UNIQUE System Skills LLC
IT Staffing | Training | Consulting Company

STUDENT CATALOG

UNIQUE SYSTEM SKILLS, LLC
STUDENT CATALOG

TABLE OF CONTENTS

Welcome to UNIQUE System Skills LLC. Our goal is your success.

We at UNIQUE System Skills LLC offer a wide array of computer training programs and services to support and encourage student participation in classroom and online learning. Training department personnel of the organization have unique responsibilities, but they also work collaboratively across the institution to provide excellent service to students and the community as a whole. In addition to IT Training classes, our students receive career guidance, placement assistance, resume preparation, and interview preparation services. It is important for us at UNIQUE System Skills LLC to provide a safe and healthy learning environment for our students, the community, and visitors.

UNIQUE System Skills LLC has established policies and procedures that comprise the Student Handbook to both promote the Training Institution's mission and protect the rights and safety of Students, faculty, and staff. It is the responsibility of all students of UNIQUE System Skills LLC to know the information included in the Student Handbook. The Student Handbook is reviewed and updated annually or as necessary to ensure compliance with the standards at the NH Division of Higher Education, Office of Career School Licensing, and adherence to the values of our Training Institute. UNIQUE System Skills LLC will make every effort to alert students to significant changes when they are made.

Our priority, at UNIQUE System Skills LLC, is to provide the highest quality of IT Training andCareer services to our students in an environment which is safe and welcoming. Our goal is the success of our students. We are passionate about assisting each one of our students personally to better understand the needs and goals of everyone.

We invite you to browse our website (www.systemskills.com) and encourage you to contact us with any questions you may have. Also feel free to follow us on all our social network pages which include Instagram, Facebook, and Twitter.

We are fully committed to your success as a student.Thank you and welcome aboard!

Mr. Santosh Salvi
(*CEO | Founder)*
January, 2025
Certified to be true & correct in content & policy.
547 Amherst Street, Suite 201
Nashua NH 03063
1-844-887-9239

PURPOSE AND MISSION

With the ever-changing IT industry, UNIQUE System Skills LLC understands the challenges faced by the American workforce. Companies are increasingly searching for highly skilled IT professionals to fill valuable positions in a competitive global market. The difficulty in finding local IT professionals for these invaluable roles is becoming more apparent to companies.

Through our IT training division, we offer a low-cost, comprehensive service to all members of local communities, providing them with training in information technology. Teaching cutting-edge technologies will give our students a competitive advantage in the job market by expanding their skill set and increasing their productivity.

We strive to continuously expand our global IT services, solutions, and resources. Our commitment to integrity, diversity, and ethics permeates our entire organization and extends to our partners.

You are required to sign and date the last page of this handbook. You may fill in the form and either detach it or send a picture of it to submit to the Training Institute (UNIQUE System Skills LLC).

SCHOOL HOLIDAYS - 2025

MARTIN LUTHER KING DAY - Monday, January 20

PRESIDENT'S DAY - Monday, February 17

GOOD FRIDAY - Friday, April 18

MEMORIAL DAY - Monday, May 26

INDEPENDENCE DAY - Friday, July 4

LABOR DAY - Monday, September 1

VETERANS DAY - Tuesday, November 11

THANKSGIVING DAY - Thursday, November 27

DAY AFTER THANKSGIVING DAY - Friday, November 28

CHRISTMAS DAY – Thursday, December 25

LIST OF INDIVIDUAL COURSES (INSTRUCTOR-LED, ONLINE)

PROGRAM/COURSES OFFERED	CLOCK HOURS	TUITION
Adobe Photoshop and Illustrator	40 hrs/ 2 weeks	$1,590.00
Advanced Excel	40 hrs/ 2 weeks	$1,520.00
Advanced Java	40 hrs/ 2 weeks	$1,520.00
Agile + Professional Scrum Foundations	40 hrs/ 2 weeks	$1,520.00
AI Fundamentals	40 hrs/ 2 weeks	$1,620.00
AI Advanced	60 hrs/ 3 weeks	$2,185.00
AI for Web (New Course)	40 hrs/ 2 weeks	$2,020.00
Angular Developer	40 hrs/ 2 weeks	$1,520.00
API Testing	40 hrs/ 2 weeks	$1,520.00
ASP .NET MVC Web API	40 hrs/ 2 weeks	$1,520.00
AWS AI for Beginners (New Course)	40 hrs/ 2 weeks	$2,020.00
AWS DevOps	40 hrs/ 2 weeks	$2,020.00
AWS Solution Architect Associate	40 hrs/ 2 weeks	$2,020.00
Basic Knowledge of C#, ASP .NET MVC Web API	60 hrs/ 3 weeks	$2,020.00
Big Data & Hadoop	40 hrs/ 2 weeks	$1,520.00
Big data with Scala, Spark, and Kafka	40 hrs/ 2 weeks	$1,520.00
C Programming Language	40 hrs/ 2 weeks	$1,520.00
C# .NET ASP .NET	60 hrs/ 3 weeks	$2,020.00
Cloud Computing with Azure	40 hrs/ 2 weeks	$1,520.00
Core Java	40 hrs/ 2 weeks	$1,520.00
Cucumber	40 hrs/ 2 weeks	$1,520.00
Cybersecurity Basics	80 hrs/ 4 weeks	$3,020.00
Data Science with Python	40 hrs/ 2 weeks	$1,520.00
Data Science with R	40 hrs/ 2 weeks	$1,520.00
Defending Against Cyber Security	40 hrs/ 2 weeks	$1,520.00
Digital Marketing	40 hrs/ 2 weeks	$1,520.00
Docker Certified Associate (DCA)	40 hrs/ 2 weeks	$1,520.00
Drupal	40 hrs/ 2 weeks	$1,520.00
Google Cloud Certified Associate Cloud Engineer (Google ACE)	40 hrs/ 2 weeks	$2,020.00
Gen AI Finance (New Course)	40 hrs/ 2 weeks	$2,020.00
Gen AI Sales (New Course)	40 hrs/ 2 weeks	$2,020.00
Importance of Security	40 hrs/ 2 weeks	$1,520.00
IOT – Internet of Things	40 hrs/ 2 weeks	$1,520.00
Java Framework	20 hrs/ 1 week	$820.00
JavaScript	40 hrs/ 2 weeks	$1,520.00
Jenkins	40 hrs/ 2 weeks	$1,520.00
Kubernetes Advanced	40 hrs/ 2 weeks	$1,520.00
Kubernetes Basic	40 hrs/ 2 weeks	$1,520.00
Linux	20 hrs/ 1 week	$820.00
Logic Development	40 hrs/ 2 weeks	$1,520.00
Magento	40 hrs/ 2 weeks	$1,520.00

Manual Functional Testing	40 hrs/ 2 weeks	$1,520.00
MATLAB	40 hrs/ 2 weeks	$1,520.00
Mean Stack Application Developer (Angular-Node-MongoDB)	60 hrs/ 3 weeks	$2,020.00
Mobile Development	40 hrs/ 2 weeks	$1,520.00
Mongo DB	40 hrs/ 2 weeks	$1,520.00
MS Office	40 hrs/ 2 weeks	$1,520.00
Network Security Advanced	40 hrs/ 2 weeks	$1,520.00
Node JS	40 hrs/ 2 weeks	$1,520.00
Oracle DBA	40 hrs/ 2 weeks	$1,520.00
Oracle PL/SQL	20 hrs/ 1 week	$820.00
Penetration Testing	40 hrs/ 2 weeks	$1,520.00
PERL	40 hrs/ 2 weeks	$1,520.00
PHP	40 hrs/ 2 weeks	$1,520.00
Power BI	40 hrs/ 2 weeks	$1,520.00
Professional Scrum Master	20 hrs/ 1 week	$1,020.00
Python	40 hrs/ 2 weeks	$1,520.00
Python Django Framework	40 hrs/ 2 weeks	$1,520.00
Ruby	40 hrs/ 2 weeks	$1,520.00
Rust	40 hrs/ 2 weeks	$1,520.00
Salesforce Admin	40 hrs/ 2 weeks	$2,020.00
Salesforce CPQ	40 hrs/ 2 weeks	$2,220.00
Salesforce Developer	40 hrs/ 2 weeks	$2,020.00
Security Governance	40 hrs/ 2 weeks	$1,520.00
Selenium and Appium Testing tools	40 hrs/ 2 weeks	$1,520.00
SQL Fundamentals	20 hrs/ 1 week	$820.00
SQL Server DBA	40 hrs/ 2 weeks	$1,520.00
Tableau	40 hrs/ 2 weeks	$1,520.00
Threat Intelligence	40 hrs/ 2 weeks	$1,520.00
Vulnerability Assessment and Management	40 hrs/ 2 weeks	$1,520.00
Web Application Security	40 hrs/ 2 weeks	$1,520.00
Web Development	40 hrs/ 2 weeks	$1,520.00
Web Services using Java	20 hrs/ 1 week	$820.00
WordPress	40 hrs/ 2 weeks	$1,520.00
Note: The costs associated with paid practice tests must be paid by those who wish to take them prior to appearing for the certification exam.		

