

Career Training Catalog

2024-2025

*Office and Technical Career
Catalog*

*Idaho Launch, WIOA , and
High School
Scholarship*

From Our Director of Education

On behalf of LeapFox Learning Computer Training, I welcome you to our school. We are proud to have you here. Managing your educational and personal responsibilities can be a challenge, and we strive to provide the services and support necessary to achieve your academic goals. At LeapFox Learning Computer Training, you will find dedicated staff and instructors who care about your education experience. **Your decision to choose LeapFox Learning Computer Training, for your education partner is a good one. Our training center started in 2008 and we have quickly become one of Idaho's premier adult technology training center.**

Our aim is to help individuals looking to enhance their skills, enabling them to secure improved employment opportunities or reintegrate into the workforce.

As a new Student you can look forward to a rewarding and fulfilling education experience. I look forward to meeting and working with you.



Barbara Lewis

Director of Education
Office: 208-898-9036
Email: barb@leapfox.net





What About Certification?

Q Will I get a Certificate once my program is complete?

A All students who successfully fulfill all the requirements of their program will receive a **Certificate**. Some of our training programs also include **Industry Certification**.

Q What is the difference between a Certificate and Industry Certification?

A At LeapFox Learning Computer Training Center a student will learn, take quizzes, and meet attendance requirements to earn a **LeapFox Certificate**.

Industry Certification is a way to take education to the next level. Students in the QuickBooks Certified, Certified Office Specialist, Certified Office Master, Computer Technician, and IT Network Technician programs also have the opportunity to sit for the **Industry Certification exam**. This is a great advantage when building a resume and applying for a job. Achieving an **Industry Certification** is recognized by many employers and may result in a higher wage.

However, should the student not pass the exam, it does not affect their **LeapFox Certificate**; they still have what they already earned. Passing the **Industry Certification exam** is not required to earn the **Certificate**.



Q Which is better?

A A **LeapFox Certificate** means a student has acquired skills, confidence, and success in their chosen field. **Industry Certification** proves a high level of competence. This can be especially important to those who lack experience and need evidence of ability. A **LeapFox Certificate** does not present as strongly on a resume, but when paired with relevant experience, the **Industry Certification** becomes less relevant.

Industry Certifications are difficult; they require extensive study and difficult exams. They take more time and effort to accomplish. Some students choose to spend their time and money in a focused manner and accomplish **Industry Certification**. Other students choose to spend their time and money more broadly and get exposure to a wider variety of classes. LeapFox Learning can accommodate students on either path successfully.

Q Compare LeapFox Learning with other schools in the valley

A LeapFox Learning is a privately owned school. We have 2 classrooms; that means you won't park a mile away or spend a lot of time looking for classes. We are small enough to care about every student and large enough to recruit the best teachers in Idaho. Our LeapFox Team believes in honesty and excellence in everything they do. There are other good schools in the Treasure Valley; however, we believe LeapFox Learning is the best!

Certified Office Specialist

Description: Intermediate computer users become advanced Microsoft Specialists in this career track. They will be challenged to become a Microsoft Office Specialist and will test on three of the following courses: Word, Excel, Outlook, OneNote or PowerPoint. Their skills will be validated by taking advanced courses and completing an Industry Certification exam. The Industry Certification earned in this program is internationally recognized as identifying job candidates who have advanced skills in Microsoft Office.



Prerequisites: Computer Essentials

Duration: 4-6 months

Hours: 134

\$4,165

Program Details:

Course	Hours	Price
Word 1	6	\$195
Word 2	6	\$195
Outlook	6	\$195
Excel 1	6	\$195
Excel 2	6	\$195
Excel 3	6	\$225
Pivot Tables	6	\$225

Course	Hours	Price
PowerPoint 1	6	\$195
OneNote	6	\$225
Learning Lab, 4	80	\$1920
4 Exams		\$400
Total	134	\$4165

Average Wage

\$23.00

Job Titles:

New Account Clerks, Human Resources Assistant, Information Clerk, Records Clerk, Medical Office Assistant, Executive Assistant, Administrative Assistant

Approved: Idaho Launch, WIOA, High School Scholarship

SOC Codes: 43-1001, 43-6011, 43-6014, 43-4199

Medical Front Office Administration Specialist



Description: This 18-week online training program provides specialized training in areas including Medical Office Procedures and Administration, Medical Office Computer Applications, and administrative computer functions and procedures.

