-level positions in the web design and app development industry. The curriculum is designed to prepare students to:

- Apply basic computer maintenance and support principles
- Design and edit digital assets using Adobe Photoshop.
- Utilize HTML, CSS, and JavaScript to build websites and develop dynamic web applications with user input.
- Apply website design and development principles and best practices.
- Identify core web development frameworks using React and Angular to create interactive user interfaces.
- Employ version control systems such as Git to manage code changes.
- Collaborate and communicate with cross-functional teams in a professional and efficient manner.

## Course Overview:

### Course 0: NPTH 000 & NPTH 000-DL\*: Student Orientation

<b>Course Length:</b> 1 Week	<b>Course Hours:</b> 9	<b>College Credits:</b> 0
<b>Prerequisite:</b> none		

**Description:** Student Orientation provides access to course materials and sets expectations for NuPaths programs along with providing study skills and time management methods to support student success.

### Course 00: NPTH 1000 & NPTH 1000-DL: Business Skills Workshops

<b>Course Length:</b> 3 Weeks	<b>Course Hours:</b> 18	<b>College Credits:</b> 0
<b>Prerequisite:</b> none		

**Description:** The Business Skills Workshops are designed to help students develop and enhance skills that are non-technical skills, but just as important to career success (often referred to as soft skills) and competencies focused on resume and cover letter writing, interviewing skills, verbal, non-verbal and written communication, emotional intelligence, mindfulness in the workplace, professional social media use, negotiation, conflict resolution, and networking strategies. The workshops are conducted for one week between the first three program courses to offer continuous opportunities to enhance and develop career documents and skills.

**Certifications:** None

\*Course codes ending with DL indicate a Distance Learning educational format. Course codes without DL depict an in-person format.

**Course 1: NPTH 110 & NPTH 110-DL: Foundations in Information Technology**

<b>Course Length:</b> 4 Weeks	<b>Course Hours:</b> 36	<b>College Credits:</b> 2
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<b>Prerequisite:</b> none
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**Description:** The course focuses on the basics of computer hardware, software, mobile computing, networking, troubleshooting, and emerging technologies. Students learn about configuring operating systems, file and folder management, networks and network configuration, and the role of the OSI model in networking and troubleshooting. A fundamental understanding of computer hardware, operating systems, computer application software, networking technologies and protocols, web browsers, identifying security risks, troubleshooting errors, and system maintenance is gained. The course also includes an exploration of cutting-edge technologies such as cloud computing and virtualization.

**Certifications:** CompTIA IT Fundamentals +

**Course 2: NPTH 215 & NPTH 215-DL: Web Design and Development Fundamentals**

<b>Course Length:</b> 9 Weeks	<b>Course Hours:</b> 81	<b>College Credits:</b> 3
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<b>Prerequisite:</b> NPTH 110
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**Description:** The course focuses on key features of Adobe Photoshop CC and the core functions of Hypertext Markup Language (HTML) and Cascading Style Sheets (CSS) within the context of web design and development fundamentals, career paths in web design and development, and web site trends. Students also explore Word Press fundamentals for web site content management.

**Certifications:** ACP Visual Design Using Adobe Photoshop CC and IT Specialist OD 301 HTML and CSS

**Course 3: NPTH 230 & NPTH 230-DL: Building Web User Interfaces and Interactions**

<b>Course Length:</b> 6 Weeks	<b>Course Hours:</b> 54	<b>College Credits:</b> 3
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<b>Prerequisite:</b> NPTH 205
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**Description:** The course helps students develop an understanding of key concepts for web application interfaces and interactions. Students learn how to manage the application life cycle, build the user interface by using HTML5, format the user interface with CSS, and code interactions with JavaScript.

**Certifications:** ITS OD 306 HTML Application Development

**Course 4: NPTH 405 & NPTH 405-DL: Associate Website Developer Project**

<b>Course Length:</b> 4 Weeks	<b>Course Hours:</b> 36	<b>College Credits:</b> 0
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<b>Prerequisite:</b> NPTH 230
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**Description:** This course covers critical concepts, hands-on experience, and best practices for completing deliverables in support of a mock client website project and presenting the final feature demo to the client.