NOTE:
- All our classes are online, synchronous, and instructor-led. Students must attend live sessions.
- Schedules are subject to change.
- Classes are conducted 20 hours per week. This is considered full time by the Veteran Affairs (VA), Workforce Innovation and Opportunity Act (WIOA), and Training Opportunities Program (TOP) Section 30.
- 20 hours per week are Instructor-led training sessions, which includes supervised lab sessions for practicing the concepts learned.

LIST OF INDIVIDUAL COURSES (IN-PERSON)

PROGRAM/COURSES OFFERED	CLOCK HOURS	TUITION
Adobe Photoshop and Illustrator	40 hrs/ 2 weeks	$3,490.00
Advanced Excel	40 hrs/ 2 weeks	$3,420.00
Advanced Java	40 hrs/ 2 weeks	$3,420.00
Agile + Professional Scrum Foundations	40 hrs/ 2 weeks	$3,420.00
Angular Developer	40 hrs/ 2 weeks	$3,420.00
AI Fundamentals	40 hrs/ 2 weeks	$3,520.00
AI Advanced	60 hrs/ 3 weeks	$4,085.00
AI for Web (New Course)	40 hrs/ 2 weeks	$3,920.00
API Testing	40 hrs/ 2 weeks	$3,420.00
ASP .NET MVC Web API	40 hrs/ 2 weeks	$3,420.00
AWS AI for Beginners (New Course)	40 hrs/ 2 weeks	$3,920.00
AWS DevOps	40 hrs/ 2 weeks	$3,920.00
AWS Solution Architect Associate	40 hrs/ 2 weeks	$3,920.00
Basic Knowledge of C#, ASP .NET MVC Web API	60 hrs/ 3 weeks	$3,420.00
Big Data & Hadoop	40 hrs/ 2 weeks	$3,420.00
Big data with Scala, Spark, and Kafka	40 hrs/ 2 weeks	$3,420.00
C Programming Language	40 hrs/ 2 weeks	$3,920.00
C# .NET ASP .NET	60 hrs/ 3 weeks	$3,420.00
Cloud Computing with Azure	40 hrs/ 2 weeks	$3,420.00
Cloud Security	40 hrs/ 2 weeks	$3,420.00
Core Java	40 hrs/ 2 weeks	$3,420.00
Cucumber	40 hrs/ 2 weeks	$3,420.00
Cybersecurity Basics	80 hrs/ 4 weeks	$4,920.00
Data Science with Python	40 hrs/ 2 weeks	$3,420.00
Data Science with R	40 hrs/ 2 weeks	$3,420.00
Defending Against Cyber Security	40 hrs/ 2 weeks	$3,420.00
Digital Marketing	40 hrs/ 2 weeks	$3,420.00
Docker Certified Associate (DCA)	40 hrs/ 2 weeks	$3,420.00
Drupal	40 hrs/ 2 weeks	$3,420.00
Google Cloud Certified Associate Cloud Engineer (Google ACE)	40 hrs/ 2 weeks	$3,920.00
Gen AI Finance (New Course)	40 hrs/ 2 weeks	$3,920.00
Gen AI Sales (New Course)	40 hrs/ 2 weeks	$3,920.00
Importance of Security	40 hrs/ 2 weeks	$3,420.00
IOT – Internet of Things	40 hrs/ 2 weeks	$3,420.00
Java Framework	20 hrs/ 1 week	$2,320.00
JavaScript	40 hrs/ 2 weeks	$3,420.00
Jenkins	40 hrs/ 2 weeks	$3,420.00
Kubernetes Advanced	40 hrs/ 2 weeks	$3,420.00
Kubernetes Basic	40 hrs/ 2 weeks	$3,420.00
Linux	20 hrs/ 1 week	$2,320.00
Logic Development	40 hrs/ 2 weeks	$3,420.00
Magento	40 hrs/ 2 weeks	$3,420.00

Course	Duration	Cost
Manual Functional Testing	40 hrs/ 2 weeks	$3,420.00
MATLAB	40 hrs/ 2 weeks	$3,420.00
Mean Stack Application Developer (Angular-Node-MongoDB)	60 hrs/ 3 weeks	$3,920.00
Mobile Development	40 hrs/ 2 weeks	$3,420.00
Mongo DB	40 hrs/ 2 weeks	$3,420.00
MS Office	40 hrs/ 2 weeks	$3,420.00
Network Security Advanced	40 hrs/ 2 weeks	$3,420.00
Node JS	40 hrs/ 2 weeks	$3,420.00
Oracle DBA	40 hrs/ 2 weeks	$3,420.00
Oracle PL/SQL	20 hrs/ 1 week	$2,320.00
Penetration Testing	40 hrs/ 2 weeks	$3,420.00
PERL	40 hrs/ 2 weeks	$3,420.00
PHP	40 hrs/ 2 weeks	$3,420.00
Power BI	40 hrs/ 2 weeks	$3,420.00
Professional Scrum Master	20 hrs/ 1 week	$2,520.00
Python	40 hrs/ 2 weeks	$3,547.00
Python Django Framework	40 hrs/ 2 weeks	$3,420.00
Ruby	40 hrs/ 2 weeks	$3,420.00
Rust	40 hrs/ 2 weeks	$3,420.00
Salesforce Admin	40 hrs/ 2 weeks	$3,920.00
Salesforce CPQ	40 hrs/ 2 weeks	$3,920.00
Salesforce Developer	40 hrs/ 2 weeks	$3,920.00
Security Governance	40 hrs/ 2 weeks	$3,420.00
Selenium and Appium Testing tools	40 hrs/ 2 weeks	$3,420.00
SQL Fundamentals	20 hrs/ 1 week	$2,320.00
SQL Server DBA	40 hrs/ 2 weeks	$3,420.00
Tableau	40 hrs/ 2 weeks	$3,590.00
Threat Intelligence	40 hrs/ 2 weeks	$3,420.00
Vulnerability Assessment and Management	40 hrs/ 2 weeks	$3,420.00
Web Application Security	40 hrs/ 2 weeks	$3,420.00
Web Development	40 hrs/ 2 weeks	$3,420.00
Web Services using Java	20 hrs/ 1 week	$2,320.00
WordPress	40 hrs/ 2 weeks	$3,420.00
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LIST OF PACKAGES (INSTRUCTOR-LED, ONLINE)

The following is a list of Programs that are comprised of individually approved courses:			
PROGRAMS/PACKAGES OFFERED			
PACKAGE / PROGRAM NAME	**COURSES COVERED IN THE PACKAGE**	**CLOCK HOURS**	**TUITION**
Adobe Photoshop and Illustrator with Digital Marketing	SQL Fundamentals, ADOBE Photoshop and Illustrator, Digital Marketing, and WordPress, and Oracle SQL Certification	320 hrs/ 16 weeks	$5,695.00
Advanced Entrepreneur Kit	SQL Fundamentals, Digital Marketing, Salesforce Admin, MS Office, Advanced Excel, and MICROSOFT Certification	400 hrs/ 20 weeks	$7,500.00
AI with Azure	Python, AI Fundamentals, AI Advanced, and Azure AI Fundamentals Certification	300 hrs/ 15 weeks	$5,660.00
AI with AWS	Python, AWS Solutions Architect, AWS AI for Beginners, and AWS Certified AI Practitioner Certification	280 hrs/ 14 weeks	$5,660.00
Automation Quality Assurance - 1	SQL Fundamentals, Manual/Functional Testing, Core Java, Selenium and Appium Testing tools, Oracle SQL Certification, and ASTQB Certification	360 hrs/ 18 weeks	$5,875.00
Automation Quality Assurance - 2	SQL Fundamentals, Manual/Functional Testing, Core Java, Selenium and Appium Testing tools, API Testing, Oracle SQL Certification, and ASTQB Certification	440 hrs/ 22 weeks	$7,395.00
AWS DevOps Admin with Certification	SQL Fundamentals, Web Development, Linux, AWS DevOps Associate, and AWS DevOps Associate Certification.	280 hrs/ 14 weeks	$5,340.00
AWS Solution andDevOps	SQL Fundamentals, Web Development, Linux, AWS DevOps Associate, AWS Solutions Architect Associate, AWS DevOps associate certification, and AWS Solution Architect Associate certification	400 hrs/ 20 weeks	$7,520.00
AWS Solution Architect with Certification	SQL Fundamentals, Web Development, Linux, AWS Solutions Architect Associate and AWS Solution Architect Associate certification	280 hrs/ 14 weeks	$5,340.00
Beginner Entrepreneur Kit	SQL Fundamentals, Digital Marketing, Salesforce Admin, MS Office, MICROSOFT Certification	320 hrs/ 16 weeks	$5,980.00
Big data with Python	SQL Fundamentals, Core Java, Python, Big data and Hadoop, and Oracle SQL Certification	320 hrs/ 16 weeks	$5,625.00