Upon completion of the program, student will have become skilled in areas of Medical Office Administration and will be prepared for a health care certification (CMAA.)

Prerequisites: HS Diploma or GED

Duration: 18 weeks

Hours: up to 176

\$2000

Program Details: Online Training, Self Directed with ongoing support from Subject Matter Expert

Course	Hours	Price
HI 1011 Medical Office Procedures and Administration	Self Directed	
PS 1011 Professionalism in Allied Health	Self Directed	
Microsoft Office Basics	Self Directed	
Introduction to Human Anatomy and Medical Terminology	Self Directed	
Total	Up to 176	\$2000

Job Titles:

Medical Administrative Assistant, Patient Centered Care Coordinator, Medical Office Specialist, Medical Receptionist, Patient Services Representative

Certification:

CMAA Certified Medical Administrative Assistant

Average Wage

\$22.00

Approved: Idaho Launch, WIOA

SOC Codes: 43-6013



ISSUING AUTHORITY

Medical Assistant



Description: This 32 -week program is for those who may administer medications, assist with minor procedures, record vital signs, take medical histories, prepare patients and rooms for examinations, handle laboratory specimens, provide patient education, and much more. Health care certificates for CCMA and CMAA are earned.

Program Details: Online Training, Self Directed with ongoing support from Subject Matter Expert

Prerequisites: HS Diploma or GED

Duration: 18 weeks

Hours: up to 320

\$4000

Course	Hours	Price
HI 1011 Medical Office Procedures and Administration	Self Directed	
PS 1011 Professionalism in Allied Health	Self Directed	
HI 1014 Human Anatomy and Medical Terminology	Self Directed	
HI 6010 Clinical Medical Assisting	Self Directed	
Total	Up to 320	\$4000

Job Titles:

Medical Office Assistant, Certified Clinical Medical Assistant
Chiropractor Assistant ,Clinical Assistant, Doctor’s Assistant, Medical Assistant

Certification:

CMAA Certified Medical Administrative Assistant

CCMA Certified Clinical Medical Assistant

Average Wage

\$28.00

Approved: Idaho Launch, WIOA, High School Scholarship

SOC Codes: 31-9092



ISSUING AUTHORITY

Medical Billing Specialist



Description: This 18 week program is designed to equip students with the skills necessary to provide medical billing support and the knowledge to achieve the Certified Billing and Coding Specialist (CBCS) certification.

Prerequisites: HS Diploma or GED

Duration: 18 weeks

Hours: up to 180

\$2000

Program Details: Online Training, Self Directed with ongoing support from Subject Matter Expert

Course	Hours	Price
HI 1014 Human Anatomy and Medical Terminology	Self Directed	
HI 1015 Insurance Billing and Coding Essentials	Self Directed	
Total	Up to 180	\$2000

Job Titles:

Medical Billing Specialist, Medical Insurance Specialist, Reimbursement Specialist, Insurance Claims Specialist, Medical Biller, Physician Biller

Certification:

MCBC Medical Coder & Biller Certification

Approved: Idaho Launch, WIOA

Average Wage

\$23.00

SCO Codes: 29-2072



ISSUING AUTHORITY

Electronic Health Records and Reimbursement Specialist



Description: This 23 week program is designed to equip you with the skills necessary to provide excellent support in a Medical Back Office environment and the knowledge to achieve the Certified Electronic Health Records Specialist (CEHRS), Certified Billing and Coding Specialist (CBCS) certifications.

Prerequisites: HS Diploma or GED
Duration: 23 weeks
Hours: up to 230

Program Details: Online Training, Self Directed with ongoing support from Subject Matter Expert

\$4000

Course	Hours	Price
PS 1011 Professionalism in Allied Health	Self Directed	
HI 1014 Human Anatomy and Medical Terminology	Self Directed	
HI 1015 Insurance Billing and Coding Essentials	Self Directed	
MS 1000 Microsoft Office Basics	Self Directed	
HI 1018 Electronic Health Records	Self Directed	
Total	Up to 230	\$4000

Job Titles:

Electronic Health Records Specialist, Medical Records Technician, Health and Medical Administrative Services, Medical Insurance Specialist, Billing and Coding Support, Medical Billing Specialist

Certification:

MCBC Medical Coder & Biller Certification

CEHRS Certified Electronic Health Records Specialist

Average Wage

\$24.00

Approved: Idaho Launch, WIOA

SOC Codes: 31-9094, 29-072



ISSUING AUTHORITY

Medical Front Office Assistant and Administration Specialist



Description: This 27 week online certification program provides comprehensive training in areas including Medical Office Procedures and Administration, Human Anatomy, Medical Terminology, Medical Office Computer Applications, and Insurance Billing and Coding Essentials. Upon completion of the program, you will be skilled in areas of Medical Office Administration and Medical Insurance Reimbursement and prepared for dual healthcare certifications (CMAA and MCBC), increasing your marketability in the field and allowing for greater flexibility in your career path.

Prerequisites: HS Diploma or GED

Duration: 27 weeks

Hours: up to 270 **\$4000**

Program Details: Online Training, Self Directed with ongoing support from Subject Matter Expert

Course	Hours	Price
HI 1011 Medical Office and Procedures Administration	Self Directed	
PS 1011 Professionalism in Allied Health	Self Directed	
MS 1000 Microsoft Office Basics	Self Directed	
HI 1014 Human Anatomy and Medical Terminology	Self Directed	
HI 1015 Insurance Billing and coding Essentials	Self Directed	
Total	Up to 270	\$4000

Job Titles: Medical Front Office Assistant, Medical Office Management, Medical Receptionist, Medical Billing Specialist, Medical Insurance Specialist, Billing Representative, Health Care Administrator, Patient Care Coordinator

Certification:
CMAA Certified Medical Administrative Assistant

MCBC Medical Coder & Biller Certification

Average Wage

\$24.00

Approved: Idaho Launch, WIOA, High School Scholarship

SOC Codes: 43-6013



ISSUING AUTHORITY



Computer Technician

Description: Those with an interest in computers but lacking formal computer knowledge will be successful in this program. They will learn to fix and maintain computers, laptops, printers, and mobile devices. The CompTIA A+ Industry Certification is the standard golden ticket for any entry level computer technician position and is required for the majority of level 1 technical positions.

Prerequisites: CompTIA IT Fundamentals+
Duration: 3 months
Hours: 94

\$5312

Program Details:

Course	Hours	Price
CompTIA A +	54	\$3300
Learning Lab 2 months	40	\$1000
Exam 220-1101 (2)		\$506
Exam 220-1102 (2)		\$506
Total	94	\$5312

Job Titles:

Entry Level Computer Technician, Desktop Technician, Technical Support, Help Desk, Computer User Support Specialists

Average Wage

\$26.00

Approved: WIOA, High School Scholarship

SOC Codes: 11-3021, 15-1251-15-1252, 15-1253, 15-1299, 15-1255. 15-1254, 15-1254, 15-1255, 15-1299





Network And Security IT Technician

Prerequisites: CompTIA IT Fundamentals+ and/or CompTIA A+ Certification

Duration: 4 months

Hours: 180

\$8373

Program Details:

Course	Hours	Price
CompTIA Network +	54	\$3300
CompTIA Security +	54	\$3300
Learning Lab	40	\$1000
Exam Network + (1)		\$369
Exam Security + (1)		\$404
Total	180	\$8373

Description: Beginning computer professionals who want to move to Intermediate Information Technology Professionals will be challenged in this program as they learn to build, maintain, secure and troubleshoot Networks. The CompTIA Network + and Security + Industry Certifications prove intermediate experience and competence in the IT world.

Job Titles:

Computer System Analysts, Network and Computer System Admins, Computer Network Architects

Average Wage

\$35.22

Approved: Launch, WIOA, High School Scholarship

SOC Codes: 15-1212 , 15-1241 , 15-1211





Computer User Support Specialist/ Security & Cyber

Prerequisites: Beginning to Intermediate Computer Skills

Duration: 4-6 months

Hours: 264

\$14,871

Program Details:

Course	Hours	Price
CompTIA A+	54	\$3000
CompTIA Network +	54	\$3000
CompTIA Security +	54	\$3000
CompTIA CySA+	54	\$3000
Learning Lab 4 months	100	\$1200
Exam A+ (2)		\$506
Exam Network + (1)		\$369
Exam Security + (1)		\$404
Exam CySA+ (1)		\$392
Total	316	\$14,871

Description: Intermediate computer professionals who want to move to up to Cyber and more advanced Information Technology will be challenged in this program as they learn to build, maintain, secure, troubleshoot Networks as they are tasked with incident detection, prevention and response through monitoring. Upon completion of the program computer professionals will stand out in Cybersecurity. Four Industry Certifications will be earned during the program length as professionals pass the respective exams.