**Certifications:** None



# Technical Support Specialist Program & Course Overview

<b>Program Length:</b> 28 weeks	<b>Program hours:</b> 243 hours
<b>Total Certifications:</b> 6	<b>Total College Credits:</b> 8
<b>Courses:</b> 5 + Student Orientation and Business Skills Workshops	



## Program Description:

Students enrolled in the Technical Support Specialist program learn how to perform general maintenance on computer devices, troubleshoot software, fix operating system issues, and rebuild computers. Also, students become proficient with creating and managing all aspects of Microsoft Office Products to include Word, Excel, PowerPoint, and Outlook.

## Program Goals

Graduates of the Technical Support Specialist program receive training and education for entry-level positions in the technical support and help desk technician fields. The curriculum is designed to prepare students to:

- Apply basic computer maintenance and support principles to computer hardware, software, operating systems, and servers.
- Troubleshoot hardware and software-related issues to determine and implement recommended solutions
- Collaborate and communicate with customers and team members professionally and efficiently to provide appropriate support.
- Install, configure and maintain devices, PCs and software for end users.
- Demonstrate essential concepts and skills utilizing Microsoft Office and its components to collect and present data effectively.

## Course Overview:

### Course 0: NPTH 000 & NPTH 000-DL\*: Student Orientation

<b>Course Length:</b> 1 Week	<b>Course Hours:</b> 9	<b>College Credits:</b> 0
<b>Prerequisite:</b> none		

**Description:** Student Orientation provides access to course materials and sets expectations for NuPaths programs along with providing study skills and time management methods to support student success.

### Course 00: NPTH 1000 & NPTH 1000-DL: Business Skills Workshops

<b>Course Length:</b> 3 Weeks	<b>Course Hours:</b> 18	<b>College Credits:</b> 0
<b>Prerequisite:</b> none		

**Description:** The Business Skills Workshops are designed to help students develop and enhance skills that are non-technical skills, but just as important to career success (often referred to as soft skills) and competencies focused on resume and cover letter writing, interviewing skills, verbal, non-verbal and written communication, emotional intelligence, mindfulness in the workplace, professional social media use, negotiation, conflict resolution, and networking strategies. The workshops are conducted for one week between the first three program courses to offer continuous opportunities to enhance and develop career documents and skills.

**Certifications:** None

\*Course codes ending with DL indicate a Distance Learning educational format. Course codes without DL depict an in-person format.

**Course 1: NPTH 110 & NPTH 110-DL: Foundations in Information Technology**

<b>Course Length:</b> 4 Weeks	<b>Course Hours:</b> 36	<b>College Credits:</b> 2
<b>Prerequisite:</b> none		

**Description:** The course focuses on the basics of computer hardware, software, mobile computing, networking, troubleshooting, and emerging technologies. Students learn about configuring operating systems, file and folder management, networks and network configuration, and the role of the OSI model in networking and troubleshooting. A fundamental understanding of computer hardware, operating systems, computer application software, networking technologies and protocols, web browsers, identifying security risks, troubleshooting errors, and system maintenance is gained. The course also includes an exploration of cutting-edge technologies such as cloud computing and virtualization.

**Certifications:** CompTIA IT Fundamentals +

**Course 2: NPTH 101 & NPTH 101-DL: The Fundamentals of Communication Software**

<b>Course Length:</b> 5 Weeks	<b>Course Hours:</b> 45	<b>College Credits:</b> 0
<b>Prerequisite:</b> NPTH 110		

**Description:** This course develops the skills to format, design, and produce documents and presentations with Microsoft Word and PowerPoint within the context of applying skills to provide training and support to other users. Students will perform Word tasks, such as creating and managing documents, formatting text, building tables and lists, applying references and formatting objects. They will demonstrate their skills to create and manage presentations, design and format slide content and shapes, apply transitions and animations and manage multiple presentations.

**Certifications:** Microsoft Office Specialist: MO-100 Word and MO-300 PowerPoint

**Course 3: NPTH 130 & NPTH 130-DL: Technical Support for the Modern Enterprise**

<b>Course Length:</b> 6 Weeks	<b>Course Hours:</b> 54	<b>College Credits:</b> 3
<b>Prerequisite:</b> NPTH 110		

**Description:** Confidently handle the most challenging technical support issues across a variety of computer hardware and operating systems. The course covers the essential principles of installing, building, upgrading, repairing, configuring, troubleshooting, optimizing, and preventative maintenance on desktop and laptop computers. Elements of the customer service and communication skills necessary to work with clients while providing technical support are also explored.