Big data with R Programming	SQL Fundamentals, Core Java, Big data and Hadoop and Data Science with R, and Oracle SQL Certification	320 hrs/ 16 weeks	$5,625.00
Big data with Scala,Spark, and Kafka	SQL Fundamentals, Core Java, Big dataand Hadoop and Big data with Scala, Spark and Kafka, and Oracle SQL Certification	320 hrs/ 16 weeks	$5,625.00
Business Intelligence Analyst	SQL Fundamentals, Advanced Excel, Python, Core Java, Digital Marketing, Salesforce Admin, AWS Solutions Architect Associate, Selenium and Appium Testing Tools, Tableau, Power BI, Tableau Desktop Specialist Certification, and AWS Solutions Architect Associate Level Certification	520 hrs/ 26 weeks	$15,830.00
Business Office andMarketing Administrator	Advanced Excel, WordPress, Digital Marketing, Tableau, MS Office, Salesforce Admin, MS office certification and Salesforce Administrator Certification	560 hrs/ 28 weeks	$9,990.00
Cloud Technologies	SQL Fundamentals, Web Development, Linux, Docker, Jenkins, Google cloud certified associate, Kubernetes basic, Kubernetes advanced, AWS DevOps Associate, AWS Solutions Architect Associate, Oracle SQL Certification and AWS DevOps associate certification, and AWS Solution Architect Associate certification	840 hrs/ 42 weeks	$15,865.00
Cloud Security	Cloud Security, Web Application, Security Threat Intelligence, EC-Council C|CSE Certification	280 hrs/ 14 weeks	$5,111.00
Computer ProgrammingTechnologies	SQL Fundamentals, Core Java, AdvancedJava, Java Framework, Python, Data Science with Python, Data Science withR, Oracle PL/SQL, C#.Net, ASP.Net, BigData and Hadoop, Big Data with Scala, Spark, and Kafka, ASP .NET MVC Web API, and Oracle SQL Certification	920 hrs/ 46 weeks	$16,885.00
Cybersecurity Essentials	Cybersecurity Basics, Cloud Security, and Network Security, EC-Council EHE Certification	320 hrs/ 16 weeks	$6,210.00
Cybersecurity Advanced	Importance to Security, Defending Against Cybersecurity Threats, Security Governance, Advanced Network Security, Penetration Testing, Cloud Security, Threat Intelligence, and Web Application Security, EC-Council EHE Certification, and CompTIA Security+ Certification w/ Practice	520 hrs/ 26 weeks	$12,911.00
Data Analytics	SQL Fundamentals, Core Java, Selenium and Appium Testing tools,Python, Big data and Hadoop, Oracle SQL Certification	400 hrs/ 20 weeks	$7,145.00

Data Analytics withAutomation QA	SQL Fundamentals, Core Java, Manual/Functional Testing, Selenium and Appium Testing Tools, Python, Big data and Hadoop, Oracle SQL Certification	480 hrs/ 24 weeks	$8,665.00
Data Management and Reporting Tools	SQL Fundamentals, Advanced Excel, Digital Marketing, WordPress, Logic Development, Python, Tableau, Tableau Desktop Certification, and MS Office Certification	520 hrs/ 26 weeks	$10,210.00
Data Science with Bigdata and Python	SQL Fundamentals, Core Java, Python,Big data and Hadoop, Data Science with Python, Oracle SQL Certification, Python Certification	440 hrs/ 22 weeks	$7,272.00
Data Science with programming tools	SQL Fundamentals, Core Java, Python,Data Science with Python, Data Science with R, Big data and Hadoop, Big data with Scala, Spark and Kafka, Python certification.	560 hrs/ 28 weeks	$10,067.00
Data Science with Reporting Tools	SQL Fundamentals, Python, Tableau, Power BI, Data Science with Python and Tableau Desktop Specialist certification.	400 hrs/ 20 weeks	$7,070.00
Data Science withTableau	SQL Fundamentals, Python, Tableau, Data Science with Python and Tableau Desktop Specialist certification.	320 hrs/ 16 weeks	$5,550.00
Data Scientist	SQL Fundamentals, Python, Data science with Python, Data science withR, Python Certification	320 hrs/ 16 weeks	$5,507.00
Defensive Security	Importance of Security, Defending Against Cyber Security Threats, Security Governance, and CompTIA Security+ Certification w/ Practice	280 hrs/ 14 weeks	$5,161.00
Digital Marketing with AI Certification	Digital Marketing, Web Development, AI for Web, and Certified Artificial Intelligence Professional	280 hrs/ 14 weeks	$5,360.00
Front End Web designer	SQL Fundamentals, Web Development, WordPress, Adobe Photoshop and illustrator, Oracle SQL Certification	320 hrs/ 16 weeks	$5,695.00
Front End Web development	SQL Fundamentals, Web Development, Web services using Java, Angular Developer, Drupal, Mongo DB, Oracle SQL Certification	440 hrs/ 22 weeks	$7,965.00
Front End Web Development with JavaScript	SQL Fundamentals, Web Development, Web services using Java, WordPress, JavaScript, Angular Developer and Oracle SQL Certification	440 hrs/ 22 weeks	$7,965.00

Course	Description	Duration	Price
Full Stack PHPDeveloper	SQL Fundamentals, Web Development, JavaScript, Web Services with Java, PHP, and Oracle SQL Certification	360 hrs/ 18 weeks	$6,445.00
Full Stack Web Development withC#.Net ASP.net	SQL Fundamentals, Web Development, JavaScript, Angular Developer, C#. Net ASP.Net, ASP .NET MVC Web API, and Oracle SQL Certification	520 hrs/ 26 weeks	$9,165.00
Gen AI	AI Fundamentals, AI Advanced, Gen AI Finance, Gen AI Sales, and Azure AI Fundamentals Certification	380 hrs/ 19 weeks	$7,945.00
Intro to IT withMicrosoft	MS Office, Advanced Excel, and MSOffice Certification	200 hrs/ 10 weeks	$3,140.00
Java Developer	Core Java, Advanced Java, Java Framework and Angular Developer, Java Certification	320 hrs/ 16 weeks	$5,625.00
MEAN Stack Developer	SQL Fundamentals, Web Development, JavaScript, Angular Developer, MEAN Stack application Developer, Oracle SQL Certification	440 hrs/ 22 weeks	$7,645.00
MS Office with Fundamentals of Digital Marketing and Web Development	SQL Fundamentals, MS Office, WordPress, Advanced Excel, Digital Marketing, Adobe Photoshop & Illustrator, Web Development, Salesforce Admin, JavaScript, Manual/Functional Testing, Selenium and Appium Testing Tools, Oracle SQL Certification, and MS Office Certification	920 hrs/ 46 weeks	$16,935.00
MS Office with Tableau	SQL Fundamentals, Tableau, MS Office, Advanced Excel, Tableau Desktop Specialist Certification	320 hrs/ 16 weeks	$5,550.00
Network Security	Network Security, Vulnerability Assessment and Management, Penetration Testing, CompTIA PenTest+ Certification w/ Practice	280 hrs/ 14 weeks	$5,161.00
Oracle Database Developer	SQL Fundamentals, PL/SQL, Oracle SQL Certification	120 hrs/ 6 weeks	$1,885.00
Programming with Cloud Computing Technologies	Python, AWS Solution Architect, AWS DevOps, Basic Knowledge of C#, Asp.Net MVC Web API, Cloud Computing with Azure, and AWS Solutions Architect Certification	480 hrs / 24 weeks	$9,260.00
Python Web Development	SQL Fundamentals, Web Development, Python, Python Django Framework, Python certification, Oracle SQL Certification	360 hrs/ 18 weeks	$5,752.00

Python with AI	SQL Fundamentals, Python, Data Science with Python, AI Fundamentals, and Python Certification	320 hrs/ 16 weeks	$5,607.00
Salesforce Admin	SQL Fundamentals, Core Java, Salesforce Admin and Salesforce Administrator Certification	240 hrs/ 12 weeks	$4,560.00
Salesforce Admin and CPQ	Salesforce Admin, Salesforce CPQ, Salesforce Certified Administrator, and Salesforce Certified CPQ Specialist Certification	240 hrs/ 12 weeks	$4,640.00
Salesforce Admin and Developer	SQL Fundamentals, Core Java, Salesforce Admin, Salesforce Developer, Salesforce Administrator, and Salesforce Platform App Builder Certification	360 hrs/ 18 weeks	$6,780.00
Salesforce Developer	SQL Fundamentals, Core Java, Salesforce Developer, and Salesforce Platform App Builder Certification	240 hrs/ 12 weeks	$4,560.00
Tableau with Big Data and Hadoop	SQL Fundamentals, Core Java, Big data and Hadoop, Tableau, and Tableau Desktop Specialist certification	320 hrs/ 16 weeks	$5,550.00
Testing with Selenium and Appium	SQL Fundamentals, Manual/Functional Testing, Core Java, Selenium and Appium testing tools, and ASTQB certification	320 hrs/ 16 weeks	$5,630.00
Web Developer	SQL Fundamentals, Web Development, ADOBE Photoshop and Illustrator, JavaScript, Angular Developer, Core Java, Selenium and Appium Testing Tools, API Testing, Python, Python Django, AWS DevOps, Oracle SQL Certification, Python Certification	920 hrs/ 46 weeks	$16,962.00
Web Development and Cloud Computing with Azure	SQL Fundamentals, C#.Net ASP.Net, Cloud Computing with Azure and ASP .NET MVC Web API, Oracle SQL Certification	360 hrs/ 18 weeks	$6,125.00
Web Development with AI	Python, Web Development, AI for Web, and Certified Artificial Intelligence Professional	280 hrs/ 14 weeks	$5,360
Web Development with Digital Marketing	SQL Fundamentals, Web Development, Web services using Java, Angular Developer, Digital Marketing, Oracle SQL Certification	360 hrs/ 18weeks	$6,445.00
Web Development with Java	SQL fundamentals, JavaScript, Web Development, Web services using java, Node JS, Oracle SQL Certification	360 hrs/ 18 weeks	$6,445.00