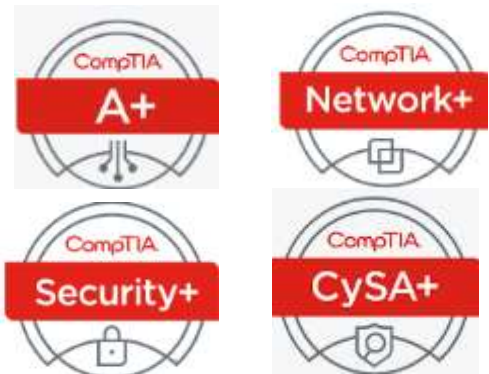
Job Titles: Computer System Analysts, Network and Computer System Admins, Computer Network Architects, Threat Hunter, Threat Intelligence Analyst, Cybersecurity Analyst

Average Wage

\$35.22

Approved: Idaho Launch, WIOA, High School Scholarship

SOC Codes: 15-1212 , 15-1231, 15-1251, 15-1252, 15-1253, 15-1255, 15-1299





CompTIA Network+

Prerequisites: Beginning to Intermediate Computer Skills
Duration: 1 month
Hours: 90

\$3669

Program Details:

Course	Hours	Price
CompTIA Network +	54	\$3300
Exam Network+ N10-008 (1)		\$369
Total	90	\$3669

Description: CompTIA Network+ validates the technical skills needed to securely establish, maintain, and troubleshoot the essential networks that businesses rely on. Unlike other vendor-specific networking certifications, CompTIA Network+ prepares candidates to support networks on any platform. CompTIA Network+ is the only certification that covers the specific skills that network professionals need. Other certifications are so broad, they don't cover the hands-on skills and precise knowledge needed in today's networking environments.

Job Titles:

Computer Engineer, Webmaster, Network Technician, Network Administrator

Average Wage

\$30.20

Approved: Idaho Launch

SOC Codes: 17-2061, 15-1241, 15-1244





CompTIA Security+

Prerequisites: CompTIA Network+ certification

Duration: 1 month

Hours: 90

\$3704

Description: This course maps to the CompTIA Security+ certification exam (SY0-701) and establishes the core knowledge required of any cybersecurity role, as well as providing a springboard to intermediate-level cybersecurity jobs. This course emphasizes both the practical and hands-on ability to identify and address security threats, attacks and vulnerabilities. CompTIA Security+ is a globally trusted, vendor-neutral certification that validates the baseline skills necessary to perform core security functions and pursue an IT security career.

Program Details:

Course	Hours	Price
CompTIA Security+	54	\$3300
Exam Security+ SY0-701 (1)		\$404
Total	90	\$3704

Job Titles:

IT Information Security Engineer, Systems Administrator, Security Specialist, Security Analyst

Average Wage

\$33.20

Approved: Idaho Launch

SOC Codes: 15-1212, 15-1211, 15-3021, 15-1232,





CompTIA Advanced Security Practitioner (CASP+)

Prerequisites: CompTIA Network+ /Security+ certification

Duration: 1 month

Hours: 94

\$4203

Program Details:

Course	Hours	Price
CompTIA CASP+	40	\$3295
Lab and Exam helps	54	\$399
Exam CASP CAS-004(1)		\$509
Total	94	\$4203

Description: This course is for students who are preparing for the CompTIA Advanced Security Practitioner (CASP+) certification exam CAS-004. In this course, students will expand their knowledge of information security to apply more advanced principles. Students will apply critical thinking and judgment across a broad spectrum of security disciplines to propose and implement sustainable security solutions that map to organizational strategies; translate business needs into security requirements; support IT governance and risk management; architect security for hosts, networks, and software, respond to security incidents; and more.