**Certifications:** CompTIA A+

**Course 4: NPTH 120 & NPTH 120-DL: The Fundamentals of Productivity Software**

<b>Course Length:</b> 5 Weeks	<b>Course Hours:</b> 45	<b>College Credits:</b> 3
<b>Prerequisite:</b> NPTH 101		

**Description:** The course develops the skills to create workbooks and spreadsheets with Microsoft Excel for organizing and analyzing data. Students learn to use formatting, formulas, charts and various data tools for data management. Microsoft Outlook is also explored as a communication and productivity tool. Students learn to manage messages, schedules, contacts, groups and lists in the Outlook environment. Skills with the productivity tools are developed within the context of personal productivity and providing training and support to other users.

**Certifications:** Microsoft Office Specialist: MO-200 Excel and MO-400 Outlook

**Course 5: NPTH 401 & NPTH 401-DL: Technical Support Specialist Project**

<b>Course Length:</b> 4 Weeks	<b>Course Hours:</b> 36	<b>College Credits:</b> 0
<b>Prerequisite:</b> NPTH 130		

**Description:** Students will work to resolve a series of technical issues with varying degrees of difficulty within an allotted time frame. On completion of activities, the student will use a ticketing system to document the various technical issues encountered, methodology followed, and resolution steps taken to fix the problems

**Certifications:** None

## Software Testing Analyst Program & Course Overview

<b>Program Length:</b> 28 weeks	<b>Program hours:</b> 243 hours
<b>Total Certifications:</b> 6	<b>Total College Credits:</b> 10
<b>Courses:</b> 5 + Student Orientation and Business Skills Workshops	



### Program Description:

The Software Testing Analyst course focuses on the design, implementation, and execution of software testing to support IT and business processes. Using established techniques, students analyze functional specifications for core application functions, text input, menu functions, and installation, and set up on localized machines. In addition, students create clear and understandable incident reports and determine continuous improvement standards, procedures, and methodology.

### Program Goals

Graduates of the Software Testing Analyst program receive training and education for entry-level positions in the software testing and quality assurance industry. The curriculum is designed to prepare students to:

- Summarize the scope of the software development life cycle (SDLC) and software testing life cycle (STLC).
- Formulate and execute test cases, test plans and test scenarios.
- Write and communicate clear and understandable defect reports.
- Evaluate testing types and techniques for functional, regression, and performance testing based on given scenarios.
- Collaborate and communicate effectively with cross-functional teams, including developers and operations, to ensure requirements are met.
- Utilize agile methodologies to support the software testing efforts.

### Course Overview:

#### Course 0: NPTH 000 & NPTH 000-DL\*: Student Orientation

<b>Course Length:</b> 1 Week	<b>Course Hours:</b> 9	<b>College Credits:</b> 0
<b>Prerequisite:</b> none		

**Description:** Student Orientation provides access to course materials and sets expectations for NuPaths programs, along with providing study skills and time management methods to support student success.

#### Course 00: NPTH 1000 & NPTH 1000-DL: Business Skills Workshops

<b>Course Length:</b> 3 Weeks	<b>Course Hours:</b> 18	<b>College Credits:</b> 0
<b>Prerequisite:</b> none		

**Description:** The Business Skills Workshops are designed to help students develop and enhance skills that are non-technical skills, but just as important to career success (often referred to as soft skills) and competencies focused on resume and cover letter writing, interviewing skills, verbal, non-verbal and written communication, emotional intelligence, mindfulness in the workplace, professional social media use, negotiation, conflict resolution, and networking strategies. The workshops are conducted for one week between the first three program courses to offer continuous opportunities to enhance and develop career documents and skills.

**Certifications:** None

\*Course codes ending with DL indicate a Distance Learning educational format. Course codes without DL depict an in-person format.

**Course 1: NPTH 110 & NPTH 110-DL: Foundations in Information Technology**

<b>Course Length:</b> 4 Weeks	<b>Course Hours:</b> 36	<b>College Credits:</b> 2
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<b>Prerequisite:</b> none
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**Description:** The course focuses on the basics of computer hardware, software, mobile computing, networking, troubleshooting, and emerging technologies. Students learn about configuring operating systems, file and folder management, networks and network configuration, and the role of the OSI model in networking and troubleshooting. A fundamental understanding of computer hardware, operating systems, computer application software, networking technologies and protocols, web browsers, identifying security risks, troubleshooting errors, and system maintenance is gained. The course also includes an exploration of cutting-edge technologies such as cloud computing and virtualization.

**Certifications:** CompTIA IT Fundamentals +

**Course 2: NPTH 116 & NPTH 116-DL: Capturing, Organizing and Presenting Data**

<b>Course Length:</b> 6 Weeks	<b>Course Hours:</b> 54	<b>College Credits:</b> 3
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<b>Prerequisite:</b> NPTH 110
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**Description:** This course explores spreadsheets and databases for capturing, organizing, and presenting data for improving decision making. The student will learn the essentials for editing worksheets and workbooks as well as how to visualize data in Microsoft Excel with charts, styles, templates, and PivotTables. The student will also develop the skills for relational database design and learn to create a new database, construct data tables, create reports and analyze queries and statements in SQL server.

**Certifications:** Microsoft Office Specialist: MO-200 Excel and IT Specialist – OD 201 Databases

**Course 3: NPTH 122 & NPTH 122-DL: Software Testing Fundamentals**

<b>Course Length:</b> 4 Weeks	<b>Course Hours:</b> 36	<b>College Credits:</b> 2
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<b>Prerequisite:</b> NPTH 116
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**Description:** The course focuses on the fundamental concepts of software testing, including a common language for efficient and effective communication with other testers and project stakeholders. Established testing concepts, the fundamental test process, test approaches, and principles to support test objectives for both performance and usability are also explored.

**Certifications:** ISTQB® Certified Tester Foundation Level (CTFL)

**Course 4: NPTH 212 & NPTH 212-DL: Introduction to Agile Project Management and Software Testing**

<b>Course Length:</b> 6 Weeks	<b>Course Hours:</b> 54	<b>College Credits:</b> 3
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<b>Prerequisite:</b> NPTH 122
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**Description:** This course builds a foundation of Agile project management, including the Scrum framework. The student learns strategies to effectively organize important Scrum events to build, manage, and refine the project roadmap. Focusing on the Agile methodology, key software testing skills are explored and aligned to the principles of Agile software development as outlined in the Agile Manifesto. The learner will apply processes and procedures to assess risks and execute testing to support project development.

**Certifications:** Certified Junior Agile Project Manager (IAPM) and ISTQB® Certified Tester Agile Tester

**Course 5: NPTH 407 & NPTH 407-DL: Software Testing Analyst Project Course**

<b>Course Length:</b> 4 Weeks	<b>Course Hours:</b> 36	<b>College Credits:</b> 0
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<b>Prerequisite:</b> NPTH 212
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**Description:** The course focuses on the fundamental concepts and applications for a Software Testing Analyst to use on the job. Students will execute functional and regression testing per a test plan to analyze and report on the results.

**Certifications:** None

## Digital Marketing Assistant Program & Course Overview

**CURRENTLY ONLY AVAILABLE AS A PENNSYLVANIA STATE**

Program Length: 27 weeks

Program hours: 234 hours

Total Certifications: **REGISTERED PRE-APPRENTICESHIP**

Courses: 4 + Student Orientation and Business Skills Workshops



### Program Description:

The Digital Marketing Assistant program focuses on both key and new features of web design and development fundamentals. It addresses basic and intermediate aspects of online marketing, AdWords, Search Engine Optimization, and online advertising formats. Additionally, students evaluate site analytics and performance to leverage and enhance digital business activities.

### Program Goals

Graduates of the Digital Marketing Assistant program receive training and education for entry-level positions in the digital marketing and social media fields. The curriculum is designed to prepare students to:

- Employ digital marketing concepts and strategies such as SEO, SEM, social media, email, and content marketing.
- Design and edit digital assets with Adobe Photoshop.
- Apply website design and development principles and best practices.
- Evaluate digital marketing analytics and data to improve marketing strategies.
- Configure data in Microsoft Excel to create visual elements and analyze data.
- Integrate best practices with Google Analytics and Google Ads digital marketing tools.
- Develop engaging content for target audiences on social media platforms.
- Collaborate and communicate with cross-functional teams in a professional and efficient manner.

### Course Overview:

#### Course 0: NPTH 000 & NPTH 000-DL\*: Student Orientation

**Course Length:** 1 Week      **Course Hours:** 9      **College Credits:** 0

**Prerequisite:** none

**Description:** Student Orientation provides access to course materials and sets expectations for NuPaths programs along with providing study skills and time management methods to support student success.

#### Course 00: NPTH 1000 & NPTH 1000-DL: Business Skills Workshops

**Course Length:** 3 Weeks      **Course Hours:** 18      **College Credits:** 0

**Prerequisite:** none

**Description:** The Business Skills Workshops are designed to help students develop and enhance skills that are non-technical skills, but just as important to career success (often referred to as soft skills) and competencies focused on resume and cover letter writing, interviewing skills, verbal, non-verbal and written communication, emotional intelligence, mindfulness in the workplace, professional social media use, negotiation, conflict resolution, and networking strategies. The workshops are conducted for one week between the first three program courses to offer continuous opportunities to enhance and develop career documents and skills.

**Certifications:** None

\*Course codes ending with DL indicate a Distance Learning educational format. Course codes without DL depict an in-person format.

**Course 1:** NPTH 215 & NPTH 215-DL: Web Design and Development Fundamentals

<b>Course Length:</b> 9 Weeks	<b>Course Hours:</b> 81	<b>College Credits:</b> 3
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<b>Prerequisite:</b> none
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**Description:** The course focuses on key features of Adobe Photoshop CC and the core functions of Hypertext Markup Language (HTML) and Cascading Style Sheets (CSS) within the context of web design and development fundamentals, career paths in web design and development, and web site trends. Students also explore Word Press fundamentals for web site content management.

**Certifications:** ACP Visual Design Using Adobe Photoshop CC and IT Specialist OD 301 HTML and CSS

**Course 2:** NPTH 105 & NPTH 105-DL: Introduction to Online Advertising

<b>Course Length:</b> 4 Weeks	<b>Course Hours:</b> 36	<b>College Credits:</b> 2
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<b>Prerequisite:</b> NPTH 215
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**Description:** The course addresses the basic and intermediate aspects of online marketing and Google Ads, including the benefits of online advertising, how to set up and manage a Google Ads campaign, and how to measure and optimize a campaign's performance. Search engine optimization is introduced, and search engine advertising fundamentals and formats are also explored as a specific online advertising format that can be included in a Google Ads campaign. Client communication fundamentals are integrated throughout the exploration of technology solutions to emphasize the need to manage online ad campaigns within the context of client relationships.

**Certifications:** Google Ads Search and Google Ads Display

**Course 3:** NPTH 115 & NPTH 115-DL: Web Site Statistics and Data Analysis

<b>Course Length:</b> 6 Weeks	<b>Course Hours:</b> 54	<b>College Credits:</b> 3
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<b>Prerequisite:</b> NPTH 205
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**Description:** The course addresses digital analytics best practices, using the Google Analytics platform, using Google Tag Manager for optimizing site analytics and performance, and customizing web site data analysis using Excel. While easy to use for beginners, Google Analytics is also a powerful tool in the hands of knowledgeable users who can leverage Google Analytics to evaluate and optimize digital activities for their organizations.

**Certifications:** Microsoft Office Specialist: MO-200 Excel and Google Analytics

**Course 4:** NPTH 404 & NPTH 404-DL: Digital Marketing Assistant Project

<b>Course Length:</b> 4 Weeks	<b>Course Hours:</b> 36	<b>College Credits:</b> 0
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<b>Prerequisite:</b> NPTH 217
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**Description:** Students complete a series of projects in support of a mock client marketing campaign and present the digital marketing strategies to the mock client.

**Certifications:** None

## Project Analyst Program & Course Overview



<b>Program Length:</b> 26 weeks	<b>Program hours:</b> 225 hours
<b>Total Certifications:</b> 5	<b>Total College Credits:</b> 9
<b>Courses:</b> 5 + Student Orientation and Business Skills Workshops	

### Program Description:

Every business depends on project management for continued and sufficient growth. The Project Analyst program prepares individuals to play an integral role as part of the organization's project management team by focusing on the foundations of information technology. This program explores spreadsheets and databases for capturing, organizing, and presenting data as well as practical experience with project management methodologies and strategies to support and execute the project process and plan effectively.

### Program Goals

Graduates of the Project Analyst program receive training and education for entry-level positions in the project management field. The curriculum is designed to prepare students to:

- Identify the fundamentals of project management, project life cycle, and various methodologies, including Waterfall, Agile and Scrum.
- Develop project documentation and artifacts to include project plans, charters, risk response plans, change management and transition plans.
- Assess key performance indicators to monitor project progress, evaluate project outcomes and detect areas for improvement.
- Support the completion of larger projects within an information technology (IT) environment.
- Communicate effectively with stakeholders, including team members, clients, and management.

### Course Overview:

#### Course 0: NPTH 000 & NPTH 000-DL\*: Student Orientation

<b>Course Length:</b> 1 Week	<b>Course Hours:</b> 9	<b>College Credits:</b> 0
<b>Prerequisite:</b> none		

**Description:** Student Orientation provides access to course materials and sets expectations for NuPaths programs along with providing study skills and time management methods to support student success.

#### Course 00: NPTH 1000 & NPTH 1000-DL: Business Skills Workshops

<b>Course Length:</b> 3 Weeks	<b>Course Hours:</b> 18	<b>College Credits:</b> 0
<b>Prerequisite:</b> none		

**Description:** The Business Skills Workshops are designed to help students develop and enhance skills that are non-technical skills, but just as important to career success (often referred to as soft skills) and competencies focused on resume and cover letter writing, interviewing skills, verbal, non-verbal and written communication, emotional intelligence, mindfulness in the workplace, professional social media use, negotiation, conflict resolution, and networking strategies. The workshops are conducted for one week between the first three program courses to offer continuous opportunities to enhance and develop career documents and skills.

**Certifications:** None

\*Course codes ending with DL indicate a Distance Learning educational format. Course codes without DL depict an in-person format.

**Course 1: NPTH 110 & NPTH 110-DL: Foundations in Information Technology**

<b>Course Length:</b> 4 Weeks	<b>Course Hours:</b> 36	<b>College Credits:</b> 2
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<b>Prerequisite:</b> none
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**Description:** The course focuses on the basics of computer hardware, software, mobile computing, networking, troubleshooting, and emerging technologies. Students learn about configuring operating systems, file and folder management, networks and network configuration, and the role of the OSI model in networking and troubleshooting. A fundamental understanding of computer hardware, operating systems, computer application software, networking technologies and protocols, web browsers, identifying security risks, troubleshooting errors, and system maintenance is gained. The course also includes an exploration of cutting-edge technologies such as cloud computing and virtualization.

**Certifications:** CompTIA IT Fundamentals +

**Course 2: NPTH 116 & NPTH 116-DL: Capturing, Organizing and Presenting Data**

<b>Course Length:</b> 6 Weeks	<b>Course Hours:</b> 54	<b>College Credits:</b> 3
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<b>Prerequisite:</b> NPTH 110
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**Description:** This course explores spreadsheets and databases for capturing, organizing, and presenting data for improving decision making. The student will learn the essentials for editing worksheets and workbooks as well as how to visualize data in Microsoft Excel with charts, styles, templates, and PivotTables. The student will also develop the skills for relational database design and learn to create a new database, construct data tables, create reports and analyze queries and statements in SQL server.

**Certifications:** Microsoft Office Specialist: MO-200 Excel and IT Specialist – OD 201 Databases

**Course 3: NPTH 135 & NPTH 135-DL: Processes and Components for Project Success.**

<b>Course Length:</b> 4 Weeks	<b>Course Hours:</b> 36	<b>College Credits:</b> 2
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<b>Prerequisite:</b> NPTH 205
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**Description:** The course is designed to provide students with the skills and software knowledge needed to be a successful project coordinator in today's rapidly changing world. The experience in this course will help students avoid making costly mistakes and increase their competitive edge in the project management profession. The student will apply recognized practices of project management and understand a project's life cycle, roles, and skills necessary to effectively initiate, plan, execute, monitor, control and close a project.

**Certifications:** CompTIA Project+

**Course 4: NPTH 140 & NPTH 140-DL: Introduction to Agile Project Management**

<b>Course Length:</b> 4 Weeks	<b>Course Hours:</b> 36	<b>College Credits:</b> 2
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<b>Prerequisite:</b> NPTH 205
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**Description:** Agile is a project management methodology that promotes continuous iteration of development and testing concurrently throughout the software development lifecycle. The course defines the core principles of Agile methodology and examines three different methods of Agile. Students learn strategies to effectively organize important Scrum events to build, manage, and refine the project roadmap.

**Certifications:** Certified Junior Agile Project Manager (IAPM)

**Course 5: NPTH 406 & NPTH 406-DL: Project Analyst Project**

<b>Course Length:</b> 4 Weeks	<b>Course Hours:</b> 36	<b>College Credits:</b> 0
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<b>Prerequisite:</b> NPTH 217
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**Description:** Students will create a project charter, work breakdown structure, and project schedule for an enterprise project, including identifying communication and data capture tools for project management.

**Certifications:** None