Web Developmentwith JavaScript	SQL Fundamentals, Web Development, JavaScript, WordPress, Digital Marketing, and Oracle SQL Certification	400 hrs/ 20 weeks	$7,145.00
Web, Mobile, and Digital Marketing	SQL Fundamentals, Web Development, Web Services using Java, Mobile Development, Digital Marketing, and Oracle SQL Certification	360 hrs/ 18weeks	$6,445.00
Website and Mobile Testing	SQL Fundamentals, Core Java, Selenium and Appium Testing Tools, API testing, Cucumber, and Oracle SQL Certification	400 hrs/ 20 weeks	$7,145.00
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- **20 hours per week are Instructor led training sessions, which includes supervised lab sessions for practicing the concepts learned.**

LIST OF PACKAGES (IN-PERSON)

The following is a list of Programs that are comprised of individually approved courses:			
PROGRAMS/PACKAGES OFFERED		**CLOCK HOURS**	**TUITION**
PACKAGE / PROGRAM NAME	**COURSES COVERED IN THE PACKAGE**		
ADOBE Photoshop and Illustrator with Digital Marketing	SQL Fundamentals, ADOBE Photoshop and Illustrator, Digital Marketing, and WordPress, and Oracle SQL Certification	320 hrs/ 16 weeks	$9,925.00
Advanced Entrepreneur Kit	SQL Fundamentals, Digital Marketing, Salesforce Admin, MS Office, Advanced Excel, and MICROSOFT Certification	400 hrs/ 20 weeks	$12,600.00
AI with Azure	Python, AI Fundamentals, AI Advanced, and Azure AI Fundamentals Certification	300 hrs/ 15 weeks	$9,725.00
AI with AWS	Python, AWS Solutions Architect, AWS AI for Beginners, and AWS Certified AI Practitioner Certification	280 hrs/ 14 weeks	$9,160.00
Automation Quality Assurance - 1	SQL Fundamentals, Manual/Functional Testing, Core Java, Selenium and Appium Testing tools, Oracle SQL Certification, and ASTQB Certification	360 hrs/ 18 weeks	$10,975.00

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www.systemskills.com   547 Amherst Street, Suite 201, Nashua NH 03063   *p* 1.844.887.9239 *e* training_usa@systemskills.com

Course	Description	Duration	Price
Automation Quality Assurance - 2	SQL Fundamentals, Manual/Functional Testing, Core Java, Selenium and Appium Testing tools, API Testing, Oracle SQL Certification, and ASTQB Certification	440 hrs/ 22 weeks	$13,295.00
AWS DevOps Adminwith Certification	SQL Fundamentals, Web Development, Linux, AWS DevOps Associate, and AWS DevOps Associate Certification.	280 hrs/ 14 weeks	$9,640.00
AWS Solution andDevOps	SQL Fundamentals, Web Development,Linux, AWS DevOps Associate, AWS Solutions Architect Associate, AWS DevOps associate certification, and AWS Solution Architect Associate certification	400 hrs/ 20 weeks	$12,620.00
AWS Solution Architect with Certification	SQL Fundamentals, Web Development, Linux, AWS Solutions Architect Associate and AWS Solution Architect Associate certification	280 hrs/ 14 weeks	$9,640.00
Beginner Entrepreneur Kit	SQL Fundamentals, Digital Marketing, Salesforce Admin, MS Office, MICROSOFT Certification	320 hrs/ 16 weeks	$10,280.00
Big data with Python	SQL Fundamentals, Core Java, Python, Big data and Hadoop, and Oracle SQL Certification	320 hrs/ 16 weeks	$10,725.00
Big data with R Programming	SQL Fundamentals, Core Java, Big data and Hadoop and Data Science with R, and Oracle SQL Certification	320 hrs/ 16 weeks	$9,925.00
Big data with Scala,Spark, and Kafka	SQL Fundamentals, Core Java, Big dataand Hadoop and Big data with Scala, Spark and Kafka, and Oracle SQL Certification	320 hrs/ 16 weeks	$9,925.00
Business Intelligence Analyst	SQL Fundamentals, Advanced Excel, Python, Core Java, Digital Marketing, Salesforce Admin, AWS Solutions Architect Associate, Selenium and Appium Testing Tools, Tableau, Power BI, Tableau Desktop Specialist Certification, and AWS Solutions Architect Associate Level Certification	520 hrs/ 26 weeks	$22,460.00
Business Office andMarketing Administrator	Advanced Excel, WordPress, Digital Marketing, Tableau, MS Office, Salesforce Admin, MS office certification and Salesforce Administrator	560 hrs/ 28 weeks	$16,690.00
Cloud Technologies	SQL Fundamentals, Web Development, Linux, Docker, Jenkins, Google cloud certified associate, Kubernetes basic, Kubernetes advanced, AWS DevOps Associate, AWS Solutions Architect Associate, Oracle SQL Certification and AWS DevOps associate certification, and AWS Solution Architect Associate certification	840 hrs/ 42 weeks	$25,765.00

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Cloud Security	Cloud Security, Web Application, Security Threat Intelligence, EC-Council CCSE Certification	280 hrs/ 14 weeks	$9,411.00
Computer ProgrammingTechnologies	SQL Fundamentals, Core Java, AdvancedJava, Java Framework, Python, Data Science with Python, Data Science withR, Oracle PL/SQL, C#.Net, ASP.Net, BigData and Hadoop, Big Data with Scala, Spark, and Kafka, ASP .NET MVC Web API, and Oracle SQL Certification	920 hrs/ 46 weeks	$27,585.00
Cybersecurity Essentials	Cybersecurity Basics, Cloud Security, and Network Security, EC-Council EHE Certification	320 hrs/ 16 weeks	$10,510.00
Cybersecurity Advanced	Importance to Security, Defending Against Cybersecurity Threats, Security Governance, Advanced Network Security, Penetration Testing, Cloud Security, Threat Intelligence, and Web Application Security, EC-Council EHE Certification, and CompTIA Security+ Certification w/ Practice	520 hrs/ 26 weeks	$19,611.00
Data Analytics	SQL Fundamentals, Core Java, Selenium and Appium Testing tools,Python, Big data and Hadoop, Oracle SQL Certification	400 hrs/ 20 weeks	$12,245.00
Data Analytics withAutomation QA	SQL Fundamentals, Core Java, Manual/Functional Testing, Selenium and Appium Testing Tools, Python, Big data and Hadoop, Oracle SQL Certification	480 hrs/ 24 weeks	$14,565.00
Data Management and Reporting Tools	SQL Fundamentals, Advanced Excel, Digital Marketing, WordPress, Logic Development, Python, Tableau, Tableau Desktop Certification, and MS Office Certification	520 hrs/ 26 weeks	$16,840.00
Data Science with Bigdata and Python	SQL Fundamentals, Core Java, Python,Big data and Hadoop, Data Science with Python, Oracle SQL Certification, Python Certification	440 hrs/ 22 weeks	$13,172.00
Data Science with Programming Tools	SQL Fundamentals, Core Java, Python,Data Science with Python, Data Science with R, Big data and Hadoop, Big data with Scala, Spark and Kafka, Python certification.	560 hrs/ 28 weeks	$16,767.00
Data Science with Reporting Tools	SQL Fundamentals, Python, Tableau, Power BI, Data Science with Python and Tableau Desktop Specialist certification.	400 hrs/ 20 weeks	$12,170.00
Data Science withTableau	SQL Fundamentals, Python, Tableau, Data Science with Python and TableauDesktop Specialist certification.	320 hrs/ 16 weeks	$9,780.00

Course	Topics	Duration	Price
Data Scientist	SQL Fundamentals, Python, Data science with Python, Data science withR, Python certification	320 hrs/ 16 weeks	$9,807.00
Defensive Security	Importance of Security, Defending Against Cyber Security Threats, Security Governance, and CompTIA Security+ Certification w/ Practice	280 hrs/ 14 weeks	$9,461.00
Digital Marketing with AI Certification	Digital Marketing, Web Development, AI for Web, and Certified Artificial Intelligence Professional	280 hrs/ 14 weeks	$9,160.00
Front End Web designer	SQL Fundamentals, Web Development, WordPress, Adobe Photoshop and illustrator, Oracle SQL Certification	320 hrs/ 16 weeks	$9,925.00
Front End Web development	SQL Fundamentals, Web Development,Web services using Java, Angular Developer, Drupal, Mongo DB, Oracle SQL Certification	440 hrs/ 22 weeks	$13,865.00
Front End Web Development with JavaScript	SQL Fundamentals, Web Development,Web services using Java, WordPress, JavaScript, Angular Developer and Oracle SQL Certification	440 hrs/ 22 weeks	$13,865.00
Full Stack PHPDeveloper	SQL Fundamentals, Web Development, JavaScript, Web Services with Java, PHP, and Oracle SQL Certification	360 hrs/ 18 weeks	$11,545.00
Full Stack Web Development withC#.Net ASP.net	SQL Fundamentals, Web Development, JavaScript, Angular Developer, C#. Net ASP.Net, ASP .NET MVC Web API, and Oracle SQL Certification	520 hrs/ 26 weeks	$15,865.00
Gen AI	AI Fundamentals, AI Advanced, Gen AI Finance, Gen AI Sales, and Azure AI Fundamentals Certification	380 hrs/ 19 weeks	12,245.00
Intro to IT withMicrosoft	MS Office, Advanced Excel, and MSOffice Certification	200 hrs/ 10 weeks	$6,640.00
Java Developer	Core Java, Advanced Java, Java Framework and Angular Developer, Java Certification	320 hrs/ 16 weeks	$9,925.00
MEAN Stack Developer	SQL Fundamentals, Web Development, JavaScript, Angular Developer, MEAN Stack application Developer, Oracle SQL Certification	440 hrs/ 20 weeks	$12,745.00
MS Office with Fundamentals of Digital Marketing and Web Development	SQL Fundamentals, MS Office, WordPress, Advanced Excel, Digital Marketing, Adobe Photoshop & Illustrator, Web Development, Salesforce Admin,	920 hrs/ 46 weeks	$27,565.00