Job Titles:

Cyber Security Training Specialist, Security Analyst, Mitigation Engineer, Cloud Reliability System Engineer, Computer System Architect

Average Wage

\$49.50

Approved: Idaho Launch

SOC Codes: 15-1212, 15-1241



CompTIA PenTest+



Prerequisites: CompTIA Network+ /Security+ certification

Duration: 1 month

Hours: 94

\$4098

Program Details:

Course	Hours	Price
CompTIA PenTest class	40	\$3295
Lab and Exam helps	54	\$399
Exam PenTest PTO-002		\$404
Total	94	\$4098

Description: As organizations scramble to protect themselves and their customers against privacy or security breaches, the ability to conduct penetration testing is an emerging skill set that is becoming ever more valuable to the organizations seeking protection, and ever more lucrative for those who possess these skills. In this course, you will be introduced to general concepts and methodologies related to pen testing.

Job Titles:

Security Analyst, Senior Offensive Security Engineer, Cyber Engineer, Penetration Tester, Cloud Security Specialist, Security Consultant Threat Intelligence Analyst

Average Wage

\$47.00

Approved: Idaho Launch

SOC Codes: 15-1212, 15-1241





CompTIA Cybersecurity Analyst Certification (CySA+)

Prerequisites: CompTIA Network+ /Security+ certification

Duration: 1 month

Hours: 94

\$3692

Description: The course introduces tools and tactics to manage cybersecurity risks, identify various types of common threats, evaluate the organization's security, collect and analyze cybersecurity intelligence, and handle incidents as they occur.

Program Details:

Course	Hours	Price
CompTIA CySA+	40	\$3300
Exam CySA+ CSO-003 (1)		\$392
Total	94	\$3692

Job Titles:

Security Architect, Cybersecurity Engineer, Vulnerability Analyst Threat Intelligence Analyst

Average Wage

\$45.30

Approved: Idaho Launch

SOC Codes: 15-1212, 15-1241





Cisco® Implementing and Administering Cisco® Solutions (CCNA)

Prerequisites: Basic PC operating system navigation skills

Duration: 1 month

Hours: 94

\$5095

Description: This course gives you a broad range of fundamental knowledge for all IT careers. You will learn how to install, operate, configure, and verify a basic IPv4 and IPv6 network. The course covers configuring network components such as switches, routers, and Wireless LAN Controllers; managing network devices, and identifying basic security threats. The course also gives you a foundation in network programmability, automation, and software-defined networking.

Program Details:

Course	Hours	Price
Cisco CCNA class	64	4795
Exam CCNA 200-301		\$300
Total	64	\$5095

Job Titles:

IS analyst-Server/System Administrator, IT Service Desk Technician, IT Technician, Information Security Specialist, Network Engineer, Network Administrator

Average Wage

\$28.60

Approved: Idaho Launch

SOC Codes: 15-1244, 15-1231, 11-3021





EC-Council Certified Ethical Hacking (CEH)

Prerequisites: system navigation skills

Duration: 2 months

Hours: 148

\$5394

Program Details:

Course	Hours	Price
EC-Council CEH	40	\$4095
Exam CEH (1)	40	\$1299
Total	80	\$5394

Description: Since cyberattacks and cybercrimes are increasing by the day, cyber security is of the utmost importance. Ethical Hacking is also a critical component of cyber security. Malicious hackers are destructive, causing devastation and exploitation to networks, hardware, and software systems worldwide. However, licensed ethical hackers perform identical work to black hat hackers while still adhering to rigorous legal standards to improve businesses and industries. For this reason, Certified Ethical Hackers are some of the most in-demand professionals in the world. If you're looking to improve your cybersecurity skills and knowledge, then earning your CEH certification is the way to go.

Job Titles:

Vulnerability Analyst, Security Analyst, Intrusion Analyst, Security Operation Analyst

Average Wage

\$60.00

Approved: Idaho Launch

SOC Codes: 15-1212, 15-1241, 15-2031





Intuit

Get started with QuickBooks Online

Prerequisite: Excel skills
Duration: 2 months
Hours: 86

\$1604

Program Details:

Course	Hours	Price
QuickBooks Online class	16	\$790
Excel Level 1 & 2	16	\$290
Lab and Exam helps	54	\$399
Exam QB Online		\$125
Total	86	\$1604

Description: QuickBooks is the most popular small business accounting software businesses use to manage income and expenses and keep track of their financial health. You can invoice customers, pay bills, generate reports, and prepare taxes. The QuickBooks product line includes several solutions to support different business needs, such as QuickBooks Online, QuickBooks Desktop, QuickBooks Payroll, and QuickBooks Time.

Job Titles:
 Bookkeeper,
 Accounting Manager, Payroll administrator

Average Wage
\$24.35

Approved: Idaho Launch, WIOA

SOC Codes: 15-1244, 15-1231, 11-3021



Live Instructor Led Classroom

Students attend class at LeapFox Learning with a live, in-the-same-room instructor. Classes include direct instruction and hands-on activities. Our teachers are trained in classroom management and monitor students to ensure they are succeeding in class. Teachers confirm practical application and help catch errors before frustration sets in.

Schedule: Weekdays 9:00-4:00

Price: \$150-\$600 per day

Ratio: 1: 12

Learning Lab

Students attend the Learning Lab to reinforce principals taught in class. This is a self-guided and self-paced environment. Learning Lab is the perfect opportunity for students to review, explore, practice, create, and master the material they learned in class. A live, in-the-same-room instructor is available at all times.

Schedule: Tuesday and Thursday 4-6:30 PM

Price: \$125 per week

Ratio: 1: 12

Mentor Lab

Students attend Mentor Lab sessions at LeapFox Learning with a live, in-the same-room mentor. Students are given daily assignments that review curriculum, extend topics, and prepare students for exams. Mentor will administer practice tests and prepare students to take the industry certification exam.

Schedule: Fridays from 9:30-12:30 or 1:30-4:30

Price: \$200-\$400 per 3-hour session

Ratio: 1: 3

Online Live Classroom

Students attend class at LeapFox Learning or at home with a live, online instructor. Classes will include direct instruction as well as hands-on activities. Students are able to ask instructor questions and participate in discussion via chat or microphone.

Online Live Classroom allows us to offer high-level technical classes with only one or two participating students from Idaho. Classes are offered frequently, every week in most cases.

Schedule: Classes are generally 5 consecutive full days and start between 7 A.M. and 9 A.M.

Price: \$2100-\$4700per week

Ratio: 1: 18

Home Study

Students who live too far to drive or have work schedules that prevent them from attending school can participate in Home Study. These courses are made up of videos, assignments, and quizzes that can be accessed via a high-speed Internet connection any time of day. Due to accountability challenges, we recommend Home Study be paired with Mentor Lab sessions.

Schedule: Student Choice

Price: \$399-\$5500

Ratio: N/A

Student Policies

Program Enrollment

LeapFox Learning Computer Training has a schedule of class courses that repeats several times during the year. Our current class dates can always be viewed on our website. LeapFox Learning Computer Training does not have semesters. Rather, students can join monthly or quarterly classes whenever it works for them. Certain classes are accelerated for the convenience of the student.

Student Conduct

LeapFox Learning Computer Training provides a professional education environment to all students. Accordingly, student conduct is expected to be professional and courteous. Inappropriate behavior including but not limited to:

- Swearing, cursing or use of vulgar language
- Sexual harassment of staff or other students
- Disruptive behavior in class
- Drinking alcohol at any point during class, taking illegal substances or abusing prescription drugs

Refund Policy

Cancellation: An all pro rata refund will be issued to the appropriate payor of origin for cancellation of a course or program if the student does not show up for the first day of class. This cancellation policy only applies to those whose course or program has not commenced. Submit cancellation requests to admin@leapfox.net. Application fee is non-refundable.

Withdrawal: An all pro rata refund will be issued to the appropriate payor of origin for all withdrawals if a student is no longer able to attend a course or program once it has commenced. Refunds are calculated from the last date of attendance.

All requests for a withdrawal should be sent to the Education Director at admin@leapfox.net. Withdrawals are processed within 30 calendar days of a written notification of withdrawal. The withdrawn student will receive a final statement detailing the pro rata refund of tuition and applicable fees once **processed by LeapFox's billing office. For refunds** issued to the student, the withdrawn student may schedule a time with the billing office to received the check and final statement in person. No shows on the first day of a program or course will be processed as a cancellation. The application fee is non-refundable.

Complaint reporting

Students may file a complaint by emailing Barb@leapfox.net or contacting her @ 208-898-9036.

To file a complaint with the state of Idaho, all students may complete a Complaint Form for Proprietary and Private Postsecondary Schools on the Idaho Board of Education website, found here:

<https://boardofed.idaho.gov/resources/complaint-form-for-proprietary-and-private-postsecondary-schools/>

LeapFox Learning Computer Training values diversity and is an Equal Opportunity employer. Our programs align with this commitment, and we offer auxiliary aids and services upon request.