	JavaScript, Manual/Functional Testing, Selenium and Appium Testing Tools, Oracle SQL Certification, and MS Office Certification		
MS Office with Tableau	SQL Fundamentals, Tableau, MS Office, Advanced Excel, Tableau Desktop Specialist Certification	320 hrs/ 16 weeks	$9,780.00
Network Security	Network Security, Vulnerability Assessment and Management, Penetration Testing, CompTIA PenTest+ Certification w/ Practice	280 hrs/ 14 weeks	$9,461.00
Oracle Database Developer	SQL Fundamentals, PL/SQL, Oracle SQL Certification	120 hrs/ 6 weeks	$4,585.00
Python with AI	SQL Fundamentals, Python, Data Science with Python, AI Fundamentals, and Python Certification	320 hrs/ 16 weeks	$9,907.00
Programming with Cloud Computing Technologies	Python, AWS Solution Architect, AWS DevOps, Basic Knowledge of C#, Asp.Net MVC Web API, Cloud Computing with Azure, and AWS Solutions Architect Certification	480 hrs / 24 weeks	$15,160.00
Python Web Development	SQL Fundamentals, Web Development, Python, Python Django Framework, Python certification, Oracle SQL Certification	360 hrs/ 18 weeks	$10,852.00
Salesforce Admin	SQL Fundamentals, Core Java, Salesforce Admin and Salesforce Administrator	240 hrs/ 12 weeks	$8,060.00
Salesforce Admin and CPQ	Salesforce Admin, Salesforce CPQ, Salesforce Certified Administrator, and Salesforce Certified CPQ Specialist Certification	240 hrs/ 12 weeks	$8,140.00
Salesforce Admin and Developer	SQL Fundamentals, Core Java, Salesforce Admin, Salesforce Developer, Salesforce Administrator, and Salesforce Platform App Builder	360 hrs/ 18 weeks	$11,880.00
Salesforce Developer	SQL Fundamentals, Core Java, Salesforce Developer, and Salesforce Platform App Builder Certification	240 hrs/ 12 weeks	$8,060.00
Tableau with Big Data and Hadoop	SQL Fundamentals, Core Java, Big data and Hadoop, Tableau, and Tableau Desktop Specialist certification	320 hrs/ 16 weeks	$9,780.00

Testing with Selenium and Appium	SQL Fundamentals, Manual/Functional Testing, Core Java, Selenium and Appium testing tools, and ASTQB certification	320 hrs/ 16 weeks	$9,930.00
Web Developer	SQL Fundamentals, Web Development, ADOBE Photoshop and Illustrator, JavaScript, Angular Developer, Core Java, Selenium and Appium Testing Tools, API Testing, Python, Python Django, AWS DevOps, Oracle SQL Certification, Python Certification	920 hrs/ 46 weeks	$27,592.00
Web Development and Cloud Computing with Azure	SQL Fundamentals, C#.Net ASP.Net, Cloud Computing with Azure and ASP .NET MVC Web API, Oracle SQL Certification	360 hrs/ 18 weeks	$11,225.00
Web Development with AI	Python, Web Development, AI for Web, and Certified Artificial Intelligence Professional	280 hrs/ 14 weeks	$9,160.00
Web Development with Digital Marketing	SQL Fundamentals, Web Development, Web services using Java, Angular Developer, Digital Marketing, Oracle SQL Certification	360 hrs/ 18weeks	$11,545.00
Web Development with Java	SQL fundamentals, JavaScript, Web Development, Web services using java, Node JS, Oracle SQL Certification	360 hrs/ 18 weeks	$11,427.00
Web Developmentwith JavaScript	SQL Fundamentals, Web Development, JavaScript, WordPress, Digital Marketing, and Oracle SQL Certification	400 hrs/ 20 weeks	$12,245.00
Web, Mobile, and Digital Marketing	SQL Fundamentals, Web Development,Web Services using Java, Mobile Development, Digital Marketing, and Oracle SQL Certification	360 hrs/ 18weeks	$11,545.00
Website and Mobile Testing	SQL Fundamentals, Core Java, Selenium and Appium Testing Tools, API testing, Cucumber, and Oracle SQL Certification	400 hrs/ 20 weeks	$12,245.00

Note: The costs associated with paid practice tests must be paid by those who wish to take them prior to appearing for the certification exam.

NOTE:
- All our classes are online, synchronous, and instructor-led. Students must attend live sessions.
- Schedules are subject to change.
- Classes are conducted 20 hours per week. This is considered full time by the Veteran Affairs (VA), Workforce Innovation and Opportunity Act (WIOA), and Training Opportunities Program (TOP) Section 30.
- **20 hours per week are Instructor led training sessions, which includes supervised lab sessions for practicing the concepts learned.**

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COMPTIA COURSES (SELF-PACED, ONLINE)

PROGRAM/COURSES OFFERED	CLOCK HOURS	TUITION
CompTIA A+ Core 1 and A+ Core 2	120 hrs/ 6 weeks	$1,966.00
CompTIA CASP+	100 hrs/ 5 weeks	$1,953.00
CompTIA Cloud Essential+	60 hrs/ 3 weeks	$459.00
CompTIA Cloud+ (Advanced)	80 hrs/ 4 weeks	$1,435.00
CompTIA CySA+	100 hrs/ 5 weeks	$1,578.00
CompTIA Linux+	80 hrs/ 4 weeks	$1,435.00
CompTIA Network+	80 hrs/ 4 weeks	$1,435.00
CompTIA PenTest+	100 hrs/ 5 weeks	$1,578.00
CompTIA Project+	100 hrs/ 5 weeks	$1,435.00
CompTIA Security+	120 hrs/ 6 weeks	$1,588.00
CompTIA Server+	80 hrs/ 4 weeks	$1,435.00

COMPTIA PACKAGES (SELF-PACED, ONLINE)

The following is a list of Programs that are comprised of individually approved courses:			
PROGRAMS/PACKAGES OFFERED		CLOCK HOURS	TUITION
PACKAGE / PROGRAM NAME	COURSES COVERED IN THEPACKAGE		
CompTIA Core	CompTIA A+ Core 1 and A+ Core 2, CompTIA Network+, and CompTIA Security+.	320 hrs/ 16 weeks	$4,989.00
CompTIA Security Analyst	CompTIA A+ Core 1 and Core 2, CompTIA Network+, CompTIA Security+, and CompTIA CySA+	420 hrs/ 21 weeks	$6,567.00
CompTIA Network Specialist	CompTIA A+ Core 1 and Core 2, CompTIA Network+, CompTIA Security+, CompTIA Cloud Essential+, CompTIA Linux+, CompTIA Server+ and CompTIA Cloud+(Advanced)	620 hrs/ 31 weeks	$9,753.00
CompTIA IT Support Specialist	CompTIA A+ Core 1 and Core 2, CompTIA Network+, CompTIA Security+, CompTIA Linux+ and CompTIA Server+	480 hrs/ 24 weeks	$7,859.00
CompTIA Penetration Tester	CompTIA Network+, CompTIA Security+ and CompTIA PenTest+	300 hrs/ 15 weeks	$4,601.00
CompTIA Cybersecurity Specialist	CompTIA Network+, CompTIA Security+, CompTia Project+, CompTIA PenTest+, CompTIA CySA+ and CompTIA CASP+	600 hrs/ 30 weeks	$9,567.00
CompTIA Security Engineer	CompTIA A+ Core 1 and Core 2, CompTIA Network+, CompTIA Security+, CompTIA CySA+ and CompTIA CASP+	520 hrs/ 26 weeks	$8,520.00

NOTE:
- All our CompTIA classes are online, and self-paced. There are no instructors for CompTIA courses.
- Each individual CompTIA course will have a Student Guide, a Practice Test, and one Exam Voucher. CompTIA A+ will have separate student guides, practice tests, and exam vouchers for Core 1 and Core 2 courses.
- Only **ONE** exam voucher will be given for each course. Student must purchase additional voucher if they need to appear for an exam more than once.
- Self-paced courses need a minimum of 20 hours per week of learning time reported to the school.

MINIMUM STUDENT REQUIREMENTS:

- We require a minimum of two registered students to conduct a class at UNIQUE System Skills, LLC.

- However, if there is only one registration for a particular scheduled class, the student will have the option to transfer to the next scheduled upcoming session.

- We will schedule the class for the next training session in accordance with the training calendar for the year and notify the students in a timely manner.

- As part of all certification examination preparation, two weeks are allocated after completing any course to prepare for the examination. These are test preparation times, with practice exams and available instructors, rather than the actual exam.

- Each CompTIA course includes its own certification test, as well as labs, test vouchers, and practice tests.

- Only one test voucher will be provided to the students for one certification exam. Students who wish to take another certification test shall bear the costs on their own. ***

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COURSE DATES

MONTH	START DATES
January	1/6/2025
	1/20/2025
February	2/3/2025
	2/17/2025
March	3/3/2025
	3/17/2025
April	4/7/2025
	4/21/2025
May	5/5/2025
	5/19/2025
June	6/2/2025
	6/16/2025
July	7/7/2025
	7/21/2025
August	8/4/2025
	8/18/2025
September	9/1/2025
	9/15/2025
October	10/6/2025
	10/20/2025
November	11/3/2025
	11/17/2025
December	12/1/2025
	12/15/2025

Our courses begin on the first and third Mondays of each month. If a scheduled start date falls on a **school holiday**, the course will commence on the next business day.

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SUPERVISED STUDY

- The school welcomes students who wish to study and attend classes.

- There are 20 hours of instruction per week in all our classes.

- Approximately 20 hours each week are devoted to instructionally led sessions that include supervised laboratory sessions that allow the concepts to be practiced.

- All students are provided with consistent support, advice, and guidance by a SUPERVISOR.

- Classes are taught by industry experts, and students can participate actively in discussions, get their doubts cleared by the trainer during and/or after classes.

- During the learning sessions, our trainers give devoted attention to all our students. This provides a great opportunity for building a healthy relationship between students and their trainers.

FACILITY

547 Amherst St, STE 201, Nashua, NH 03063

The 1620 sq. feet facility is fully in compliance with the Local, State, and Federal regulations, such as ADA, fire, building and sanitary codes and any other environmental laws and regulations.

EQUIPMENT

Laptops	Phones	Television	Printers
Desktop Computers	Computer Monitors	Keyboards	
Security Cameras	Mic Headsets	Audio/Video casting devices	Projectors & screens
Server	Backup servers	Bookcase	Tables and chairs, etc.

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CONDITIONS OF ENROLLMENT

The school requires that certain conditions be met in order to enroll and participate as a community member. Students who fail to meet and maintain these conditions may be blocked from future registration and/or terminated from their current enrollment and presence on the premises. Upon termination of a student's enrollment for failure to meet enrollment conditions, the student may not be present in the learning environment, either on campus or online, or use the school's resources without the supervisor's permission.

1. **Completion of Registration** – Students are required to complete their registration with the school before they are recognized as students of the school. Students may register for multiple courses at one time on a single registration form or register for each course separately. Registration for any course should be completed prior to the start time or the start date of the intended course.

2. **Accuracy of school Records** – Students are expected to provide accurate and complete information on all school forms and documents, including applications for enrollment.

3. **Financial Obligations** – Students shall be held responsible for all obligations which they have incurred with the school. Failure to comply with this policy, without prior permission being granted, could result in a hold placed against the release of gradesand/or certificate of a student with such outstanding obligations.

4. **Conditions Established by The Student Code of Conduct** – All students are expected to fulfill conditions established in the Student Code of Conduct section of this handbook. Students who fail to fulfill these conditions may be subjected to disciplinary action and/or termination of enrollment.

5. **Class Attendance** – The attendance policy for the school is listed on this page of the Student Handbook. Furthermore, it is expected that all UNIQUE System Skills LLCstudents attend all classes on time. Students are responsible for complying with the school's attendance policy.

6. **Enrollment dates** – We are open to enrollment until a class starts. Students would be enrolled and assigned classes based on completion of any required and/or essential paperwork and/or approvals.

7. **Class dates** – All our classes typically start on Mondays (except if the Monday is a holiday). Class schedule will be provided to students as required. We have two start dates in a month.

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CREDIT TRANSFER POLICY AND PROCEDURES

At UNIQUE System Skills, we understand the importance of recognizing and accepting credits earned at other accredited institutions. We strive to provide our students with a seamless transfer process to ensure they can make the most of their prior coursework and educational achievements. Our credit transfer policy and requirements are designed to facilitate the transfer of eligible credits while maintaining the academic standards and integrity of our institution.

Credit Transfer Eligibility

1. **Accreditation:** To be eligible for credit transfer, the previous institution from which the credits were earned must be accredited by a recognized accrediting body or agency. We evaluate each institution's accreditation status individually to determine its eligibility for credit transfer.

2. **Course Equivalency:** Courses being considered for transfer must closely align with the content, scope, and rigor of the corresponding courses offered at UNIQUE System Skills. Our academic department reviews the course syllabi, learning outcomes, and content to assess their equivalency.

3. **Grade Requirements:** Generally, a minimum grade of 70 (e.g., C or higher) must be earned in each course for it to be eligible for transfer credit. However, specific grade requirements may vary by program, and are determined by the academic department.

4. **Currency of Credits:** Credits earned at other institutions should generally be recent, typically earned within the last 1 year.

We are committed to supporting our students in their educational journeys and facilitating a smooth credit transfer process. Our goal is to recognize and reward students' hard work and accomplishments, allowing them to build upon their previous academic achievements and make efficient progress toward their educational goals.

If you have any further questions or need clarification on our credit transfer policy and requirements, please do not hesitate to reach out to the registrar's office.

P.S. UNIQUE System Skills LLC evaluates all previous employment or education and reduces the length of course as applicable. However, we cannot guarantee we will accept them. Also, since Unique System Skills is not an accredited institution, we cannot guarantee the credits earned at our institution will be accepted somewhere else.

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ATTENDANCE AND MISSED CLASS MAKEUP POLICY

UNIQUE System Skills LLC subscribes to the belief that an assumption of responsibility is at the center of learning and accomplishment. Each student is expected to arrange a class schedule that minimizes conflicts with other commitments. This includes personal obligations, participation in any other institute events, and the like. Therefore, the responsibility of attendance belongs to thestudent. We believe that to learn you need to attend and get involved yourself in the course and actively participate, "you learn by doing". If, at times, you choose not to participate you may not successfully complete this course or may be disenrolled. If you are not satisfied with a course, youare free to leave at any time, but you will not receive credit for that course.

- We expect all the students to attend all the training sessions.

- However, at least 80% attendance is expected from every student in all courses.

- Enrolled students are expected to complete all class assignments in a timely manner.

- Being absent and/or late for class may impact a student's grade. Excessive absences may result in failure of the course and instructor withdrawing the student from the course.

- Missing more than 10 percent of scheduled class time may be considered excessive. Example: Missing more than 4 days of classes in an 80-hour course is equivalent to 8 hours (10%) of missed schedule class time, which can affect a student's grade.

- Arriving more than 15 minutes after the class start time is considered late.

- Students are responsible for all missed work and assignments. Assistance will be provided to the student to complete the missed classes and the trainers will provide guidance on any topics that needs clarification.

- Successfully pass/complete all written and performance examinations.

- The classes that are conducted via Zoom are recorded. If any student misses the class, the Zoom recordings of the class will be shared with the student. The students can view the recording and ask any question or doubts to the instructor in the next class that they would attend.

- Documented absences resulting from legitimate circumstances such as personal illness, a death in the immediate family, etc. should not negatively impact a student's grade or academic standing. Students are responsible for notifying the school of such circumstances which will result in absences within 24 hours after the initial absence date.

- Once a student has missed enough classes that the instructor believes that the student cannot meet the goals of the course within the remaining time frame, the student may be given a failing grade, withdrawn from the class, or be considered for an incomplete (I) and given a defined period to complete the remaining coursework.

- Complete his/her program within the maximum time allowed. Maximum time allowed is 150%, or one- and one-half times, of the published course length.

Students who fail to meet academic standards or attendance standards as set forth above will be provided with extra period of two weeks. Students who will be given this extra time must show satisfactory progress by the end of the two weeks period or they will be terminated from training.

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Satisfactory Progress Period: Progress is measured on a routine basis by the trainer and/or labassistant.

Incomplete Grades: The student has a maximum of 30 days to complete an incomplete grade. Course Withdrawals: A student who withdraws will not be considered as course work successfully completed but will be counted as course work attempted.

Failure to Meet Progress Standards: If a student fails to meet the progress standards, he/she will be advised of this in writing by the Training Director. The progress notifications are given to the student personally or via email or sent by U.S. Mail.

Appeals: Re-admission after termination/withdrawals for failing to meet academic progress standards may be granted to an individual if a written appeal is made to the Training Director and the individual substantiates that mitigating circumstances were involved and corrective measures have been taken to prevent a re-occurrence. Appeals must be made within ten days of the date ofgrade submission notification. Answers to appeals will be made by the school within ten days after School receipt of the notification of appeal.

Reinstatement: Students who have been dismissed for lack of acceptable level or academic progress may apply to be re-admitted upon approval from the school administrator.

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WEEKLY ATTENDANCE TIME SHEET

USS Requires all the students to fill and submit their attendance time sheet on a weekly basis. We need to maintain attendance record for all for internal purposes. Here is how to submit the attendance sheet online:

1. On your browser, go to www.systemskills.com/attendance-sheet
2. You will be navigated to a webpage with the attendance form. See image below.

3. Fill in the required information and click 'Submit' tab to submit your attendance record.

STUDENT CODE OF CONDUCT

We at UNIQUE System Skills LLC support the ideals of freedom of inquiry, freedom of thought, freedom of expression, and freedom of individuality. In order to exercise and preserve these freedoms and rights, all members of the community must be respected as equally entitled to enjoy them. There is no tolerance for willful disruption of the educational process, destruction of property, interference with orderly processes of the school as determined by the institute administration, or interference with the rights of other institute members within a community of learning. The institute retains the authority to maintain order within the institute and to remove those who are disruptive to the educational process, and students enrolling in the institute are responsible for conducting themselves in a manner compatible with the institute's functions of imparting and gaining knowledge. In addition to outlining behavioral expectations, the policies also explain prohibited conduct.

Authority of the Training Institute

UNIQUE System Skills LLC has jurisdiction over all student behavior on USS LLC premises, and the Student Code of Conduct applies to all students. In addition, any violations of the Code of Conduct occurring within the USS LLC email system, as well as any other electronic means of communication prescribed by an instructor as it pertains to class work, research, or communication, will be brought under the jurisdiction of the school. Discipline may be imposed upon students for behavior that conflicts with expectations.

If a student withdraws from the USS LLC school or takes a leave of absence after engaging in conduct that violates the school's code of conduct, and the alleged violation has not been adjudicated, a hold will be placed on their record and they will be banned from the school's facilities. Until the alleged violations are resolved, the student will not be allowed to re-enroll at the school.

Discipline Standing and Sanctions (*Policies & Procedures*)

Whenever a student violates a school policy, the school's first priority is to respond to the student who allegedly violated the school's code of conduct and address the situation in order to prevent any continued misconduct or behavior which disrupts the educational process of other students or interferes with the orderly process of the school.

The violations consist of, but are not limited to the following:
- Attending class or being on school property while under the influence of alcohol.
- Attending class or being on school property while under the influence of drugs (illegal narcotics/substances).
- Bringing alcoholic beverages or illegal drugs onto school property.
- Bringing weapons onto school property, such as guns, ammunition, knives, stun guns, archery guns, explosives, etc.
- Verbally harassing or insulting any other students, staff, faculty, or visitors of UNIQUE System Skills LLC.
- Physically hurting any other students, staff, faculty, or visitors of UNIQUE System Skills LLC.
- Purposely or intentionally causing damage to any property owned by UNIQUE System Skills LLC.
- Purposely or intentionally causing damage to any property owned by any student, staff, faculty, or visitor of UNIQUE System Skills LLC.
- Theft of any property owned by UNIQUE System Skills LLC.
- Theft of any property owned by any other student, staff, faculty, or visitor of UNIQUE System Skills LLC.
- Purposely or intentionally causing disturbances during class which interrupts the learning process of other students.
- Cheating on exams, quizzes, or tests.

Disciplinary Warning - In a warning, the student is informed in writing that they have violated the school's Student Code of Conduct and warned that repeat offenses will result in harsher sanctions. For students to prevent further violations, counseling sessions may be scheduled.

Training Institute Probation – If a student commits another violation following a disciplinary warning, they will be placed on Training Institute Probation. The student will be notified in writing about their placement on Training Institute Probation. The administration will closely monitor students on Training Institute Probation and may limit their participation in course activities when necessary. A student may be dismissed from school if they are found to have violated any school policy during the probationary period.

Training Institute Dismissal - A student who commits another violation while on Training Institute Probation will receive a written notice of dismissal from the Training Institute. Upon dismissal, students are permanently removed from the school without the opportunity for readmission. Once dismissed, a student will be considered persona non grata on school grounds as well as online.

Educational Sanctions

The school reserves the right to create additional sanctions based on the nature of the misconduct. Sanctions may include, but are not limited to:

Removal from Class - Students may be removed from classes if their actions are deemed to be detrimental to the educational environment. A disciplinary sanction may be issued if deemed necessary.

Restitution - Students may be required to pay the full cost of damage(s) they have caused. This could include the cost of materials and labor for the repair. In addition, restitution could include the cost of replacing damaged, destroyed, or stolen property.

Access Restriction - Students may be denied access to USS LLC premises, activity, class or programs, computer, and network resources, or denied other student privileges.

ENROLLMENT REQUIREMENTS

1. Applicants must be 18 years of age or older. Applicants under the age of 18 must be enrolled by parent or guardian.

2. A resume is requested from the candidate upon inquiry, and they are asked about their short-term and long-term training objectives, as well as the type of job they are seeking. Based on this information, a career counseling session is held with them, and a program is suggested which is in line with their expectations. The prerequisites for the program are determined by the school administrator during this counseling session, assessing whether the student possesses sufficient knowledge to pursue the program.

3. All applicants must have reasonable proficiency of speaking, reading, and understanding the English language.

4. All applicants must present a valid state issued or U.S. Government issued identification card.

5. All applicants must provide a valid form of payment for tuition costs.

6. Students must possess a Windows PC to participate in our training program. We do not allow Mac OS due to certain programs only being compatible with Windows.

   Recommended Configuration
   Operating System: Win 10 or Win 11 **(Mac OS not recommended as some programs are native to Windows Operating System**)
   Processor: Intel Core i5 or i7
   Memory: 8 GB to 16 GB
   Hard Drive: 256GB SSD – 500 GB HDD

   (Laptops with processors other than Intel Core is strongly NOT RECOMMENDED. Whenever possible, buy laptops with the latest processors. They will last longer.)

PLACEMENT ASSISTANCE

UNIQUE System Skills provides placement assistance to every student, offering career counseling from the outset, conducting initial inquiries before enrollment, and maintaining support throughout the training program. Upon completion, students receive guidance for resume development and potential job placements.

It's important to note that while the school offers extensive support, job placement cannot be guaranteed.

ZOOM SESSIONS – HOW TO ACCESS ZOOM MEETING

1. After the meeting/class session is over, the trainer will send you the link to download the recording of the meeting to the email id where you receive other USS emails. Click on the link sent in the email. For example:

Hi,

Topic: Oracle PL/SQL - Sachin - 1-11-2021
Date: Jan 14, 2021 07:34 AM Eastern Time (US and Canada)

Meeting Recording:
https://zoom.us/rec/share/m6vIvgwaVNSZ6zeewsU0Thv0d-LKinM9aqZpcixgAAtqCN5mndn6GyOCAQuL6TPo.JtC5lzrhsNGRFTnT

Access Passcode: @0$h%6t=

2. After you click on the link you will get a screen like shown below -

Recording Topic
Oracle PL/SQL - Sachin - 1-11-2021

Enter the passcode

| Passcode |

Access Recording

3. Enter the password to access the recording which is given in the email and click on access recording.

4. After entering access password, you will get to this screen.

5. Click on Download (3 files) on top right-hand side to download the recordings.

STUDENT GRIEVANCE POLICY & FORM

STUDENT GRIEVANCES

Procedure for Student Grievances.

(a) Any person having a complaint or grievance against a school that is licensed by the commission shall make a reasonable effort to obtain satisfaction from the school directly through its established procedures. UNIQUE System Skills LLC procedures are listed below.

1. Request a Grievance Form from the school and submit completed form to the front deskno later than 3 business days after the incident.
2. If the school has not contacted the student 5 business days after submitting the grievance form to make efforts to resolve the issue, the student has the right to directly contact the school owner/administrator to schedule a meeting.
3. If the issue has not been resolved or complainant is not satisfied 5 business days after directly contacting the school owner/administrator, the student may then bring the matter to the attention of the NH Division of Higher Education, Office of Career School Licensing.

(b) If a solution cannot be reached by the school, the person may file a written complaint with the office of career school licensing.

NH DIVISION OF HIGHER EDUCATION, OFFICE OF CAREER SCHOOL LICENSING.

101 Pleasant Street, Concord, NH 03301 at 603.271.6443To officially file a complaint or report an incident please requests this form from the TrainingInstitutes Administration. When complete, submit to any school staff member for processing.

ENTER YOUR NAME:		PHONE NUMBER:	
EMAIL:		ENROLLMENT STATUS:	
DATE OF INCIDENT: (MM/DD/YYYY)		TIME OF INCIDENT:(AM/PM)	
LOCATION OF INCIDENT:			

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INVOLVED PARTIES

Please list any individual parties (instructor, student, advisor, staff member, classmate, etc.) that are involved. List yourself if you too were involved.

NAME OF INDIVIDUAL #1:	INDIVIDUAL'S ROLE:
NAME OF INDIVIDUAL #2:	INDIVIDUAL'S ROLE:
NAME OF INDIVIDUAL #3:	INDIVIDUAL'S ROLE:
NAME OF INDIVIDUAL #4:	INDIVIDUAL'S ROLE:

WHAT IS THE NATURE OF YOUR GRIEVANCE?

Select your primary concerns.

• Enrollment Issue	• Technical Issue with Forms
• Tuition	• Technical Issue with Hardware
• Schedule	• Technical Issue with Software
• Course Syllabus	• Theft Report
• Grading	• Discrimination Report
• Academic Level (Too Difficult)	• Harassment Report
• Academic Level (Too Easy)	• Violence Report
• Assignment Due Dates Conflict	• Report Damage to School Property
• Conflict with Staff Member	• Family Emergency Leave
• Conflict with Instructor	• Issues Related to Withdrawal from Course / School

Please describe your concern in detail:

Have you attempted to resolve this issue by reaching out to your instructor or advisor?

○ Yes

○ No

○ Non-applicable

What would you consider to be a fair resolution to this concern?

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STUDENT SIGNATURE:	
DATE:	
ADMINISTRATOR STAFF MEMBER SIGNATURE:	
DATE SUBMITTED FOR PROCESSING:	

STUDENT WITHDRAWAL POLICY & FORM

Students may withdraw from UNIQUE System Skills LLC by notifying the school's administration and filing a withdrawal form.

UNIQUE System Skills, LLC
547 Amherst St Suite 201 Nashua, NH 03063
Phone: 603-438-9279
Fax: 603-242-2126

Student Initiated Course Withdrawal
Used for student withdrawals from courses

STUDENT FIRST NAME:	MIDDLE NAME:	LAST NAME:
EMAIL:	COURSE NAME:	INSTRUCTOR NAME:
REASON: • Changed Mind • Conflicts with Work • Dissatisfied with Syllabus • Faculty Concern • Medical Concern • Too difficult • Other		
DATE:	STUDENT SIGNATURE:	

Office use only

ADMINISTRATOR SIGNATURE:	DATE:
REGISTRAR STAFF SIGNATURE:	DATE PROCESSED:

REFUND POLICY

The figure listed under 'Total Program Cost' represents the ultimate expense borne by the student. **UNIQUE System Skills does not charge any additional application or registration fees.** Should an application be declined by the school, the student is entitled to a full refund of any payments made.

1. For a student who signed the enrollment agreement but does not begin classes, the refund policy is enacted. The student will receive full refund.
2. For a student cancelling after the 5th calendar day following the date of enrollment but prior to the first day of the program, monies paid to the school shall be refunded except the nonrefundable amount of the application/registration fee.
3. If a student enrolls and withdraws or is discontinued the first day of the program, but prior to completion of the program, minimum refunds shall be calculated as follows:
   a. Up to and including completion of the first 10% of the program, the school shall refund 90% of the total tuition.
   b. Beyond completion of 10% of the program and up to and including completion of 25% of the program, the school shall refund 75% of the total tuition.
   c. Beyond completion of 25% of the program and up to and including completion of 50% of the program, the school shall refund 50% of the total tuition.
   d. Beyond completion of 50% of the program, a student is entitled to no refund.
4. The percentage of the program completed shall be determined by comparing the number of completed hours to the total number of hours in the program.

All refunds shall be paid within 30 days.

Santosh Salvi
School Administrator
UNIQUE System Skills, LLC
547 Amherst Street, Suite 201
Nashua, NH 03063

GRADING SYSTEM

ASSIGNMENT CATEGORY	NUMBER OF GRADED ITEMS	POINT VALUE PER ITEM	TOTAL POINTS
Theory sessions	10	20	200
Lab sessions	10	20	200
Practical Project	1	200	200
Presentation	1	100	100
Final Exam	1	300	300
		TOTAL COURSE POINTS	1000

GRADE	TOTAL POINTS
A	931-1000
A-	901-930
B	831-900
B-	801-830
C	731-800
C-	701-730
D	631-700
D-	601-630
F	Less than 600
I	Incomplete
IF	Incomplete/Failure
IP	In Progress
W	Withdraw

Note: We do not provide transcripts.

The number of graded items and their corresponding points may vary for each course. The instructor may rearrange the grading point values for any graded items before the first day of the course.

We encourage all our students to take the final exam in order to grade them. The purpose of the exam is to make a final review of the topics covered and to assess each student's knowledge of the subject. If any student chooses not to attend the exam but has attended all the classes, we will still offer them the Completion Certificate.

STAFF DIRECTORY

TITLE / DEPARTMENT	NAME	CONTACT
Owner / Administrator / SCO / Instructor	Santosh Salvi	santosh@systemskills.com
Vice President, Operations	Shweta Salvi	shweta@systemskills.com
Training Coordinator / Instructor	Divya Ramaniklal	divya@systemskills.com
Training Coordinator / Instructor	Aditi Kulkarni	aditi.kulkarni@systemskills.com
Training Coordinator / Instructor	Trupti Shukla	trupti.shukla@systemskills.com
Training Coordinator / Compliance Officer / Technical Expert / Lab Assistant	Samarth Adhikary	samarth@systemskills.com

REQUIREMENTS FOR COURSE COMPLETION

1. Students must attend and be present at least 80 percent of the scheduled instruction timefor each course.

2. Students must accumulate a minimum of 600 points to successfully complete any course. (See details on grade points in the Grading System section of this Handbook).

3. Students must participate during theory and lab sessions as well as complete all course projects and/or assignments to accumulate the necessary minimum points.

4. To receive a certificate of achievement from UNIQUE System Skills LLC at the end of the course, the student must have paid the full tuition cost. (This withholding does not apply to transcripts.)

5. Students will be awarded a 'Certificate of Completion' from UNIQUE System Skills, which highlights the courses and skills learned between specific dates.

TUITION/FEES NON-PAYMENT POLICY

- We accept multiple forms of payment, including ACH transfers, direct deposits, credit cards, and checks.

TUITION/FEES NON-PAYMENT POLICY

CONSEQUENCES OF NON-PAYMENT

- If you have been admitted/registered as a student at UNIQUE System Skills and the amount due is not received by the payment due date, you will be charged a late fee.

- You will receive payment reminder from us through email/phone calls.

- Students whose accounts are not paid in full by the payment due date will have their class registrations placed on hold and will not be eligible to register for future courses or receive official certificates.

- If payment in not made within the two months after the payment due date, your student registration with us will be cancelled automatically.

- A late fee of $50.00 per month will be charged as a penalty.

- Full payment for any course should be made before the completion of 50% of the course being attended. **Example, if the course is 4 weeks long, the Tuition payment should be made in the first two weeks.**

- If your registration is cancelled for non-payment, you will not be allowed to register again until the "outstanding payment + late fee" is made in full.

- Be advised that you have no guarantee that the same class(es) will be available in future.

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IMPORTANT INFORMATION ABOUT CERTIFICATIONS

Our goal is to provide you with the opportunity to learn as much as possible, empowering you to pursue better job opportunities, higher salaries, or the satisfaction of acquiring new skills—whatever matters most to you. Our dedicated team plays a crucial role in delivering these courses to you. We encourage you to apply your newly acquired skills both personally and professionally. Some of our courses are designed to prepare you for professional certifications, which we believe are essential for enhancing your competence and reaffirming your expertise in your field. In the rapidly evolving IT industry, continuous skill enhancement is crucial for success and advancement. The more you invest in your growth, the more you'll benefit.

IMPORTANT:
The main idea of the certification preparation courses is to help you prepare for the certification program so you can be more confident in taking the exam. Nonetheless, we want you to understand your share of responsibility in this process. Please be mindful of the following.

- Certification programs and materials cover all major topics within the subject area; however, no course or training can guarantee full coverage of all exam content.
- Practical applications and hands-on experience are indispensable and cannot be substituted by any course or training program.
- Your success in the certification exam hinges on your depth of knowledge and practical proficiency in the subject matter.
- Our team diligently updates course content to meet industry standards; nevertheless, given the vast and dynamic nature of IT, not all topics may be explicitly covered. Nonetheless, our courses often include valuable content beyond exam requirements.
- While we strive for accuracy and completeness, occasional errors or omissions may occur.
- Our training programs are designed to support certification preparation, yet attendance alone does not ensure exam success.
- The realm of IT is extensive; continuous study often reveals new insights and knowledge.

A FEW SUGGESTIONS FOR PASSING PROFESSIONAL CERTIFICATION EXAMS

Professional certification exams are highly rated and respected in the industry, so they are usually extensively designed. Cracking the exam is a tough job, and so we assist you. We understand getting ready for certification might make your nervous and anxious. So, we do expect you to consider the following FEW SUGGESSTIONS that might help you.

- Dedicate an additional 15-20 hours per week to studying for the certification to increase your chances of passing.
- Schedule the certification exam within the first month after completing the preparation course.
- Review any supplementary reference materials provided by your trainer.
- Seek expert advice from trainers during your classes on certification.
- Actively engage with your trainers by asking questions.
- Take advantage of free practice tests before attempting the exam.
- Form study groups with other team members to enhance your learning.
- Regularly attend classes or watch recorded sessions if you miss any.
- Utilize online guides and articles as cost-effective study resources.
- Watch free online videos to boost your confidence and understanding.
- Practice consistently to reinforce your skills.
- Ensure you get sufficient sleep the night before the exam for optimal performance.
- While the online proctored exam is an option for students who don't have test centers nearby, we generally don't recommend students take exams online. We encourage students to visit test centers for certification exams to avoid technical issues.

We hope with the above suggestions and our expert trainers' guidance you will successfully pass your certification exam. We wish you good luck, and hope you pass with flying colors.

Please sign below.

I have received and carefully read the UNIQUE System Skills LLC – Student Handbook, which includes the Grievance Policy, Refund Policy, Withdrawal Policy, Attendance Policy, Tuition/Fees Non-Payment policy, the Student Code of Conduct and Certification information.

STUDENT OR PARENT (GUARDIAN) SIGNATURE: DATE: