

# AMFASOFT CORPORATION

Information Solutions Provider

**This catalog covers  
January 1, 2018 thru December 31, 2018**



**Oracle Authorized  
Training Provider**



**PMI® Registered  
Education Provider**



**CompTIA  
Authorized  
Partner**



**Main Campus**

3155 Kearney St, Suite 120  
Fremont, CA 94538

**Satellite Campus**

3080 Olcott St, # A105  
Santa Clara, CA 95054

**Branch Campus**

1651 E. 4<sup>th</sup> street, suite 105  
Santa Ana, CA 92701



**Satellite Campus**

(Morgan Hill)

15105 Concord Circle  
Suite 110  
Morgan Hill, CA 95037

[www.amfasoft.com](http://www.amfasoft.com)

[training@amfasoft.com](mailto:training@amfasoft.com)

800-994-AMFA(2632)



*School Catalog for Amfasoft Corporation*



## *A Message from the Director of Education*

Dear Students,

As a Director of Education of Amfasoft Corporation, I'd like to take this opportunity to welcome you all.

The classes and the curriculum will be provided from our highly skilled and industry knowledgeable professors. The students will be getting the highest level of hands-on, real world training.

We are committed to achieving the highest standard of excellence in everything we do, and strive to maintain the trust and confidence of our students, customers and clients. We believe that achieving our commitment is the key to enhancing our reputation for integrity and knowledge and building a promising future. We will continue with our best efforts to put together the building blocks of our success, and the best is yet to come.

Looking forward, the challenges are numerous in this field. With our excellent services, good management team, our dedicated staff, the loyalty and support of our partners, we stand ready to meet every challenge.

Best of Luck! And thank you for giving us the opportunity to be a part of your success.

Sincerely

Farhana Ahmed

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# Amfasoft Corporation General Information

## Catalog Information

This catalog is covered for the period of time starting on January 1, 2018 and ending on December 31, 2018. The catalog is updated every year.

Amfasoft shall provide to the general public with a school catalog when requested either electronically via email or refer them to the Amfasoft website where the Catalog is available for download.

Prior to enrollment, Amfasoft shall provide a prospective student with a school catalog.

### Students enrolled in California

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at the following:

Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
P.O Box 980818, West Sacramento, CA 95798-0818

Website Address: [www.bppe.ca.gov](http://www.bppe.ca.gov),

Telephone and Fax#’s: (888) 370-7589 or by fax (916) 263-1897.  
(916) 431-6959 or by fax (916) 263-1897

### Students enrolled in Illinois

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Illinois Board of Higher Education at the following:

Address: 1 N. Old State Capitol Plaza, Suite 333 Springfield, IL 62701-1377

Website Address: [www.ibhe.org](http://www.ibhe.org).

Telephone and Fax#’s: (217) 782-2551 or by fax (217) 782-8548

## Amfasoft Corporation Holidays Closed

New Year’s Day	Memorial Day
Martin Luther King, Jr. Day	Independence Day
President’s Day	Labor Day
Good Friday	Thanksgiving Day
	Christmas Day

## School Facilities

All classes are offered at the following locations below:

### Main Campus

#### **Fremont**

3155 Kearney Street  
Suite# 120  
Fremont, CA 94538  
Phone: 510-270-8687  
Fax: 510-270-8677

### Satellite Campus

#### **Santa Clara**

3080 Olcott Street  
Suite # A105  
Santa Clara, CA 95054  
Phone: 408-919-0018  
Fax: 408-919-2846

### Branch Campus

#### **Santa Ana**

1651 E. 4<sup>th</sup> Street  
Suite # 105  
Santa Ana, CA 92701  
Phone: 510-270-8687

### Satellite Campus

#### **Morgan Hill**

15105 Concord Circle, suite 110  
Morgan Hill, CA 95037

Web site: [www.amfasoft.com](http://www.amfasoft.com)

Email: [training@amfasoft.com](mailto:training@amfasoft.com)

Phone: 800-994-2632

## Satellite Campus Locations

- Amfasoft offers instruction for educational programs that are approved for the main campus or a branch location.
- Amfasoft does not maintain any permanent student records at the satellite locations.
- Amfasoft does not solicit or enroll any students at the satellite locations.
- Amfasoft has leased the satellite location to conduct training during the normal business hours and weekends.

## Approval Disclosure

### The Bureau for Private Postsecondary Education- (BPPE)

*“AMFASOFT Corporation is a private institution and it approved to operate by the Bureau for Private Postsecondary Education (“Bureau”) and that approval means compliance with state standard as set forth in the California Private Postsecondary Education Act of 2009”*

Any questions regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Dr. Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free phone 888-370-7589 or fax 916-263-1897.

**You can find us at [www.bppe.ca.gov](http://www.bppe.ca.gov) under approved schools**

**The institution is not accredited by any other accrediting agency recognized by the United States Department of Education.**

## Amfasoft’s Financial Standing

Amfasoft Corporation is in good financial standing. This institution has no petition in bankruptcy, is not operating as a debtor in possession, has never filed a petition for bankruptcy within the last five years. Also no petition has been filed against the school with the last five years that resulted in Chapter 11 of the United States Bankruptcy Code (11 U.S.C Sec 1101 et seq).

## Mission Statement

Amfasoft aims to provide the vocational courses working with industry experts and employers in the hi-tech information technology industry. The mission of Amfasoft is to provide career enhancement courses to help build the skills of qualified professionals and beginners. Our faculty and staff share in a commitment to ensuring that opportunities, programs, and services available to its students are comprehensive and structured to serve as foundations as they pursue a wide array of careers in industry, government, and service.

Amfasoft aims to bring qualified faculty who have good working experience in software industries into contact with students who aspire to develop their skills and excel in their careers. A continuous evaluation of student progress, faculty performance and the tools and techniques needed for certifications or job placement helps us to constantly improve and provide a productive environment for all students.

## Purpose Statement

The purpose of educational emphases chosen by AMFASOFT is to fulfill its mission and to enhance the student’s ability to think critically and creatively, and enable the student to apply theory and skills acquired in the student’s professional life. AMFASOFT seeks to consistently achieve the following purposes:

- ✚ To guide students in adapting their knowledge, training and skills to the workplace and to provide students with motivating services in career planning, academic advising, and financial and career services to enhance students’ probability of success.
- ✚ To provide current and relevant curriculum developed, tested and continually improved through regular outcomes assessment and consultation by the chief academic officer, faculty, administrators, business leaders and other educators.

- ✦ To provide intensive and comprehensive instruction using both onsite and online modes of delivery that strengthens student academic achievement.
- ✦ To continually examine the evolving needs of students and employers for career-oriented higher education programs as a basis for development of additional programs.
- ✦ To provide an interactive and collaborative educational environment that strengthens learning and contributes to lifelong educational growth.
- ✦ To provide student services that contributes to academic success, personal development and career potential.
- ✦ Select faculty with demonstrated industry experience, advanced degrees and teaching qualification to deliver state-of-the practice education; provide on-going professional development, review and certification, especially in fostering student success through teaching and support.

## Objectives of the Educational Program

### Faculty

The members of the faculty work in leading software technology industries with several years of working and teaching experience and they also act as consultants in education and in the software industry. This enables Amfasoft to continually adapt its course of programs to reflect the fast-growing high-tech environment.

Amfasoft faculty members possess qualities such as: advanced degrees earned in engineering or computer sciences, high-tech work experiences, motivation, enthusiasm, patience and the will to help in teaching and helping the students in their studies. The main aim of the faculty members is to provide each student a job and career oriented education by tailoring each student's study plan based on the student's education background and interest. To provide students hands-on practical training experience in the learning process.

### Faculty Members – Instructors for the courses

**Aliuddin M. Ahmed:** Founder and President of Amfasoft Corporation, has more than 18 years of experience in IT industry and has been a programmer since 1995 and working on ERP implementation projects for Oracle Financials and Manufacturing 11i. In addition to working experience, he has more than 15 years of teaching experience. **He works closely with other instructors to develop the distance education curriculum.** He is course coordinator for Introduction to Oracle RDBMS, SQL & SQL\*PLUS and Oracle Financials and Manufacturing 11i courses. He is also the Academic Course Counselor for all courses.

**Qualifications/Certifications:** B. S (Engineering), MBA, Oracle Certified Professional, PMP Certified, CSPO - Certified in PMP-Agile, Product owner, Certified Scrum Master

**Fareed Masood Sr. Solution Architect / Program Manager**

Years of Business Experience: 25+ years, Years in ERP Experience: 10+ years

Global Finance transformation implementation, re-implementation, upgrade and testing projects. Oracle Certified R12 Professional – EBS Essentials, General Ledger, Payables, Receivables, Inventory, Project Management Professional (PMP) and Business Analysts Professional (CBAP) Trained, Certifications in Financial Statement Analysis, Project Financing, Power Consulting.

**Qualifications/Certifications:** Post Graduate Dip. In Business Administration – Finance & Oracle Certified Professional.

**Farhana Ahmed:** Director of Education of Amfasoft Corporation. She has over 15 years of experience in IT Industry and has been teaching Accounting, Quickbooks, Microsoft Office, Computerized accounting, Payroll, Tax and Bookkeeping certification courses for more than 9 years. She has been a career counselor for all the courses. She has been working as QuickBooks Proadvisor, payroll specialist and tax consultant for small to mid-size companies.

**Qualification/Certifications:** B.S Business Administration, MBA (In progress), Certified Accountant, Quickbooks Certified Proadvisor, Certified Payroll specialist, Certified Bookkeeper, CTEC registered and Certified Tax preparer.

**Madhuri Madikonda:** Over 6+ years of experience in installation, configuration, administration and troubleshooting of multi-vendor LAN/WAN infrastructure and security. Accredited with Cisco certification (Cisco Certified Network Professional –CCNP). Strong understanding of TCP/IP protocol suite, L2/L3 switching and routing protocols, tunneling protocols, WAN technologies. Over 4+ years of experience in Network and IT related training. Well experienced in ISP and Data Center environments. Many years of experience in Windows NT, 2003, 2000, XP and Linux (Redhat and Fedora distros).

**Qualifications/Certifications:** Masters' in Computer Engineering, Bachelor's in Information Technology, CCNA Security, CCSP (in progress), CCNA, CCNP, Juniper Netscreen Firewall certification.

**Prasad Kambampati:** Over 10 years of functional experience and over fifteen years of SAP experience. He has knowledge in mapping of Business Processes onto SAP, Performing GAP Analysis, Prototyping, Integration Testing, offering Legacy Data Transfer guidance, and providing extensive training to core group members and end- users. Involved in SAP R/3 assignments from release 3.1 G through ECC6.0 global/regional rollouts, support/Maintenance with expertise in and Proficient in the usage of ASAP Methodology.

**Qualifications/Certifications:** BE, Mechanical Engineering

**Ajit Kumar Dwivedi:** Over 17 years of strong and proven Financial Management and Information Systems experience. Over eight years of experience in SAP FICO design, documentation, configuration/customization, training, testing, cutover and support. Good understanding of US GAAP, IFRS, multi currently payments and taxes. Possess good analytical, communication, interpersonal, customer relationship, people management and project management skills.

**Qualifications/Certifications:** BS – Accounting, Finance and Banking and MS – Computer Information Systems. SAP FICO, Certification, ITIL

**Ahsan Hameed:** Over 20 years of experience in Project Management. Developing and Driving project plans for increasing Service Sales Developed and executed detailed integration and Change Management plans for all tracks including Sales forecasting, Deal management, financial reporting, GTM (Go to Market) Channel framework, Service migration in the Sales Integration of the acquired company's Products and Services (Merger and Acquisition). Coordinated Change Management activities across other work stream Product Technology Introduction, Marketing strategy, Services, Sales Order ability and supply Chain, and Business Unit readiness. Design survey system to get staff feedback on the effects of Changes in system and tools

**Qualification/Certifications:**MS Industrial and System Engineer. Project Management certified

**Mehmood A. Hassan:** Master of Computer and Information Technology graduate with 10 years of experience in desktop support, System Administration, Software Development with system analysis skills. Oracle Certified Professional (OCP DBA) with technical skills in Oracle RDBMS (Enterprise edition), DBCA, NCA, SQL, PL/SQL, Oracle Forms/Reports, Oracle Financials 11i/12R (AR/AP/GL/OM), TOAD, ERWin, SQL developer, Oracle Enterprise Manager.Hands on experience of administration and development on IBM's mainframe AS/400 using OS/400/RPGIG/CL/400/SQL/400/DFU/400/RLU/400.Desktop Support/System Administration in Debian(Ubuntu)/RedHat (OEL:Oracle Enterprise Linux)/Microsoft client/server environment using Active Directory (Microsoft), LDAP(Linux) Scripting on VBA, Python, BASH; Also supported Apple Mac OSX Software/Hardware as support technician in Google Corporation.

**Qualifications/Certifications:** MCIT (Master in Computer and Information Technology), Bcom (Bachelor in Commerce), OCP Instructor.

**Touqeer Syed:** Over 8 years of SAP consulting experience including 6 years of end-to-end implementation experiences with focused on configuration and testing the SAP FICO module components, including New GL accounting, accounts payables, accounts receivables, customizing vendor/customer, master records, account groups. Has worked on SD and MM consultants for integration with FI. Also configured revenue account determination for SD billing process.

**Qualifications/Certifications:** BCom and MCA

**Rashad Mehmood:** MCS graduate with more than 10 years of professional strength and experience providing services for IT networking and data communication which include configuration of CISCO switches and routers, Domain controllers, Virtualization and various types of servers in a corporate setting. Providing outstanding services and proficiency in setting-up, troubleshooting and managing IT systems. In addition, I offer knowledge, experience, and excellent analytical and organizational skills.

Certification: **MCP** (Microsoft Certified Professional), **CCNA 2007** (Cisco Certified Network Associate CCNA), **CCNP** Training (Cisco Certified Network Professional), **MCSE** Training (Microsoft Certified System Engineer), **ADT** Training(Applied Diploma in Telecommunication), **Computer Fundamentals** (Win XP) [www.brainbench.com](http://www.brainbench.com) and **JCP** Training(Java Certified Programmer)

**Qualifications/Certifications:** BS, MCS

**Mujeeb AbdurRahman:** Over 10 years of experience as Database Administrator. Leading a Sr. Database Architecture role in migrating Production E-Business ERP application for Clearwire into a new data center in Chicago. Leading efforts in designing and architecting multiple RAC node environments for production in Chicago data center. As a lead DBA architect, responsible for interviewing business units, identify applications, provide new recommendations and upgrade path. Providing best practices approach to the client in addition to latest technology options to achieve ultimate application performance and availability. In addition to providing solution and design for Production data center migration in Chicago, lead DBA responsibilities also include to provide solution and design for Disaster Recovery data center in Atlanta.

**Qualifications/Certifications:** BS

**Samir Dhruva:** Over 20 years of experience in Design, Development, Testing and Administration of Enterprise Software and SaaS applications across all phases of SDIC. Over 8 years track record of Salesforce CRM experience in managing multiple projects involving the Administration, Configuration, Customization, Deployment and Support of projects based on force.com platform.

**Qualifications/Certification:** BS Engineering, Salesforce Certified Administrator, Salesforce Certified Platform App Builder, Salesforce Certified Platform Developer, Salesforce Certified Advanced Administrator, Salesforce Certified Sales Cloud and Service Consultant, Salesforce Certified Sharing and Visibility Designer, Salesforce Certified Data Architecture and Management Designer, Salesforce Certified Application Architect, Salesforce Certified Development lifecycle and deployment designer, PMP Certified and Sun Java Certified

## Organization and Administration staff

**Gomathi Baluswamy** – Senior Office Administrator  
**Madhu Saravanakumar**- Administrative Assistant  
**Farooque Naviwala**- Administrative Assistant / Proctor  
**Aditi Pandit** – Administrative Assistant

**Kumkum Goyal** - Administrative Assistant/Proctor  
**Mehmood Hassan** - System Analyst/ Lab Support  
**Magdy Galal** - Administrative Assistant/Proctor

## Local Activities

Amfasoft attends local job fairs and works with high tech companies in the bay area to look out for job opportunities for our students. The City of San Jose Work Force Investment Board also recognizes Amfasoft as a leading Training provider. Amfasoft also provides its facility space for corporate meetings, corporate trainings, seminars and other events. This also helps to determine the current trends in the market and the upcoming technology areas where there is a lack of skilled work force.

## Class Schedule and Timings

Amfasoft provides class schedules for course programs several weeks before the start of each course. The classes are primarily conducted on weekday evenings and weekends to allow students to pursue their studies after-work hours. The class schedules and times are officially scheduled at registration before the start of the first session of the course unless designated (TBA) to be announced. No class timings can be changed without prior permission of the Academic Counselor and the course instructor. The lab hours are scheduled separately. Full time administrative personnel are available at the training campuses weekdays and Saturdays to assist the students, instructors and new applicants.

**Class timings for Weekday – Weeknight - Weekend**

**Weekday class timings are:**

Morning Class timings: Mon – Fri 10 a.m. – 2 p.m.  
 Afternoon class timings: Mon – Thurs 2 p.m. – 6 p.m.

**Weeknight class timings are:**

Mon – Thurs 6:30 p.m. – 10:00 p.m.

**Weekend class timings are:**

Saturdays & Sundays

Morning: 10 – 2 p.m.

Afternoon: 2 p.m. – 6 p.m.

Onsite Lab Hours: Mon – Fri 9:30 a.m. – 5:30 pm

Online Lab Hours: 24/7. Student will login by using User ID and password

## Facility, Equipment and Instructional Materials

Amfasoft school locations have easy access to public transport and the facilities are well equipped with student desks, conference tables, study areas, labs and lunch areas. The classrooms are well lighted, air-conditioned and noise free to give the students a professional environment during their study. Each location has multiple classrooms and the total area of the main and a branch location is approximate about 2000+ square feet each.

### Equipment, Instructional aids and Maximum students per class

All class rooms are equipped with computers and monitors, latest laptops, overhead projectors and screens, free Wi-Fi access to help the students get as much hands-on practice as needed. Our locations have a minimum of 10 laptops and each student gets assigned a laptop to work. The student can also bring their own laptops in case they wish to work on their personal systems. All programs at Amfasoft are Instructor-led and instructor provides clear details on the agenda to be covered during each class. The following are some of the instructional aids provided in the class.

- 1) E-books or hard copies of books. Some vendors of programs like Oracle provide e-books which are electronic pdf documents and other vendors have hard copy material. Therefore, where applicable the student is either provided an e-book or hard copies.  
The course material provided to students is carefully selected through the suggested books from major vendors like Oracle, Cisco, Intuit, Microsoft, PMI (Project Management Institute).
- 2) PPT (power point) presentations. Our instructors use power point presentations provide a summary overview of the topics to be covered in each class and also provide soft copies for student review during their research or lab time.
- 3) Overhead projectors. High lumen state of the art overhead projectors is provided in each class so that the instructor can connect his laptop and demonstrate the labs or the course material during each class.
- 4) Web-Ex, Go-to meetings. A few classes are also recorded on WebEx so that the student can review the whole class session during their research or lab time.
- 5) Whiteboard and Easels- This is the traditional way of teaching which is very effective in putting a picture into the student's mind that helps the student to visualize and remember for a long time.
- 6) Interactive Workspace: Some instructors also use 'Interactive Workspace' which provides a digital whiteboard where instructors can write as though they are writing on white board and then save the class notes as pdf copies and mail to students. This helps the student to save time in taking notes and concentrate more on the explanation.
- 7) Laptops/Desktops: Latest technology laptops and desktops with widescreen monitors are also provided to those who do not have such systems.

**Hands-On Practice:** A great emphasis is given on hands-on practice in addition to instructions in class to help the students gain confidence and be motivated in class.

**Following are the hardware equipment configuration details used by students and instructors.**

### FACILITIES AND EQUIPMENT

#### Facility Details:

##### Training Classrooms

The training facility has 3 training classrooms each location equipped with the details shown below.

- A presentation computer station with Internet access, VCR and DVD players and connections for laptops and iPods
- Full-featured computers with the current operating system or software on the market
- Computer workstations with flat-panel screens
- State-of-the-art sound systems, Podiums and flip charts, Wireless access
- High-resolution, 3000-lumens projectors, Easel, Whiteboard
- Webex and Go-to-Meeting – for recording lectures

##### Lunch Area:

Students have access to lunch area with refrigerator, coffee-maker, microwave, tables and chairs.

Additionally, there is a conference room for group discussions and an interview room for one on one discussion. Students utilize the lab facility with full featured laptops and desktops to do they labs and exercises. The course related reference books are available in marked bookshelf to all students when they are in the facility.

## Equipment Details

#	Equipment Details (# Qty)	Description
1	Desktops – Dell/19” Monitors	<b>Dell Optiplex 755USF 3.0GHz 2GB 160GB DVD Win 7 pro FAST. This system with 19” monitor is ideal for students to perform all lab exercises and testing.</b>
2	Desktop s – HP / 21 “ Monitors	<b>HP Pavilion P7-1380T Desktop, Intel Core i5-3330 3GHz, 12GB Ram, 1TB, DVDRW, Win7. The system is ideal for download, install and configuration of high end software.</b>
3	Desktop s – Lenovo / 21” Monitors	<b>Lenovo ThinkCentre M92p (500 GB, Intel Core i5, 2.9 GHz, 4 GB) PC Desktop.</b>
4	Laptops - IBM T42/43	<b>15" IBM ThinkPad 2.00GHz 2.00GB Mem 60GB HDD WiFi Win 7 Pro. Ideal for students for usage to complete lab exercises and follow instructor during class.</b>
3	Laptops – Lenovo	<b>Lenovo 15" Core i5 2.5Ghz 4GB 320GB WIN 7 Pro</b>
2	Projectors – View sonic	<b>HD 1920x1080 3000 ANSI Lumens HDMI Brilliant Color</b>
1	Cisco Switches – 3500	<p><b>Cisco Catalyst WS-C3550-48-SMI 48-Ports 10/100 L3 Managed Ethernet Switch.</b></p> <p><b>Cisco 2600 Series FULLY LOADED 2610 Router having 16MB Flash, 64MB RAM, 1 Ethernet port, 4 Serial ports (USE AS FRAME-RELAY SWITCH).</b></p> <p><b>Cisco 2600 Series 2610 Routers having 16MB Flash, 64MB RAM, 1 Ethernet port, 2 Serial ports</b></p> <p><b>Cisco 2500 Series 2501 or 2503 Router having 1 Ethernet port, 2 Serial ports OR having 1 Ethernet port, 1 ISDN, 2 Serial ports</b></p> <p><b>Cisco 2900 Series 2924 Switch having 24 Fast Ethernet Ports. Back to Back Serial Cables to connect Routers</b></p> <p><b>The Cisco 2811 integrated services router efficiently accomplishes your small-to-medium sized businesses’ IP communications needs. Connect to network through the equipped 2 x 10/100 Fast Ethernet ports of this Cisco wired router. With the support for Network Admission Control (NAC), this Cisco 2-port router limits the access to the network in order to prevent the introduction of computer viruses. This Cisco wired router also protects your network connection from intruders with its support for stateful Cisco IOS Firewall. With Survivable Remote Site Telephony support, this Cisco 2-port router provides with local call processing privilege in small offices. With Secure Sockets Layer (SSL) feature, the Cisco 2811 router provides security for web transactions by handling authentication, data encryption and digital signatures</b></p>
1	Cisco Switches – 3550	
1	Cisco Switches – 2950	
1	Cisco Routers - 2600, 2500 series for lab exercises.	
1	Cisco Routers – 2800 Series.	
1	Cisco Security Equipment: ASA 5510	<b>The Cisco ASA 5510 Adaptive Security Appliance delivers advanced security and networking services for small and medium-sized businesses and enterprise remote/branch offices in an easy-to-deploy, cost-effective appliance. These services can be easily managed and monitored by the integrated Cisco ASDM application, thus reducing the overall deployment and operations costs associated with providing this high level of security. The Cisco ASA 5510 Adaptive Security Appliance provides high-performance firewall and VPN services and five integrated 10/100 Fast Ethernet interfaces. It optionally provides high-performance intrusion prevention and worm mitigation services through the AIP SSM, or comprehensive malware protection services through the CSC SSM. This unique combination of services on a single platform makes the Cisco ASA 5510 an excellent choice for businesses requiring a cost-effective, extensible, DMZ-enabled security solution.</b>
1	Canon Multi-Function Laser Printers (3#)	<b>Canon imageCLASS MF5950DW Laser Multifunction.</b> With a high printing speed of 35 ppm (black), the Canon MF5950dw printer is capable of meeting your growing business demands. This Canon laser printer, with its 600 dpi optical resolution, yields printouts with superb colors, finish and rich image quality. You can wirelessly connect your PC to this all-in-one printer and transfer files, thanks to its built-in Wi-Fi connectivity. The ADF in

		this Canon laser printer lets you process several pages at once without having to manually reload each page. An Auto-duplex print feature in the Canon MF5950dw all-in-one printer enables printing on both sides of paper, thus reducing costs as well as time. This Canon laser printer with a 5-line LCD screen displays a preview of the document/images being printed, scanned, copied, or faxed.
2	Security Cameras/Equipment	Swann 8 channel Security camera
1	Racks –	Racks to mount the servers
2	Netgear Routers.	Netgear routers to provide remote connectivity to students who can login from home to complete their exercises.
15	Student Tables	Student tables for class
15	Student Chairs	Comfortable student chairs
1	Book shelves	For student library.
2	Cabinets and Lockers	To store Student material in lock and key.

## ADA Compliance

Amfasoft provides reasonable accommodation to students, faculty and staff with disabilities in compliance with the American Disabilities Act of 1990 (ADA) and related state and federal laws. The building locations have ADA compliant restrooms, building interior pathways and parking spaces. Amfasoft does not discriminate against qualified individuals with disability in any of its programs or activities.

## State Licensure Requirement

Students graduating from Amfasoft Corporation DO NOT REQUIRE STATE LICENSURE of any kind. Hi-Tech companies have established an in-private industrial based Certification system and employers review the results of these certifications to determine the skillset of a prospective candidate looking for employment. The educational programs at Amfasoft are not designed for any Licensure requirements of this state.

## Admission Policies

### Admission Requirement

To enroll in any course, an applicant must have good oral and written communication skills in English language. The applicant should have basic computer knowledge. In order to satisfy the admission requirement, a course coordinator will interview verbally with the student to test her/his skills. Minimum level of education required is a high school diploma.

Admission into the school requires the prospective student have a High School Diploma or a General Education Diploma (GED), or be at least 18 years of age and pass U.S. Department of Education approved ability to benefit test.

Admission for the course will be based on the prerequisite of the course for which the student is interested in joining. The course counselor will take an oral or written test that is designed to measure the student's ability to be successfully trained to perform the tasks associated with the occupations or job titles to which the program of instruction is represented to lead. The student's performance on the test must demonstrate that ability.

"As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement."

## Equal Opportunity Employer

Amfasoft administers all its programs without regards to race, color, religion, sex, ethnic origin, age, disability or genetic information. Amfasoft confronts and rejects all manifestations of discrimination in its education policies, admission policies and other school-administered programs.

## Admission requirements and Policies for International Students

- Amfasoft through its advertising literature, documentation and material on its website makes no claim or guarantee that admissions to Amfasoft will grant any international students a US Visa. Any international student with legal status in US and who have entered US on their own will be granted admissions if they meet Amfasoft's admission requirements along with program pre-requisites.
- High school documentation from a country other than the US must be translated and evaluated to US School Diploma and certified to be at least equivalent of a US high school diploma by an agency that is a member of NACES (National Association of Credential Evaluation Services) or AICE (Association of International Credential Evaluators).

## Disclosures for Potential Students

- Amfasoft's mode of instruction is in English Language only.
- Amfasoft does not offer any program or instructions other than English language.
- Amfasoft does not provide visa services to any prospective or new students.
- Amfasoft's minimum admission requirements also include a standard level of English language proficiency which includes reading, writing and speaking in English. Amfasoft will accept any available documentation of language proficiency such as TOEFL.
- All onsite programs are taught at our institutions main, branch or satellite locations by our experienced instructors.

## Housing Services policy/Information

**Amfasoft has no dormitory facilities. Amfasoft takes no responsibility to find or assist any students to locate housing or any transactions related to housing arrangements.** Students looking for dormitory facilities have to utilize available online or any personal resources they have and make possible arrangements. The region has adequate local housing which can be located using a variety of rental websites. An internet search (<http://www.rentinsanfrancisco.com/>) or (<http://www.apartmentfinder.com>) reflected the current price range for apartments within a ten mile radius of Amfasoft campuses was \$800 - \$1200 per month. Similarly, average hotel rates which are near (within 10-mile radius) to Amfasoft campuses in the Bay Area, California (San Jose, Fremont, SFO. Gilroy) on **Priceline.com** are from \$50 to \$150 per night depending on the star rating of the hotels.

## Academic Standard's and Requirements

To apply for admission to the course, an applicant is required to attend the orientation and submit an application form before the start of the course.

Prospective students have to meet specific admissions criteria and provide documentation to provide evidence that can meet these requirements before the school will accept their application for enrollment. In addition to general admissions requirements the candidate will need to meet certain course or program specific pre-requisites which are listed in each program.

The general admission requirements are stated below and the pre-requisites for each program can be obtained from school catalog, website or Admissions office.

## General Admission requirements

- Complete Enrollment Agreement for Admission.
- Registration Fee (\$75 non-refundable).
- Provide copies of school or college transcripts.
- Foreign language high school transcripts must be translated in English language and certified by an agency that is a member of NACES (National Association of Credential Evaluation Services) or AICE (Association of International Credential Evaluators).
- Financial statements if applicable.
- Copy of 2 forms of identification.

Note: - For students who cannot provide high school diploma or equivalent transcripts, they must complete and successfully pass the Ability-To-Benefit test (ATB) by Wonderlic in order to be enrolled.

## Ability-to-Benefit Test Requirement

If the prospective student has only a high school diploma or certificate or if the student is not able to provide copies of the high school diploma or equivalent due to unforeseen reasons like loss of records due to floods, fire or inability to procure records for home school students, then Amfasoft will require students to attempt and pass the Wonderlic Basic Skills Test to evaluate their ability-to-benefit from the program. The course coordinator based on the prerequisites and the test results will recommend student to start with a more basic course that will build the foundation.

Disclosure: Wonderlic, Inc. is an independent and privately held company headquartered in Vernon Hills, Illinois, and a founding member of the Association of Test Publishers. The Wonderlic Basic Skills test is approved by US Department of Education and it measures basic verbal and quantitative skills. It consists of the following:

1. WBST Verbal Form VS-1 (sealed booklet from Wonderlic)
2. WBST quantitative form QS1 (sealed booklet from Wonderlic)
3. Scantron – to mark answers for both the above tests.

Each test is time for 20 minutes and answers have to be marked by lead pencils on the scantron sheet. Candidates will be given the sealed booklets when they are ready to take the tests. Candidates can register online on Wonderlic and take the Ability-to-benefit exam.

After test completion Amfasoft admissions representative will collect the tests taken and inform that students that the results will be conveyed after Amfasoft completes the scoring the test results through the Wonderlic website.

## Admission Procedures

- Inquiring applicants will call or drop-in at Amfasoft main or branch office and schedule a visit to meet with the School Admissions representative to go over the course and program details.
- Inquiring applicants receive a campus tour and they are shown the school catalog and performance fact sheet for their review.
- The admissions representative tries to answer all the questions from the applicant and gives an overview of the interested programs and curriculum.
- In case applicant desires to talk to instructor to get further information then Amfasoft will schedule the call.
- Applicants are scheduled for an entrance examination. (If applicable).
- The admissions representative discusses the financial details, payment methods, installments terms and plans with the applicant.
- When visiting the school, the applicant has an opportunity to complete the application for enrollment and the admissions representative explains the steps for the enrollment.

## Enrollment Agreement

Upon joining Amfasoft Corporation, a student is given an Enrollment Agreement Package and the administrative staff will go over all the forms with the student. The student will be asked to sign on the Registration form only after understanding and agreeing to the terms and conditions. Both the student and the school keep a copy of the form.

The school reserves the right to refuse admission prior to or following enrollment if applicant becomes ineligible as determined by the policies of Amfasoft team or the School Director. Meeting minimum requirement does not guarantee admission to Amfasoft. Final acceptance or denial is determined by the School's Director, subject to the applicant's right of appeal or request for consideration as a special exception. A special exception is considered when the student does not meet established criteria for admissions but shows a strong motivation to learn and succeed and Amfasoft instructor agrees that the student will be able to understand the class enrolled.

## Orientation Day

All new students are invited to attend the new student orientation offered before the start of the course. Students who are enrolling for the course must pay the registration fee of \$75.00 to reserve the seat with the course fees. At the orientation, each new student receives an orientation package. The new students meet with all the administrative staff members, course instructors and course coordinators and are informed of the staff's duties.

## Registration

- Registration is complete when the fee is paid. Amfasoft is not responsible for billing students.
- Tuition fees are due and payable in full at the time of orientation unless the student has signed up for the tuition payment plan.
- Working professionals who receive tuition reimbursements from their employers may follow Amfasoft special payment plan by submitting required documents to the Amfasoft Office prior to registration.

## Grounds for Probation: Unsatisfactory Academic progress Notice of Admission

Applicants are notified of their acceptance when all materials, documents and credentials have been received and processing is complete.

Students who register on the orientation will be given the notification of admission status on the same day. Those who register over the phone will be notified by email or a phone call.

## NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Amfasoft Corporation is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificates that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Amfasoft Corporation to determine if your certificates will transfer.

## Transfer Of Credit/Award Of Credit

Amfasoft Corporation does not authorize transfer credits from other schools through contractual agreements or articulation agreements at this time. However, students that have completed a portion of our programs at other State-approved or accredited schools will be allowed to transfer credits. The school policy to award transfer of credit will be based on the credit evaluation or an assessment test may be provided to the student. Transfers will be allowed at the sole discretion of the school management. However, students must complete 65% of the program at AMFASOFT Corporation to be considered for graduation.

## Process of Evaluation of Transfer of Credit

Amfasoft Corporation primarily offers vendor-based programs. Most of the curriculum and syllabi are developed from leading vendors in the IT industry. Many post-secondary schools offering computer education have developed similar programs from the same vendors. However, some schools have either modified the curriculum or updates are not fairly applied. As a result, Amfasoft Corporation performs a topic by topic evaluation of the curriculum completed at the other schools. The other school's reputation is also taken into consideration. In some cases, if the Director of Education does not find satisfactory evidence of course completion, the Director may request an additional assessment test from the student to determine the transfer of credit. The school has the right to deny the transfer of credit if the school does not find satisfactory evidence of course completion by the student from the other school.

## Policies for Prior Experiential learning

Amfasoft Corporation does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any of its degree or certificate programs.

## **Provision to Appeal**

Report from Director of Education may be considered final; however, students do have a right to appeal if they think that the evaluation and assessment tests may not be done correctly in that case School's Director will again review all final reports submitted by the student and may schedule an interview with the student. Final decision and award of credit will be completely at Director's discretion. Student will be informed of school's decision.

## **Charges to Evaluate the Transfer of Credit**

Currently Amfasoft Corporation does not charge for evaluation and assessments of Transfer of Credits.

## **Clock Hours / Credit Hours Or Units**

Amfasoft Corporation only offers clock hours for all its programs and does not convert clock hours to credit hours. Each clock hour is a minimum of 60 minutes/1 hour of instructor led class lecture.

## **Increment required completing the program**

The maximum increments a student will be allowed to complete the program is not more than 1.5 times or 150% of the standard length of the program. If a student does not complete the program within that increment time frame, then the student will be dropped from the program.

## **Learning Resources and Procedures**

Amfasoft learning resource system includes electronic resources, e-books, project data available online for download, internet research databases, blogs and subscriptions to technology websites and web forums. As all of the programs that are taught at Amfasoft relate to technology vendors, most of our learning resources used by instructors and given to students are available on the internet for student access. For certain courses Amfasoft has specific license agreements to provide vendor specific e-books or hard copy books which have both study and lab material.

## **Procedure to Access Learning Resources**

The learning resources used by instructors and provided to students are available through the internet for student access. Students can use these resources while they are on the school's campus or gain access remotely from home. In addition to online resources Amfasoft has installed workstations (Desktops or Laptops) with exam preparation software which prepare students for certification exams if they choose to take the tests. These tests can help evaluate the student academic progress in the class and help the student as an assessment tool to check their progress in the class. The learning resources also contain projects that students must complete in order to graduate certain courses.

Instructors can also keep track on the student progress by using these online resources, to check how many labs, assignments or tests they have taken by utilizing these resources.

## **Standards of Satisfactory Academic Progress**

All students must maintain satisfactory progress at Amfasoft. A student is required to successfully complete his/her course within the program period in order to receive a course completion certificate. The progress of each student is monitored and graded at the end of each module of a program using individual progress reports that include the cumulative grade. The grade of the student is evaluated in the middle of the course based on in-class assignments, take home assignments, lab exercises, midterm exam, written and verbal quizzes/tests and attendance. Each module in a program is divided into instructor led class hours, and time spent on reading and lab exercises. At the end of each module the programs academic progress will be measured for each student. A student should complete half of the clock hours for the course enrolled and have attendance for half of the course.

To maintain satisfactory Academic progress a student must meet the following at all times:

- Have a grade of C/70% or better.
- At the end of first academic evaluation period the student must have turned in all assignments and lab work and completed around 60% of all coursework. The student demonstrates enough motivation and progresses at a satisfactory rate towards completion of the program.
- Complete the program within 1.5 times of the published the program length.

The student will be put on Academic Probation at the start of the next module of the enrolled program if he/she fails to meet the Standards for Satisfactory Academic Progress at the end of the first academic evaluation period.

## Grading Policy and Academic Standards

**Grades:** Approximately two weeks after the end of the course, grade reports will be printed for the students to give in the class. Grades are not given out over the telephone.

The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade and a point grade. The evaluation form reflects the overall attendance and academic progress of the student. Student must maintain a “C” (70%) average to maintain satisfactory academic status.

Certificate Programs [A = 90-100%, B = 80-89%, C = 70-79%, F=69% or below and others below]

The following symbols shall be used in evaluating student performance. The symbols reflect the quality of the student’s accomplishment relative to standards set for each course.

A	=	Highest level, showing excellence
B	=	Performance is good, but not the highest level
C	=	Performance is satisfactory
D	=	Performance is not satisfactory. Need to improve
F	=	Fail. Course requirement have not been met.
I	=	Incomplete grade is issued with approval of instructor. Completion of coursework and grade conversion must follow the Academic policy in effect.
S	=	Satisfactory performance for the course
P	=	Pass.
NP	=	(Not Pass) student did not pass the course offered on Pass/No-pass basis. The student made unsatisfactory Performance
IP	=	Performance is in progress. Final grade is not yet given.
W	=	Withdrawal. Student permitted to drop a course after the drop deadline.
UW	=	Unauthorized Withdrawal. Student did not withdraw from the course but failed to meet attendance and course requirements. UW grade equals “F” grade.

Grades assigned by instructors must conform to individual policies as stated in the course syllabus. A grade submitted by an instructor is considered final and may be changed only for one of the following reasons:

1. Error in recording a score for a student product (lab, exercises, test, quizzes etc.)
2. Miscalculation of a score, including the cumulative score for the course.

All requests for grade changes must be submitted to the Office within two weeks following the date of issuance of the grade in question.

Attending a class without officially registering in the class is in violation of Amfasoft attendance policy.

## Dropout and Leave-of-absence policies

**Dropout:** A student may dropout from courses without any penalty after the first lecture. Refunds for the regular add/drop of course will be processed within 30 days of the student’s withdrawal, termination date, or the specified time. The student will remain obligated to the school for all the unpaid tuition, fees, and other amounts charged pursuant to the agreement or otherwise that are not subject to refund.

**Leave-of-absence:** Only allowed with prior notice or in case of emergency. If the student does not show for 2 lecture classes without notifying Amfasoft than he/she will try to make up the missed lecture from other students or try to go over the course material

by them. The instructor will not arrange a makeup class for the students from whom they have not received any notice of leave-of-absence from course.

The student's withdrawal or termination date will be the student's last date of recorded attendance at the school. If the school determines, in its sole and absolute discretion, that the student's withdrawal or termination from the program during the course was the proximate result of the student suffering from an incapacitation, such as

1. Illness
2. Accident
3. Death of a close family member or
4. Similar circumstances.

The school will determine whether to increase the refund amount specified above of the tuition and fees received by the school from the student for the course.

NOTE: Any outstanding fees owed to the school by the student will be deducted from the tuition refund.

## Attendance

Full attendance in class is required for all students taking courses at Amfasoft. Students must attend all lectures with the exception of an emergency or illness. No student is allowed to miss more than 2 lecture classes of the total class hours. In case of emergency or prior notice from student about missing a lecture, the student will be given a chance to make up in the other classes running in parallel at current or other Amfasoft training campuses based on space availability. The student bears the responsibility of attending the lectures and must accept the consequences of failure to attend the class. The student will be put on probation if he/she is absent for 3 or more lecture classes of the program enrolled.

## Tardiness

In case of emergency or prior notice from student the instructor will allow him to come late to the class, but no student will be allowed to go more than three absences in the whole course program. Students will not be able to keep up with the course work and instruction in the class if he/she is continuously tardy. The student will be asked to take counseling from the Academic Counselor and the Counselor would decide the further action. This would be either to drop from the course or to make up for that particular course running in parallel at current or other Amfasoft campuses. The student will be put on probation if there are more than 3 unexcused tardy.

## Probation and Dismissal Policies

**Probation Policy:** -Probation is a formal disciplinary action for thirty (30) days following a cause, e.g. Unsatisfactory Academic Progress, tardiness or poor attendance in class. Any Probation should be considered a last opportunity for a student to demonstrate improvement and willingness to fulfill his/her academic obligations. It is important to understand that a student on probation must take the opportunity to address the cause for the Probation action within the thirty (30) day Probation period or be subject to immediate interruption or termination from the school for any school policy infraction while on Probation. Students seeking assistance with any issue(s) are encouraged to speak with their instructor or directly with the School Director.

Students who are on Academic probation must agree with and sign a written academic plan developed and approved by the School Director which documents that the student will be required to attain CGPA and rate of progress milestones by the next evaluation point or designated point in time. The probation period will typically be the duration of one module, during which time the student will be given the opportunity to raise his or her CGPA to a minimum of 70% and/or meet the 66.67% completion requirement. The academic plan will enable the student to return to satisfactory academic progress status.

**Dismissal Policy:** Students on probation who fail to meet the schools satisfactory academic progress by the conclusion of the probationary period will be terminated at the discretion of the institution. A terminated student may re-enroll after having a session with the school counselor. Amfasoft School director has to approve the enrollment before it takes effect.

## Rules of Operation and Student Conduct

### Student Discipline

At all times when a student is on Amfasoft campuses they shall conduct themselves in amiable and considerate manner and attend classes in orderly manner. Disruptive behavior, including but not limited to cheating, harassment, fighting, use of profanity, and stealing is not acceptable and may lead to probation or termination from Amfasoft.

- Use of cell phones is not permitted during lecture time in the class.

Inappropriate conduct by students is subject to probation or expulsion and dismissal from the course. The Applicable parts are as follows:

- Cheating or plagiarism in connection with an academic program.
- Forgery, alteration, or misuse of Amfasoft documents, records, or knowingly furnishing false information.
- Physical abuse on or off Amfasoft premises to the property or person.
- Theft or non-accidental damage to Amfasoft property.
- Knowing possession or use of dangerous chemicals or weapons.
- Engaging in indecent or obscene behavior in person or by correspondence.
- Violation of any rules and regulations set by Amfasoft, notice of which has been given prior to such violation and during the course study program in which the violation occurs.

## Student Complaints/Grievances Policy & Procedure

Every student has access to a formal complaint process if so needed. If a student has a problem or concern of any nature regarding any aspect of Amfasoft whether it is with personnel, course of study, or general policies, she/he has the right to file a complaint form. A student may lodge a complaint by communicating orally or in writing to any instructor, administrator, admissions personnel, or counselor. The recipient of the complaint shall transmit it as soon as possible to the School Director to resolve complaints and shall attempt to resolve complaints related to that person's duties. The student will be encouraged to communicate the concern in writing to the office of Amfasoft. The Administrative office will act to bring a final resolution to the stated complaint. If a student delivers the complaint in writing, Amfasoft shall within 10 days of receiving the complaint provide the student with a return response including the summary of the investigation and if a complaint is rejected, the reasons for the rejection are also provided.

**Designated Personnel:** Amfasoft has designated the School Director to receive and resolve student complaints. The school director is regularly accessible during normal business hours: Mon-Fri 9am to 6pm.

Students may submit their complaints at the following address:

Attn: School Director/Registrar - Amfasoft Corp  
3155 Kearney Street, Suite #120, Fremont, CA 94538 or email: farhana@amfasot.com.

## Procedure: Students Rights and Responsibilities

- 1) Student has the right to state his/her complaint to the program instructor
- 2) Student may lodge a complaint\* in writing (via email/letter/Amfasoft Complaint Form) and submit it to instructor, administrator, admissions representative or counselor.
- 3) Student has the right to submit the written complaint directly to the School Director.
- 4) Students are required to state his/her complaint clearly, sign and date the complaint form. Students may propose a solution(s)\* to their complaint and state those in the complaint form.
- 5) Amfasoft will respond to the student's complaint in writing within 10 days from the date the complaint was received.
- 6) Amfasoft's designated personnel (Registrar) will take actions which may include, but will not be limited to meeting(s) and interviewing involved individuals, reviewing all documents, conducting an investigation, holding an informal hearing, or other appropriate investigative activity.
- 7) Amfasoft will propose resolution to the student within a 25-day period after receiving the complaint. The student will be informed of the proposed resolution in writing (via email or letter).
- 8) Student has a right to disagree with the Amfasoft's proposed resolution. In such case, the student may directly contact the Chief Academic Officer, Chief of Operations and the Director of Amfasoft seeking the resolution of the filed complaint.
- 9) Amfasoft Corporation and its officers will take all possible actions to resolve the complaint within 30 days after receiving the complaint from the student.

**Verbal Complaints:** Please note that a verbal complaint does not qualify under this provision for any actions from Amfasoft Corporation. All complaints must be submitted in writing so that they can be addressed in a timely manner. Amfasoft may either resolve the verbal in an appropriate manner or after thorough investigation reject the verbal complaint.

**Registrar's Authority and Duties:** Record a summary of the complaint, its resolution, and the reasons for the complaint, place a copy of the complaint summary and its resolution, along with any other related documents, in the student's file, and make an

appropriate and dated entry in student complaints log. For any unresolved complaints, the Registrar has the authority to recommend possible solutions to resolve the student's complaint to the Director of the School.

"A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the Bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov)."

"A student or any member of the public may file a complaint about this institution with the Illinois Board of Higher Education by call (217)782-2551 or by completing a complaint form, which can be obtained on the Illinois Board of Higher Education web site [www.ibhe.org](http://www.ibhe.org)

## Policies Regarding Record Retention

**Record Retention:** Educational Records are kept in a fire resistant safe cabinet at the Fremont main Administrative office located at 3155 Kearney Street, Suite # 120 Fremont CA 94538. The educational records are all files, records, or documents maintained by Amfasoft, which contain information directly related to the students. Example of education records is the general inquiry form filled by the students at the time of registration, the enrollment agreement papers, job placement files, evaluation sheets, student grades, resumes etc. It is the policy of the school to monitor educational records to ensure that they do not contain information that is inaccurate, misleading, or otherwise inappropriate. The school may destroy records that are no longer useful or pertinent to the students' circumstances. The student records are kept in the administrative office for at least five years from his/her date of registration and student transcripts are maintained indefinitely.

**Safekeeping and Disaster Recovery:** In addition to safe-keeping the student records are also scanned and backup copies are maintained in a file server at the main office location. The file server is backed up every night and copies of these files are also stored off-site at safe locations. These records can be reproduced whenever needed as legible printed copies.

## Student Privacy

The only persons allowed access to such records are those who have a legitimate administrative or educational interest.

## Adding and Dropping Courses

After registering for a course, a student may add/drop courses by the add/drop deadline. One week after the course starts and adds courses only on a space available basis. A student may drop courses without records penalty only during the first week of class.

## Minimum Terms for Tuition Payments

The student is only obligated for the portion of the program cost for each course for which he/she is enrolled. The student must pay the school the applicable cost at the time of registration, unless the student and school agree in writing to a tuition payment plan.

Students who are on tuition payment plans and whose accounts are more than 10 days past due are suspended from the class attendance until satisfactory arrangements are made to bring their account to current status. Students who fail to fulfill the financial arrangements agreed upon are suspended from school and may reenter only upon full payment of the delinquent portion of their account unless the school has agreed in writing to a different payment arrangement.

If the student withdraws or is terminated from the program for any reason and subsequently applies to reenter for the other course, the school will determine in its sole discretion whether to allow the applicant to reenter. If the school allows the applicant to reenter, the student must execute a new enrollment agreement and pay all the current tuition cost.

## Leave of Absence Policy

Amfasoft does not promote leave of absences except for eligible cases. The period of the leave of absence will not begin until the school has approved a written and signed request for an approved leave of absence by the student. A leave of absence period may not exceed 180 days within any 12-month period. Amfasoft will grant more than one leave of absence in the event that unforeseen circumstances arise, such as medical reasons affecting the student or a member of student's immediate family, military service

requirements, or jury duty, provided that the combined leaves of absence do not exceed 180 days within the 12-month period. The program is required to be completed within 1.5 times of the length of the program. If the student does not return following the leave of absence, Amfasoft will terminate the student's enrollment and will apply the school's refund policy in accordance with applicable and published requirements. Students must request for the leave of absence within an appropriate time before the class.

## Incomplete Courses

Students are required to complete all the missed assignments or projects as a result of absences within 2 weeks after the course is complete. If a student is unable to complete the work, then a failing grade will be given on the missed assignments or projects.

## Maximum Completion Time for the programs

A student will be given not more than 1.5 times or 150% of the standard length of the program in which the student needs to complete the requirement for completion the course. If a student does not complete the program within the maximum time frame, the student will be dropped from the program.

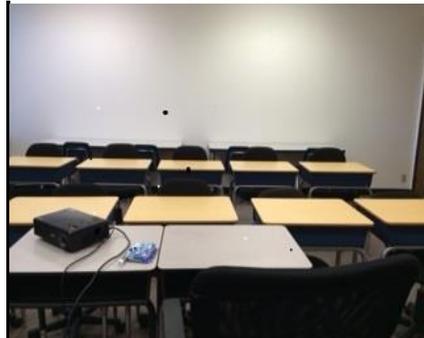
## Library

Amfasoft has onsite library at Main and branch locations. Students can have access to the textbooks, reference books, Software, Exam cram books and questions related to certification courses.

Students may access the online Alameda County Library (<http://www.aclibrary.org>). The Fremont Main library is located 0.2 miles from Amfasoft's main campus. The address to the Alameda County library is 2400 Stevenson Blvd, Fremont, CA 94538.

Students may access the online Santa Clara Library (<http://library.santaclaraca.gov>). The Santa Clara library is located 3.0 miles from Amfasoft's branch campus. The address to the Santa Clara library is 2635 Homestead Road Santa Clara, CA 95051

## Classrooms



## Financial Policies

### TOTAL CHARGES FOR PERIOD OF ATTENDANCE & ESTIMATED CHARGES FOR ENTIRE PROGRAM

PROGRAM NAME	TUITION	REGISTRATION FEES	BOOKS/ OTHER COST	TOTAL TUITION
Accounting: All in One	\$5525	\$75.00	\$300	\$5900.00
Accounting: Taxation	\$3350	\$75.00	\$225	\$3650.00
Accounting: Taxation & Quickbooks for Accounting	\$5625	\$75.00	\$300	\$6000.00
Bookkeeping & MS Office Professional	\$3000	\$75.00	\$325	\$3400.00
Business Analyst	\$3825	\$75.00	\$225	\$4,125.00
Business Analyst & Oracle Financials	\$5925	\$75.00	-	\$6000.00
Business Analyst & PMI-ACP Exam Prep	\$5000	\$75.00	\$200	\$5275.00
Business Analyst & SAP FICO	\$5725	\$75.00	\$200	\$6000.00
CCNA & CCNP Package	\$9525	\$75.00	\$400	\$10,000.00
CCNA I & II	\$4725	\$75.00	\$200	\$5000.00
CCNA Package: CCNA I, II, Security	\$6,000	\$75.00	\$300	\$6,375.00
CCNA Package: CCNA I & II and Collaboration	\$6,000	\$75.00	\$300	\$6,375.00
CCNA: Security	\$3000	\$75.00	\$150	\$3,225.00
CCNA: Security and Collaboration	\$5,700	\$75.00	\$225	\$6,000.00
CCNA: Collaboration Certification	\$3300	\$75.00	\$200	\$3575.00
CCNP	\$5750	\$75.00	\$175	\$6000.00
Certified Bookkeeper	\$5675	\$75.00	\$250	\$6000.00

<b>PROGRAM NAME</b>	<b>TUITION</b>	<b>REGISTRATION FEES</b>	<b>BOOKS/ OTHER COST</b>	<b>TOTAL TUITION</b>
CISCO IOS Network Security	\$2825	\$75.00	\$100	\$3000.00
CISCO IPV6	\$2825	\$75.00	\$100	\$3000.00
CISSP-PM	\$5700	\$75.00	\$225	\$6000.00
CompTIA Strata Certification	\$4700	\$75.00	\$225	\$5000.00
CompTIA A+ Computer Technician Fund	\$3250	\$75.00	\$250	\$3575.00
CompTIA Network+	\$2400	\$75.00	\$75	\$2550.00
Computerized Accounting & Bookkeeping	\$2675	\$75.00	\$250	\$3,000.00
Computerized Accounting & Bookkeeping & MS Professional	\$4700	\$75.00	\$225	\$5000.00
Introduction to Oracle 9i	\$2300	\$75.00	\$200	\$2575.00
Linux System Administration	\$2870	\$75.00	\$150	\$3095.00
Microsoft Certification Package	\$13000	\$75.00	\$500	\$13,575.00
Microsoft IPV6	\$2825	\$75.00	\$100	\$3000.00
Microsoft: All in One	\$1000	\$75.00	\$200	\$1275.00
MS Office Professional & Quickbooks	\$4625	\$75.00	\$300	\$5000.00
Oracle11i/Rel12 Project Management	\$5625	\$75.00	\$300	\$6000.00
Oracle Application DBA 11i	\$2650	\$75.00	\$100	\$2825.00
Oracle Database 11g- Admin I	\$2875	\$75.00	\$200	\$3150.00
Oracle Database 11g- Admin II	\$2875	\$75.00	\$200	\$3150.00

<b>PROGRAM NAME</b>	<b>TUITION</b>	<b>REGISTRATION FEES</b>	<b>BOOKS/OTHER COST</b>	<b>TOTAL TUITION</b>
Oracle Developer 6i	\$2800	\$75.00	\$200	\$3075.00
Oracle 11i	\$4625	\$75.00	\$300	\$5000.00
Oracle Financial 11i/Rel 12	\$4285	\$75.00	\$500	\$4860.00
Oracle Manufacturing 11i/Rel 12	\$5300	\$75.00	\$600	\$5975.00
Oracle 11i/Rel12 Project Management	\$5700	\$75.00	\$225	\$6000.00
Payroll Certification	\$5725	\$75.00	\$100	\$5900.00
Project Management	\$4,000	\$75.00	\$250	\$4325.00
PMP & MS Project	\$5375	\$75.00	\$250	\$5700.00
PMI-ACP Exam Prep and Project Management	\$5925	\$75.00	-	\$6000.00
PMI- ACP Exam Prep	\$3400	\$75.00	\$200	\$3675.00
PMI-ACP Exam Prep & MS Project	\$5000	\$75.00	\$200	\$5275.00
QuickBooks for Accounting	\$1730	\$75.00	\$195.00	\$2000.00
Sales Force Administrator	\$4200	\$75.00	\$100	\$4375.00
Sales Force Developer	\$5625	\$75.00	\$100	\$5800.00
SAP: All in One	\$5725	\$75.00	\$200	\$6000.00
SAP: FICO	\$3000	\$75.00	\$75	\$3150.00
SAP: SD	\$3000	\$75.00	\$75	\$3150.00
SAP: MM	\$3000	\$75.00	\$100	\$3175.00

PROGRAM NAME	TUITION	REGISTRATION FEES	BOOKS/OTHER COST	TOTAL TUITION
Software Quality Assurance	\$2100	\$75.00	\$100	\$2275.00
Solaris System Administrator	\$2900	\$75.00	\$100	\$3075.00
Unix System Administrator	\$900	\$75.00	\$100	\$1075.00
Web Development	\$3775	\$75.00	\$150	\$4000.00
Web Development Android Certified Application Developer	\$3300	\$75.00	\$150	\$3525.00
Web Development Android Certified Application Engineer	\$5425	\$75.00	\$300	\$5800.00
Window 7 Configuration	\$2825	\$75.00	100	\$3000.00
Windows 7 Enterprise Desktop	\$2825	\$75.00	\$100	\$3000.00
Windows Server 2008 Active Directory	\$2825	\$75.00	\$100	\$3000.00
Windows Server 2008 Application Infrastructure	\$2825	\$75.00	\$100	\$3000.00
Windows Server 2008 Enterprise Administration	\$2825	\$75.00	\$100	\$3000.00
Windows Server 2008 Network Infrastructure	\$2825	\$75.00	\$100	\$3000.00
Windows Server 2008 Server Administration	\$2825	\$75.00	\$100	\$3000.00

**Tuition and fees are subject to change**

**Registration:** A Non-Refundable fee

**STRF Fees:** A Non-Refundable state imposed fee and assessment for the Student Tuition Recovery Fund.

**Books:**

- **Tuition Paid by WIA:**

Depending on Amfasoft's contract with respective 3<sup>rd</sup> party agency funding the student's education Amfasoft may include and provide wherever applicable, the course books, and software for the courses the student is enrolled. Student Tuition Recovery Fund (STRF) will not be charged. In such cases the itemized breakdown is predefined with the contract with each 3<sup>rd</sup> party or governmental agency providing the students tuition.

- **Tuition Paid by Individuals:** Students have the option to pay the costs of the books and exam fee to Amfasoft or if they prefer they can indicate that they will purchase from other sources (vendors) at the time of enrollment. The students are required to ensure that the material versions are current and meet the course requirements. These costs are included in the

approved total charges and stated in the Enrollment agreement. Students need to mark their option on the Enrollment agreement.

Amfasoft shall make refunds that are no less than the refunds required under the Act and California Code of Regulations 71750. Amfasoft will not enforce any refund policy that is not specified in catalog as required pursuant to section 94909(a)(8)(B) of the Code, and will refund all institutional charges upon a student's withdrawal.

A pro rata refund pursuant to section 94920(d) of the Code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

- The amount owed equals the daily charges for the program - (total institutional charge, divided by the number of days in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.
- Except as provided for in subdivision (a)(3) of this section, all amounts paid by the student in excess of what is owed as calculated in subdivision (1) shall be refunded.
- Except as provided in section 76120, all amounts that the student has paid will be subject to refund.

Amfasoft will deduct non-refundable registration fees (not to exceed \$250.00) and the student tuition recovery funds as stated on the first page of student's enrollment agreement. In addition, any specified tuition amount(s) in amendments of student's enrollment agreement or prior accommodations provided and agreed upon by the student and school official are also non-refundable.

Refund Policy for Books Supplies & Materials and Exam fee:

- **Purchased from Amfasoft Corporation:**

In case of withdrawal, students must return all issued books, supplies and materials within 10 days period from the date of issuance. All book, supplies and materials must be returned in good acceptable condition. In case the returned material is not in an acceptable condition then the refund may not be given for such material. The cost of books, supplies and materials is non-refundable after 10 days from the date issued by the school or 10 days after withdrawal, whichever occurs earlier. No exchange of any item will be awarded in case the student decides to change the program or course of study.

- **Purchased from outside vendors:**

Buying books from outside vendors is the student's responsibility and is not part of Amfasoft Corporation's contract with student or vendor, so in case of withdrawal, the student should follow the specific vendor refund policy.

- **For students getting Government Funds:**

In case of withdrawal by the student refunds are done in accordance with the terms and conditions as set forth by the contracting agency representing the training funds and rights of students.

## Installment Policies and Federal or State Financial Aid Programs

### Installment Plan:

Students who are paying the course tuition from their individual funds may request an in-house installment payment plan at the time of enrollment, so they can distribute their course payments throughout the course of study.

### Installment Policies:

Students need to pay the minimum portion of the total tuition fees for the courses enrolled and pay in full to complete their enrollment.

- Installment amounts and dates for each installment will be discussed and agreed to by the student.
- Sign the Installment payment plan along with their enrollment agreement.
- **Late payment penalties** - \$50 late payment fee is charged if payment is more than 7 days late from installment date.

**Note:** Amfasoft Corporation Refund policy will be applied as per State requirements as disclosed in this catalog. Amfasoft Corporation's student financing programs do not supersede California's Code of Education 94899.5.

## Federal or State Financial Aid Programs

Amfasoft Corporation is NOT engaged in State or Federal Financial Aid programs or Title IV funding at this time. However, Amfasoft accepts WIA funding.

## WIA Funding

Amfasoft Corporation is an approved Training Provider for the Workforce Investment Act (WIA) program. The Workforce Investment Act (WIA) is a federal law which provides training for people who are out of work, and who need training to change career paths or whose skills need improving in order to obtain a new job. You must be determined eligible and suitable in order to receive WIA funds. Amfasoft Corporation offers training programs, but does not determine if you qualify for WIA training funds. Students must qualify from their assigned EDD office for the approved training program. An eligibility questionnaire or qualifying brochure can be obtained either from EDD's website at: <http://www.edd.ca.gov/unemployment/eligibility.htm> or by calling (800) 300-5616.

## Refund Payment Methods and Loan Policies

Students must discuss the payment options and terms of payment with the Admissions Representative prior to signing enrollment agreement.

- A non-refundable registration fee and non-refundable student tuition recovery fund is charged as stated explicitly to the student at the time of enrollment in the program.
- Students are allowed to make payments via check, credit cards, money orders, personal loans, loan guaranteed to student by Federal or State government or third-party loans.

### Individual Student Loans

- If a student obtains a loan to pay for an educational program, the student will be responsible to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal student financial aid program funds.
- If the student is eligible for a loan guaranteed by the Federal or State government and student defaults on loan, both of the following may occur:
  - (a) The Federal or State government or a loan guarantee agency may take action against the student, including applying for income tax refund to which the person (student) is entitled to reduce the balance owed on the loan.
  - (b) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid by the student.

#### Funds paid by Government agencies like WIA:

- Amfasoft enters into contracts with above agencies and received payments based on approved funding of the programs that the student is enrolled. Students are not responsible to make payments in such instances.
- If a student is enrolled in a program(s) for which the funds partially approved, then any arrangements made will be considered as amendment of enrollment agreement and must be stated clearly on the enrollment agreement and agreed upon and signed and dated by the student and the designated Amfasoft Corporation school official.

### Enforceability of Loans

A note, instrument, or other evidence of indebtedness relating to payment for an educational program is not enforceable by an institution unless, at the time of execution of the note, instrument, or other evidence of indebtedness, the institution held an approval to operate.

### Class make-up policies

An enrolled student in a program can make-up for any missed classes for a maximum of 4 hrs. Any additional time will be charged on an hourly basis and it will be applied to the Student's tuition. The hourly charges may vary between \$30 to a maximum of \$50 depending on the subject enrolled. The School Director will review and approve such make-up classes on a case by case basis.

### Student's Right to Cancel

#### Refund Policy

Students have the right to cancel the enrollment agreement/contract without any penalty or obligations and obtain a refund of charges paid through the attendance at the first session or the seventh day after enrollment, whichever is later.

#### To Cancel From the Program

Students are required to submit a written Notice of Cancellation as enclosed in this catalog. The student may sign and date the Notice of Cancellation and send it to the school, at the address below:

#### Amfasoft Corporation – Main Office

Attn: Director of Education

3155 Kearney Street, suite 120, Fremont, CA 94538

Email: [training@amfasoft.com](mailto:training@amfasoft.com)

The student may contact the school and request a withdrawal or cancellation from the program, via email or by submitting a signed Notice of Cancellation.

## Cancellations, Withdrawals, and Refund Policies

As per the California Code of Regulation §94920, the following refund policy applies to the students paid from personal funds or private pay students.

- Notice of Cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. Upon receipt of the Notice of Cancellation from student, Amfasoft Corporation will send the student a written acknowledgment of the receipt of request.
- Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if a Notice of Cancellation is made through attendance at the first-class session, or the seventh-class day after enrollment, whichever is later.
- The Bureau may adopt by regulation a different method of calculation for instruction delivered by other means, including, but not necessarily limited to, distance education. (Not applied)
- The institution shall have a refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund.
- Amfasoft will inform the student within 45 days with the details of the refund moneys owed and the itemized breakdown of refund.
- All refund will be paid in 45 days of student's cancellation or withdrawal from the program

**\*If a student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.**

**\*If a student has received third party loans for training and enrolled at Amfasoft Corporation, upon withdrawal from the program, Amfasoft is not responsible for any interest student may owe at the time of withdrawal.**

### Sample Refund Policy:

The student has a right to a full refund of all charges less the amount of the application fee listed in the fee section of this agreement (the amount retained may not exceed \$75) if the student cancels this agreement prior to or on the first day of instruction.

Thereafter, the student will receive a pro rata refund as specified in the California Education Code. If a student completed 50% of a course, the refund would be calculated as follows:

(If student paid \$1,000 tuition for a 100 hour program, \$75 for an application fee, and initially paid \$0 for books and supplies)

Refund Example:	\$1,075	(Amount paid for program tuition, application and books)
Less	\$ 75	(Amount retained by the institution for the application fee)
Less	\$ 0	(Amount for books not part of the refund calculation)
Equals	\$1,000	(Amount subject to the refund calculation)
Divided By	\$ 100	(Hours paid for, but not received)
Times	\$ 50	(Hours completed)
Equals	\$ 500	(Refund Amount)

For this same course, the following would apply:

Completed:	10%	25%	50%	60%
Refund Amount:	\$900	\$750	\$500	\$400

In addition, upon the return of unused or re-saleable equipment or books, the student would be reimbursed for the cost of those returnable materials.

Refunds will be paid within 30 days of cancellation or withdrawal.

## Distance Learning

Amfasoft also offers distance educational learning programs. The institution meets the specific minimum operating standards for instruction (5 C.C.R. §71715).

Distance education as defined in §94834 of the Ed. Code, does not require the physical presence of students and faculty at the same location but provides for interaction between students and faculty by such means as telecommunication, correspondence, electronic and computer augmented educational services, postal service, and facsimile transmission.

- Amfasoft ensure that the educational program offered through distance education is appropriate for delivery through distance Education methods;
- Assess each student, prior to admission, in order to determine whether each student has the skills and competencies to succeed in a distance education environment;
- Ensure that the materials and programs are current, well organized, designed by faculty competent in distance education

techniques and delivered using readily available, reliable technology;

- Provide for meaningful interaction with faculty who are qualified to teach using distance education methods;
- Maintain clear standards for satisfactory academic progress;
- Complete timely student evaluations of learning outcomes by duly qualified faculty, which are appropriate for use with the distance education methods used, and evaluated by duly qualified faculty;
- Employ a sufficient number of faculty to assure that the institution's response to, or evaluation of, each student lesson is returned to the student within 10 days after the lesson is received by the institution; and, the institution's response to, or evaluation of, each student project or dissertation is returned to the student within the time disclosed in the catalog; and

## Specific Provisions for Instruction Not in Real Time

- If you enroll in a distance educational program where the instruction is not offered in real time, the first lesson and any materials shall be transmitted to you within seven days after the institution accepts you for admission. You have the right to cancel the agreement and receive a full refund pursuant to 5 CCR section 71750 before the first lesson and materials are received.
- Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund pursuant to 5 CCR section 71750. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials. An institution shall transmit all of the lessons and other materials to the student if the student:
  - (A) has fully paid for the educational program; and
  - (B) after having received the first lesson and initial materials, requests in writing that all of the material be sent.If an institution transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.

## Computer Requirements and Recommendations

The student must have access to a PC or Mac-based computer to participate in the courses. Students are expected to have access to the technology requirements as Amfasoft is not obligated to and does not supply the needed technologies including software and hardware. Students who do not have personal access to a computer are encouraged to inquire as to the availability at their local public library. For the student to get the most out of our online courses, we recommend that the student have access to the following computer setup.

### **Minimum suggested Windows browser software:**

Microsoft Internet Explorer 7.0 or later

Mozilla Firefox 2.0 or later

### **Minimum suggested Mac OS browser software:**

Mozilla Firefox 3.0 or later

### **Browser Plug-ins:**

Some of the suggested plug-ins may already be installed on your computer. If they are not, they are available for free download for both the Microsoft Windows and Macintosh operating systems. Adobe Acrobat Reader, which is needed to view and print supplemental PDF files RealOne Player, which is needed to listen to and watch supplemental audio and video Adobe Flash Player and Shockwave Player, which are needed to view other types of multimedia content.

### **Browser Settings:**

We suggest that you have both JavaScript and cookies enabled in your browser's settings to successfully use our online courses.

### **Operating System and Other Software:**

In general, the operating system (PC, Macintosh, etc.) your computer uses, as well as what version of that operating system is installed, is not important when you take one of our courses. Meeting the browser requirements above should suffice.

## Distance Learning Refund Policy

The institution shall transmit the first lesson and any materials to any student after the institution accepts the student for admission. The student has the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date Amfasoft will receive written notice at 3155 Kearney Street, suite 120, Fremont, CA 94538 or an email to [training@amfasoft.com](mailto:training@amfasoft.com). If the institution sent the first lesson before an effective cancellation notice was received, Amfasoft shall make a refund within 45 days.

### **Right to Cancel – CCR 71716 (a), (b), (c)**

The student shall have the right to cancel the agreement and receive a full refund pursuant to section 71750 before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund

pursuant to section 71750. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

- An institution shall transmit all of the lessons and other materials to the student if the student:
  - (A) has fully paid for the educational program; and
  - (B) after having received the first lesson and initial materials, requests in writing that all of the material be sent.
- If an institution transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.

## **Student Tuition Recovery Funds (STRF) - Schedule of Charges Disclosures**

State requires that a student who pays his or her tuition is required to pay a State-imposed assessment for the Student Tuition Recovery Funds. As per California Code of Regulation §76215

- (a) "You must pay the State-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:
  - 1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and,
  - 2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.
- (b) You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:
  - 1. You are not a California resident, or are not enrolled in a residency program, or
  - 2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party. Amfasoft will not charge STRF for such students.

Under §76215(b), California Code of Regulations, "The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally-guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

No claim can be paid to any student without a Social Security Number or a taxpayer ID number.

## **Student Services**

### **Job Placement Assistance**

Following job/ career assistance will be provided by Amfasoft:

- Help students prepare their resumes and sharpen interview skills.
- Jobs will be posted on the bulletin board.
- Individual or group counseling is available
- Mock interviews will be taken by the course counselors to see where the students fit in the job market.

### **Career Counseling**

Career counseling will be given to each student. During the course counseling meeting, the counselor will go over the student's educational records, work experience and his/her preferences. The counselor also will explain the various job titles and occupations that they can pursue with the enhancement of skills after taking particular course or course path.

**Test Centers:**

Amfasoft provides proctoring services for Pearson Vue, Comira, Castle, MCAT and Kryterion testing. Students can register and schedule their certification exams at Amfasoft Test Centers at no additional costs other than the exam feeds for the certification exam being registered by the student.

## COURSE DETAILS

### ACCOUNTING: ALL IN ONE

#### Program Description

Accounting: All in One is a comprehensive program which provides students training and hands on practice in Bookkeeping, QuickBooks & Computerized Accounting. Upon completion of this program the student will take the certification exam to become a certified Bookkeeper in the module “Mastering Adjusting Entries”.

**Course Delivery Option:** Classroom, Online

#### Course Objectives

- The participants should be able to record business transactions into an accounting system
- Prepare and interpret major financial reports.
- Understand the accounting process and to develop skills necessary to evaluate an enterprise’s financial position and its operating, investing and financing activities
- Provide the latest up to date on changes in bookkeeping and accounting rules and regulations

#### Related Job Titles/Occupations

Bookkeeping, Accounting and Auditing, Office clerks, General

#### Course Instruction Details

**Principles of Accounting:** This course concentrates on the generally accepted accounting principles (GAAP). Topics include: analyzing, journalizing and posting transactions, adjusting entries, completion of the work sheet, financial statements, and the closing process for a service business, Accounting for Cash, Payroll Accounting and the Combination Journal are also covered.

**Certification in Bookkeeping module –“Mastering Adjusting Entries”:** The module is focused on the accrual basis of accounting. The students will learn and have hands on experience preparing from unadjusted trial balance to preparing Financial Statements.

**Computerized Accounting:** Student will learn on Microsoft Excel how to prepare Journal entries, Trial Balances, Adjusting Entries and Financial Statements. Student will use the formulas in Microsoft Excel to generate reports

**QuickBooks:** Students will learn the installation, creating companies, set up customers, vendors, bank accounts, and items.

#### Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Accounting: All in One	240 hours	12 weeks	18 weeks

**Pre-Requisite:** Basic Computer Knowledge

#### Instructional Material:

##### Text Book

- Basic Accounting Concepts, Principles and Procedures, Vol. 1 by Gregory R. Mostyn and Worthy and James
- Quickbooks 2018 for Dummies
- Certification in Bookkeeping book – Mastering Adjusting Entries from AIPB
- Power point slides and related project work

**Supplies:** Pro Quickbooks latest version 2018 CD

#### Requirement for completing the program

End of the program students are required to take final three projects in Quickbooks and take the certification bookkeeping exam in the module – “Mastering Adjusting entries”. Student will get the course completion certificate after completing the examination and the projects.

# ACCOUNTING: Taxation

## Program Description

Accounting: Taxation. A program that prepares individuals to provide tax advice and management services to individuals and corporations. Includes instruction in tax law and regulations, tax record systems, individual and corporate income taxation and tax planning.

**Course Delivery Option:** Classroom, Online

## Course Objectives

- Federal Taxation and Understanding Federal Tax Law
- Tax Practice, and Procedure
- Individual Taxation
- Gross Income
- Deductions
- Prepare for Tax Certification Exam

## Related Job Titles/Occupations

Tax preparer

## Course Instruction Details

The course, complete with extensive exercises and a final exam review, will provide you with a solid foundation on the subject of taxes, and the preparation of an accurate and complete individual income tax return.

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Accounting: Taxation	200 Hours	10 weeks	15 weeks

**Pre-Requisite:** Basic Computer Knowledge

## Instructional Material:

### Text Book

Mastering Tax Preparation for Sole Proprietorship

## Requirement for completing the program

End of the program students are required to take final exam. Student will get the course completion certificate after completing the examination and the projects.

# ACCOUNTING: Taxation & Quickbooks for Accounting

## Program Description

**Accounting : Taxation :** A program that prepares individuals to provide tax advice and management services to individuals and corporations. Includes instruction in tax law and regulations, tax record systems, individual and corporate income taxation and tax planning.

**Quickbooks for Accounting:** The QuickBooks for accounting program validates job-role skills for entry and advanced level job seekers and seasoned professionals alike. Completion of this course can lead to a successful career as a Bookkeeper, Accountant, Auditing Officials, Financial Clerks, Administrative Services Managers, and Office Clerks

**Course Delivery Option:** Classroom, Online

## Course Objectives

- Federal Taxation and Understanding Federal Tax Law
- Tax Practice, and Procedure
- Individual Taxation
- Gross Income
- Deductions
- Prepare for Tax Certification Exam
- Learn the navigation on Quickbooks
- Learn how to start and setup the Quickbooks
- Accounting behind the setup of Quickbooks
- How to start a new company data file?
- How to restore and backup data files.

## Course Instruction Details

**Accounting : Taxation :** The course, complete with extensive exercises and a final exam review, will provide you with a solid foundation on the subject of taxes, and the preparation of an accurate and complete individual income tax return.

**Quickbooks for Accounting:** This program will help students learn or review fundamental accounting concepts and principles through the use of QuickBooks and Analysis of business events. It teaches how to setup chart of Accounts, Create new item list, Vendor list, Employer list, etc.

## Related Job Titles/Occupations

Tax preparer  
Human Resources Assistants  
Computer Operators

## Program In Duration:

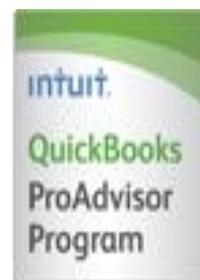
Course Name	Clock Hours	Duration	Maximum Completion Time
Accounting: Taxation & Quickbooks	320 Hours	16 weeks	24 weeks

**Pre-Requisite:** Basic Computer Knowledge

## Instructional Material:

### Text Book

Mastering Tax Preparation for Sole Proprietorship  
Quickbooks 2018 for Dummies



## Requirement for completing the program

End of the program students are required to take final exam and for QuickBooks students are required to take final three projects. Student will get the course completion certificate after completing the examination and the projects.

# Bookkeeping & MS Office Professional

## Program Description

This comprehensive program teaches students from Basic, Intermediate and advanced levels of Microsoft Office suite including Microsoft Word, Excel and Power point, Access and certification bookkeeping module “Mastering in Double Entry Bookkeeping” from AIPB. Students will be prepared for an entry-level to Mid-level Office Administration and Bookkeeping position.

**Course Delivery Option:** Classroom, Online

## Course Objectives

- Microsoft Word – To recognize and identify how Word handles simple and intermediate word processing features Create, edit, save, open, and close documents.
- Microsoft Excel – Learn how to create new worksheet from beginning level to intermediate level.
- Microsoft Power point – Learn how to create new slides from design layout
- Understand basic bookkeeping principles
- Record manual transactions and draw up a trial balance
- Identify the main components of a computer system

## Course Instruction Details

**Microsoft Word:** Microsoft® Office Word 2016 – The students will learn how to create and edit documents, save, open or close documents, apply formatting options, set tabs and indents, change the view mode, manipulate the text using features such as copy and paste, and preview and then print the document. This course is designed for students who desire the skills necessary to create, edit, format, and print basic Microsoft Office Word 2010 documents.

**Microsoft Excel:** Microsoft® Office Excel 2016 – The students will learn how to create, edit and format new spreadsheets into a more visually effective spreadsheet. The student will execute simple and complex formulas, create new templates, charts, pivot table, use excel as a database, and review the page setup functions for printing.

**Microsoft Power point:** Microsoft® Office Powerpoint 2016 – Student will learn how to create new presentation slides using the slide layout and design template. The student will learn how to use the animation and sounds on the presentation slides to make it professional and innovative slide show presentation.

**Mastering in Double-Entry Bookkeeping** – Certification from AIPB.

## Related Job Titles/Occupations

Administrative Services Managers  
Financial Clerks  
Bookkeeping, Accounting, and Auditing

Receptionists and Information Clerks  
Office Clerks, General

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Bookkeeping & MS Office professional	200 hours	10 weeks	15 weeks

**Pre-Requisite:** Basic Computer Knowledge

## Instructional Material:

- Microsoft Office 2016: Introductory (Shelly Cashman Series(r) Office 2016) by Gary B. Shelly and Misty E. Vermaat
- - Power point slides and Microsoft and Bookkeeping related project work
- Mastering in Double-Entry Bookkeeping

## Requirement for completing the program:

End of the program students are required to take a final exam in Microsoft Office suite Word, Excel, Powerpoint, and bookkeeping concepts. Student will get the course completion certificate after completing the examination and the projects.

# Business Analyst

## Program Description

Program will teach how to interact with Business users, Stakeholders, and Customers to identify information needs, gathering requirements, and initiating process changes, defining business processes and identifying risks and impact analysis on functionality, workflow and Business rules.

**Course Delivery Option:** Classroom, Online

## Course Objectives

- Work with business users to document project scopes
- Plan and analysis activity including quality and reviews
- Break down complex business scenarios or problems into process and data models
- Upon completion of this program the student will be ready for an entry-level to Mid-level Office Management Analyst job.

## Course Instruction Details

Business analysts study the overall business and information needs of an organization, in order to develop solutions to business and related technology problems. Student will learn the powerful quantitative methods to make more effective business decisions. The business analyst (BA) plays a key role in the development and execution of company projects. The BA is responsible for gathering input, analyzing the needs of the project, documenting the criteria to be met, sharing information among project team members and presenting findings to company executives

## Related Job Titles/Occupations

Management Analyst  
IT Management Analyst  
Business Analyst

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Business Analyst	200 hours	10 weeks	15 weeks

**Pre-Requisite:** Basic Computer Knowledge

## Instructional Materials

**Book:** The Business Analyst's Handbook [Paperback] Howard Podeswa  
CBAP / CCBA Certified Business Analysis Study Guide  
Seven Steps to Mastering Business Analysis

## Requirement for completing the program:

End of the program students are required to take a final exam. Student will get the course completion certificate after completing the examination and the projects.

# Business Analyst & Oracle Financials Rel12

## Program Description

**Business Analyst:** Program will teach how to interact with Business users, Stakeholders, and Customers to identify information needs, gathering requirements, and initiating process changes, defining business processes and identifying risks and impact analysis on functionality, workflow and Business rules.

**Oracle Financials:** This course explains how an Oracle Rel12 Financials System is implemented & used by a company. The course provides the knowledge necessary for end-users & implementers to understand & use Oracle Financial Applications.

**Course Delivery Option:** Classroom, Online

## Course Objectives

- Work with business users to document project scopes
- Plan and analysis activity including quality and reviews
- Break down complex business scenarios or problems into process and data models
- Upon completion of this program the student will be ready for an entry-level to Mid-level Office Management Analyst job.
- Various development methodologies
- How to write a test plan
- Test types to be considered
- Effective and efficient test writing techniques

## Course Instruction Details

**Business analysts** study the overall business and information needs of an organization, in order to develop solutions to business and related technology problems. Student will learn the powerful quantitative methods to make more effective business decisions. The business analyst (BA) plays a key role in the development and execution of company projects. The BA is responsible for gathering input, analyzing the needs of the project, documenting the criteria to be met, sharing information among project team members and presenting findings to company executives

**Oracle System Administration:** This course gives better understand how to effectively control security, monitor your system, and handle day-to-day system administrator tasks for Oracle E-Business Suite applications, so that your organization can more rapidly realize the full value of Oracle E-Business Suite.

**Oracle General Ledger:** This course will help you maximize accounting process efficiency across the enterprise, while still achieving a high level of information and setup security. It will teach you how Oracle General Ledger integrates with the eBusiness Suite of applications.

**Oracle Accounts Payable:** R12.x Oracle Payables Management Fundamentals. This course will be applicable for students who have implemented Oracle E-Business Suite Release 12 or Oracle E-Business Suite 12.1. In this course, students will learn how to set up and use Oracle Payables to manage the accounts payable process.

**Oracle Accounts Receivables:** This R12.X Oracle Receivables Management training teaches you to set up and use Oracle Receivables to manage receivables processing. Learn to manage parties & customer accounts, process invoices using Auto-Invoice, enter & complete invoices

## Related Job Titles/Occupations

Management Analyst  
IT Management Analyst  
Business Analyst  
Computer and Information Scientists  
Computer Programmers  
Computer Software Engineers  
Computer Systems Analysts

## **Program In Duration:**

<b>Course Name</b>	<b>Clock Hours</b>	<b>Duration</b>	<b>Maximum Completion Time</b>
Business Analyst Oracle Financials 11i/Rel12	440 hours	22 weeks	33 weeks

**Pre-Requisite:** Basic Computer Knowledge

## **Instructional Materials**

**Book:** The Business Analyst's Handbook [Paperback] Howard Podeswa  
CBAP / CCBA Certified Business Analysis Study Guide  
Seven Steps to Mastering Business Analysis

## **Requirement for completing the program:**

End of the program students are required to take a final exam. Student will get the course completion certificate after completing the examination and the projects.

Students should complete the program at Amfasoft – Oracle Authorized Education Center

Student required completing the program and may take the following exams

1Z0-516 Oracle EBS R12.1 General Ledger Essentials

1Z0-517 Oracle EBS R12.1 Payables Essentials

1Z0-518 Oracle EBS R12.1 Receivables Essentials

# Business Analyst & PMI- ACP Exam Prep

## Program Description

**Business Analyst:** Program will teach how to interact with Business users, Stakeholders, and Customers to identify information needs, gathering requirements, and initiating process changes, defining business processes and identifying risks and impact analysis on functionality, workflow and Business rules.

**PMI-ACP Exam Prep:** This program prepares individual with Agile Certified Practitioner Certification: PMI-ACP certification. The student will be able to use agile practices in their projects, while demonstrating their increased professional versatility through agile tools and techniques. PMI-ACP certification carries a higher level of professional credibility as it requires a combination of agile training, experience working on agile projects, and examination on agile principles, practices, tools, and techniques. This global certification also supports individuals in meeting the needs of organizations that rely on project practitioners to apply a diversity of methods to their project management.

**Course Delivery Option:** Classroom, Online

## Course Objectives

- Work with business users to document project scopes
- Plan and analysis activity including quality and reviews
- Break down complex business scenarios or problems into process and data models
- Upon completion of this program the student will be ready for an entry-level to Mid-level Office Management Analyst job.
- Understanding of the principles and values behind Agile and Scrum
- Understanding of Agile and Scrum values, principles and preparation for certification

## Course Instruction Details

**Business analysts:** Study the overall business and information needs of an organization, in order to develop solutions to business and related technology problems. Student will learn the powerful quantitative methods to make more effective business decisions. The business analyst (BA) plays a key role in the development and execution of company projects. The BA is responsible for gathering input, analyzing the needs of the project, documenting the criteria to be met, sharing information among project team members and presenting findings to company executives.

**PMI- ACP Exam Prep:** This course is designed to provide an overview of Scrum as well as an understanding of the responsibilities of the roles in a Scrum project to provide a foundation for understanding the methodology.

## Related Job Titles/Occupations

Management Analyst	IT Management Analyst
Business Analyst	Project Managers
Product Owners	Scrum Masters

## Program in Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Business Analyst & PMI-ACP Exam Prep	360 hours	18 weeks	27 weeks

**Pre-Requisite:** Basic Computer Knowledge

## Instructional Materials

**Book:** The Business Analyst's Handbook [Paperback] Howard Podeswa  
CBAP / CCBA Certified Business Analysis Study Guide  
Seven Steps to Mastering Business Analysis

PMI-ACP Exam Prep, Second Edition: A Course in a Book for Passing the PMI Agile Certified Practitioner (PMI-ACP) Exam

## Requirement for completing the program:

End of the program students are required to take a final exam. Student may take the PMI- ACP certification exam from Project Management Institute (PMI) and Student will get the course completion certificate.

Student will get the course completion certificate after completing the examination and the project

# Business Analyst & SAP FICO

## Program Description

**Business Analyst:** Program will teach how to interact with Business users, Stakeholders, and Customers to identify information needs, gathering requirements, and initiating process changes, defining business processes and identifying risks and impact analysis on functionality, workflow and Business rules.

**SAP:FICO :** This course is essential study for users of all R/3 modules, regardless of the organization's business/industry classification. To fully exploit the functionality of R/3 3.0, business users need to be both confident and proficient in the use of all the main navigational and systems functionality of SAP. This course will provide R/3 users with the knowledge and skills to perform regular tasks and procedures, including customizing activities in Financial and Controlling.

**Course Delivery Option:** Classroom, Online

## Course Objectives

- Work with business users to document project scopes
- Plan and analysis activity including quality and reviews
- Break down complex business scenarios or problems into process and data models
- Upon completion of this program the student will be ready for an entry-level to Mid-level Office Management Analyst job.
- Develop strong conceptual and practical knowledge in all areas of FICO.
- Provide SAP users with the knowledge and skills to perform regular task and procedures.
- Grow FICO professionalism with practical examples of real world scenarios.

## Course Instruction Details

Business analysts study the overall business and information needs of an organization, in order to develop solutions to business and related technology problems. Student will learn the powerful quantitative methods to make more effective business decisions. The business analyst (BA) plays a key role in the development and execution of company projects. The BA is responsible for gathering input, analyzing the needs of the project, documenting the criteria to be met, sharing information among project team members and presenting findings to company executives

**SAP: FICO** module is a powerful, integrated environment, dynamically interfacing Accounts Receivable/Payable functions with General Ledger and Assets Accounting. You will usually encounter both FI and CO (Cost Center Controlling) in a business environment. The procedures for Accounts Receivable and Accounts Payable are very similar in R/3.

## Related Job Titles/Occupations

Management Analyst  
IT Management Analyst  
Business Analyst  
SAP Business Architecture  
SAP FICO Consultant  
SAP Specialist (Technical and Functional)  
SAP Business Analyst  
SAP Testers  
SAP Business Analyst  
Functional SAP Analyst  
SAP Business Architecture

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Business Analyst SAP - FICO	360 hours	18 weeks	27 weeks

**Pre-Requisite:** Basic Computer Knowledge

### **Instructional Materials**

**Book:** The Business Analyst's Handbook [Paperback] Howard Podeswa  
CBAP / CCBA Certified Business Analysis Study Guide  
Seven Steps to Mastering Business Analysis

Required Text Book: Configuring SAP ERP Financials and Controlling by Peter Jones.  
- Power point slides and SAP related project work

**Supplies:** SAP GUI CD

### **Requirement for completing the program:**

End of the program students are required to take a final exam. Student will get the course completion certificate after completing the examination and the projects.

End of the program students are required to take a final exam and a project in Financial and Controlling. Student will get the course completion certificate after completing the examination and the projects.

# CCNA & CCNP Package

## Program Description

This is a comprehensive package which provides hands on training and preparation for certification exams. The course covers CCNA&CCNP. The CCNA Routing and Switching validates the ability to install, configure, operate, and troubleshoot medium-size routed and switched networks.

**Course Delivery Option:** Classroom, Online

## Course Objectives

- This program of study prepares the student to become a CISCO Certified Network Associate
- Extend IP addresses, using VLSM and route summarization. Configure OSPF, EIGRP, and BGP.
- Control network activity using access list-based features.
- Configure Cisco routers with Ethernet LAN and serial WAN interfaces

## Course Instruction Details

**The 100-101 Interconnecting Cisco Networking Devices Part 1 (ICND1):** Student will be prepared to take ICND1 exam. This is the first step in achieving the CCNA Routing and Switching certification. The exam tests a student's knowledge and skills required to successfully install, operate, and troubleshoot a small branch office network. The exam includes topics on the Operation of IP Data Networks; LAN Switching Technologies; IP Addressing (IPv4 & IPv6); IP Routing Technologies; IP Services (DHCP, NAT, ACLs); Network Device Security; Basic Troubleshooting.

**The 200-101 Interconnecting Cisco Networking Devices Part 2 (ICND2):** Student will be prepared to take ICND2 exam. This exam is associated with the CCNA Routing and Switching certification. The exam tests a student's knowledge and skills required to successfully install, operate, and troubleshoot a small to medium-size enterprise branch network. The exam includes topics on LAN switching technologies, IP routing technologies, IP services (FHRP, syslog, SNMP v2 and v3), troubleshooting, and WAN technologies.

**CCNP - Implementing Cisco IP Routing (ROUTE):** Students will learn to plan, configure and verify the implementation of secure enterprise LAN and WAN routing solutions using a range of routing protocols.

**CCNP - Implementing Cisco IP Switched Networks (SWITCH):** Students will learn to plan, configure and verify the implementation of complex enterprise switching solutions using Cisco's Campus Enterprise Architecture.

**CCNP - Troubleshooting and Maintaining Cisco IP Networks (TSHOOT)** - Students will learn to (1) plan and perform regular maintenance on complex enterprise routed and switched networks and (2) use technology-based practices and a systematic ITIL-compliant approach to perform network.

## Related Job Titles/Occupations

Network Administrators  
Computer Systems Administrator  
Network Systems and Data Communications

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
CCNA & CCNP	320 hours	16 weeks	24 weeks

**Pre-Requisite:** Basic Computer Knowledge

## **Instructional Material:**

### **Text Book**

- Cisco CCENT/CCNA ICND1 100-101 Official Cert Guide [Hardcover] Wendell Odom
- Cisco CCNA Routing and Switching ICND2 200-101 Official Cert Guide [Hardcover] Wendell Odom
- Implementing Cisco IP Routing (ROUTE) Foundation Learning Guide: Foundation learning for the ROUTE 642-902 Exam... by Diane Teare (Jul 8, 2010)
- Implementing Cisco IP Switched Networks (SWITCH) Foundation Learning Guide: Foundation learning for SWITCH 642- 813 by Richard Froom, Balaji Sivasubramanian and Erum Frahim (Jul 1, 2010)
- Troubleshooting and Maintaining Cisco IP Networks (TSHOOT) Foundation Learning Guide: Foundation learning for 642-832 TSHOOT... by Amir Ranjbar (Apr 5, 2010)

## **Requirement to obtain certification from Cisco**

Students may take the following certification examinations offered by Cisco.

- CCENT/CCNA ICND1 100-105 Official Cert Guide [Hardcover] Wendell Odom
- Cisco CCNA Routing and Switching ICND2 200-101
- ROUTE 642-902 Exam
- SWITCH 642- 813
- TSHOOT 642-832

# CCNA I & II

## Program Description

CCNA 1 is the ICND1 and provides the fundamental knowledge prerequisite to successfully complete the CCNA 2 ICND2 course. Together, the ICND1 and ICND2 courses provide the preparation that Cisco recommends for the Cisco Certified Network Associate examination.

**Course Delivery Option:** Classroom, Online

## Course Objectives

- Candidates can prepare for this exam by taking the Interconnecting Cisco Networking Devices Part 1 (ICND1) v1.0 and the Interconnecting Cisco Networking Devices Part 2 (ICND2) v1.0 courses.

## Course Instruction Details

**The 100-101 Interconnecting Cisco Networking Devices Part 1 (ICND1):** Student will be prepared to take ICND1 exam. This is the first step in achieving the CCNA Routing and Switching certification. The exam tests a student's knowledge and skills required to successfully install, operate, and troubleshoot a small branch office network. The exam includes topics on the Operation of IP Data Networks; LAN Switching Technologies; IP Addressing (IPv4 & IPv6); IP Routing Technologies; IP Services (DHCP, NAT, ACLs); Network Device Security; Basic Troubleshooting.

**The 200-101 Interconnecting Cisco Networking Devices Part 2 (ICND2):** Student will be prepared to take ICND2 exam. This exam is associated with the CCNA Routing and Switching certification. The exam tests a student's knowledge and skills required to successfully install, operate, and troubleshoot a small to medium-size enterprise branch network. The exam includes topics on LAN switching technologies, IP routing technologies, IP services (FHRP, syslog, SNMP v2 and v3), troubleshooting, and WAN technologies.

## Related Job Titles/Occupations

Network Administrators  
Computer Systems Administrator  
Network Systems and Data Communications

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
CCNA I & II	280 hours	14 weeks	21 weeks

**Pre-Requisite:** Basic Computer Knowledge

## Instructional Material:

### Text Book

- Cisco CCENT/CCNA ICND1 100-105 Official Cert Guide [Hardcover] Wendell Odom
- Cisco CCNA Routing and Switching ICND2 200-105 Official Cert Guide [Hardcover] Wendell Odom

## Requirement to obtain certification from Cisco

Students may take the following certification examinations offered by Cisco.

- CCNA ICND1 100-105 Official Cert Guide [Hardcover] Wendell Odom
- Cisco CCNA Routing and Switching ICND2 200-105

# CCNA Package: CCNA I & II & Security

## Program Description

CCNA 1 is the ICND1 and provides the fundamental knowledge prerequisite to successfully complete the CCNA 2 ICND2 course. Together, the ICND1 and ICND2 courses provide the preparation that Cisco recommends for the Cisco Certified Network Associate examination.

Implementing Cisco IOS Network Security (IINS) is the preparatory course for the CCNA Security certification. This course provides you with the knowledge needed to secure Cisco routers and switches and their associated networks. By taking this course, you will gain a thorough understanding of how to troubleshoot and monitor network devices to maintain integrity, confidentiality, and availability of data and devices, as well as the technologies that Cisco uses in its security infrastructure.

**Course Delivery Option:** Classroom, Online

## Course Objectives

- Candidates can prepare for this exam by taking the Interconnecting Cisco Networking Devices Part 1 (ICND1) v1.0 and the Interconnecting Cisco Networking Devices Part 2 (ICND2) v1.0 courses.
- Provide an overview of administrator and end-user interface options in Cisco Unified Communications Manager, Cisco Unified Communications Manager Express, Cisco Unity Express, Cisco Unity Connection, and Cisco Unified Presence.
- Describe the telephony features supported in Cisco Unified Communications Manager and Cisco Unified Communications Manager Express.
- This program will enable students to obtain a position as Network Specialists

## Course Instruction Details

**The 100-101 Interconnecting Cisco Networking Devices Part 1 (ICND1):** Student will be prepared to take ICND1 exam. This is the first step in achieving the CCNA Routing and Switching certification. The exam tests a student's knowledge and skills required to successfully install, operate, and troubleshoot a small branch office network. The exam includes topics on the Operation of IP Data Networks; LAN Switching Technologies; IP Addressing (IPv4 & IPv6); IP Routing Technologies; IP Services (DHCP, NAT, ACLs); Network Device Security; Basic Troubleshooting.

**The 200-101 Interconnecting Cisco Networking Devices Part 2 (ICND2):** Student will be prepared to take ICND2 exam. This exam is associated with the CCNA Routing and Switching certification. The exam tests a student's knowledge and skills required to successfully install, operate, and troubleshoot a small to medium-size enterprise branch network. The exam includes topics on LAN switching technologies, IP routing technologies, IP services (FHRP, syslog, SNMP v2 and v3), troubleshooting, and WAN technologies.

The Cisco Certified Collaboration certification validates associate-level knowledge and skills required to administer a voice network. The Cisco CCNA Collaboration certification confirms that the required skill set for specialized job roles in voice technologies such as voice technologies administrator, voice engineer, and voice manager. It validates skills in VoIP technologies such as IP PBX, IP telephony, handset, call control, and voicemail solutions.

## Related Job Titles/Occupations

Network Administrators  
Computer Systems Administrator  
Network Systems and Data Communications

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
CCNA I & II & Security	400 hours	20 weeks	30 weeks

**Pre-Requisite:** Basic Computer Knowledge

**Instructional Material:**

**Text Book**

- Cisco CCENT/CCNA ICND1 100-105 Official Cert Guide [Hardcover] Wendell Odom
- Cisco CCNA Routing and Switching ICND2 200-105 Official Cert Guide [Hardcover] Wendell Odom
- CCNA Security 640-554 Official Cert Guide Barker, Keith

**Requirement to obtain certification from Cisco**

Students may take the following certification examinations offered by Cisco.

- CCNA ICND1 100-105 Official Cert Guide [Hardcover] Wendell Odom
- Cisco CCNA Routing and Switching ICND2 200-105
- CCNA Security 640-554

# CCNA Package: CCNA I & II & Collaboration

## Program Description

CCNA 1 is the ICND1 and provides the fundamental knowledge prerequisite to successfully complete the CCNA 2 ICND2 course. Together, the ICND1 and ICND2 courses provide the preparation that Cisco recommends for the Cisco Certified Network Associate examination.

This course is the preparatory course for the CCNA Collaboration Certification. This course provides you with the knowledge and skills required to plan, design, and deploy a Cisco voice-over-IP (VoIP) network and to integrate gateways and gatekeepers into an enterprise VoIP network, as well as a thorough understanding of converged voice and data networks.

**Course Delivery Option:** Classroom, Online

## Course Objectives

- Candidates can prepare for this exam by taking the Interconnecting Cisco Networking Devices Part 1 (ICND1) v1.0 and the Interconnecting Cisco Networking Devices Part 2 (ICND2) v1.0 courses.
- Provide an overview of administrator and end-user interface options in Cisco Unified Communications Manager, Cisco Unified Communications Manager Express, Cisco Unity Express, Cisco Unity Connection, and Cisco Unified Presence.
- Describe the telephony features supported in Cisco Unified Communications Manager and Cisco Unified Communications Manager Express.
- This program will enable students to obtain a position as Network Specialists

## Course Instruction Details

**The 100-101 Interconnecting Cisco Networking Devices Part 1 (ICND1):** Student will be prepared to take ICND1 exam. This is the first step in achieving the CCNA Routing and Switching certification. The exam tests a student's knowledge and skills required to successfully install, operate, and troubleshoot a small branch office network. The exam includes topics on the Operation of IP Data Networks; LAN Switching Technologies; IP Addressing (IPv4 & IPv6); IP Routing Technologies; IP Services (DHCP, NAT, ACLs); Network Device Security; Basic Troubleshooting.

**The 200-101 Interconnecting Cisco Networking Devices Part 2 (ICND2):** Student will be prepared to take ICND2 exam. This exam is associated with the CCNA Routing and Switching certification. The exam tests a student's knowledge and skills required to successfully install, operate, and troubleshoot a small to medium-size enterprise branch network. The exam includes topics on LAN switching technologies, IP routing technologies, IP services (FHRP, syslog, SNMP v2 and v3), troubleshooting, and WAN technologies.

The Cisco Certified Collaboration certificate will increase your professional knowledge and skills required to meet the demand of the technology transition.

## Related Job Titles/Occupations

Network Administrators  
Computer Systems Administrator  
Network Systems and Data Communications

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
CCNA I & II & Collaboration	480 hours	24 weeks	36 weeks

**Pre-Requisite:** Basic Computer Knowledge

## **Instructional Material:**

### **Text Book**

- Cisco CCENT/CCNA ICND1 100-105 Official Cert Guide [Hardcover] Wendell Odom
- Cisco CCNA Routing and Switching ICND2 200-105 Official Cert Guide [Hardcover] Wendell Odom
- CCNA Collaboration CICD 210-060 Official cert guide

### **Requirement to obtain certification from Cisco**

Students may take the following certification examinations offered by Cisco.

- CCNA ICND1 100-105 Official Cert Guide [Hardcover] Wendell Odom
- Cisco CCNA Routing and Switching ICND2 200-105
- CCNA Collaboration CICD 210-060 Official cert guide

# CCNA: Security

## Program Description

Implementing Cisco IOS Network Security (IINS) is the preparatory course for the CCNA Security certification. This course provides you with the knowledge needed to secure Cisco routers and switches and their associated networks. By taking this course, you will gain a thorough understanding of how to troubleshoot and monitor network devices to maintain integrity, confidentiality, and availability of data and devices, as well as the technologies that Cisco uses in its security infrastructure.

**Course Delivery Option:** Classroom, Online

## Course Objectives

- CCNA Security curriculum emphasizes core security technologies in the installation, troubleshooting and monitoring of network devices to maintain integrity, confidentiality and availability of data and devices, and competency in the technologies that Cisco uses in its security structure.
- The 640-553 Implementing Cisco IOS Network Security (IINS) exam is associated with the CCNA Security certification. This exam tests a candidate's knowledge of securing Cisco routers and switches and their associated networks.

## Course Instruction Details

This course focuses on the necessity of a comprehensive security policy and how it affects the posture of the network. Basic tasks to secure a small branch type office network using Cisco IOS® security features available through the Cisco Router and Security Device Manager (SDM) web-based graphical user interface (GUI) and through the command-line interface (CLI) on Cisco routers and switches.

## Related Job Titles/Occupations

Network Administrators  
Computer Systems Administrator  
Network Systems and Data Communications

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
CCNA Security	160 hours	8 weeks	12 weeks

**Pre-Requisite:** CCNA I & II or equivalent knowledge or experience

## Instructional Material:

### Text Book

- CCNA Security 640-554 Official Cert Guide Barker, Keith

## Requirement to obtain certification from Cisco

Students may take the following certification examination offered by Cisco.

- CCNA Security 640-554

# CCNA: Security & Collaboration

## Program Description

This is a comprehensive package of CCNA which provides hands on training and preparation for certification exams. The course covers CCNA: Security and Collaboration. CCNA: Security course provides you with the knowledge needed to secure Cisco routers and switches and their associated networks and CCNA: Collaboration provides the skills in voice, video, data and mobile applications.

**Course Delivery Option:** Classroom, Online

## Course Objectives

- CCNA Security curriculum emphasizes core security technologies in the installation, troubleshooting and monitoring of network devices to maintain integrity, confidentiality and availability of data and devices, and competency in the technologies that Cisco uses in its security structure.
- The 640-553 Implementing Cisco IOS Network Security (IINS) exam is associated with the CCNA Security certification. This exam tests a candidate's knowledge of securing Cisco routers and switches and their associated networks.
- Provide an overview of administrator and end-user interface options in Cisco Unified Communications Manager, Cisco Unified Communications Manager Express, Cisco Unity Express, Cisco Unity Connection, and Cisco Unified Presence.

## Course Instruction Details

Implementing Cisco IOS Network Security (IINS) is the preparatory course for the CCNA Security certification. This course will give a thorough understanding of how to troubleshoot and monitor network devices to maintain integrity, confidentiality, and availability of data and devices, as well as the technologies that Cisco uses in its security infrastructure.

The Cisco Certified Collaboration certification validates associate-level knowledge and skills required to administer a voice network. The Cisco CCNA Collaboration certification confirms that the required skill set for specialized job roles in voice technologies such as voice technologies administrator, voice engineer, and voice manager. It validates skills in VoIP technologies such as IP PBX, IP telephony, handset, call control, and voicemail solutions.

## Related Job Titles/Occupations

Network Administrators  
Computer Systems Administrator  
Network Systems and Data Communications

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
CCNA Security & Collaboration	400 hours	20weeks	30 weeks

**Pre-Requisite:** CCNA I & II or equivalent knowledge or experience

## Instructional Material:

- CCNA Security 640-554 Official Cert Guide [Hardcover] Keith Barker and Scott Morris
- CCNA Collaboration CICD 210-060 Official cert guide

## Requirement for completing the program:

Students may take the following certification examinations offered by Cisco.

- CCNA Security 640-554
- CCNA Collaboration CICD 210-060

# CCNA: Collaboration Certification

## Program Description

This course is the preparatory course for the CCNA Collaboration certification. This course provides you with the knowledge and skills required to plan, design, and deploy and advance their collaboration and video through understanding of converged voice and data networks.

**Course Delivery Option:** Classroom, Online

## Course Objectives

- Provide an overview of administrator and end-user interface options in Cisco Unified Communications Manager, Cisco Unified Communications Manager Express, Cisco Unity Express, Cisco Unity Connection, and Cisco Unified Presence.
- Describe the telephony features supported in Cisco Unified Communications Manager and Cisco Unified Communications Manager Express.
- This program will enable students to obtain a position as Network Specialists

## Course Instruction Details

The Cisco Certified Collaboration certification validates knowledge and skills required to administer a voice network. The Cisco Certified Collaboration certificate will increase your professional knowledge and skills required to meet the demand of the technology transition.

## Related Job Titles/Occupations

Network Administrators  
Computer Systems Administrator  
Network Systems and Data Communications

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
CCNA Collaboration	240 hours	12 weeks	18 weeks

**Pre-Requisite:** CCNA I & II or equivalent knowledge or experience

## Instructional Material:

- CCNA Collaboration CICD 210-060 Official cert guide

## Requirement for completing the program:

Students may take the following certification examination offered by Cisco.

- CCNA Collaboration CICD 210-060 Official cert guide

## Program Description

The CCNP program will cover CCNP route, CCNP switch, CCNP Troubleshoot. The CCNA Routing and Switching validates the ability to install, configure, operate, and troubleshoot medium-size routed and switched networks. In CCNP route you will learn how to implement advanced routing within network. IN CCNP switch you will learn how to manage switches in an enterprise campus environment. CCNP troubleshoot consists of practicing these skills and reinforcing the concepts by putting them to use in a controlled environment.

**Course Delivery Option:** Classroom, Online

## Course Objectives

- Extend IP addresses, using VLSM and route summarization.
- Configure Cisco routers with Ethernet LAN and serial WAN interfaces
- The program will give through hands-on training and preparation for three (3) certification exams.

## Course Instruction Details

**CCNP - Implementing Cisco IP Routing (ROUTE):** Students will learn to plan, configure and verify the implementation of secure enterprise LAN and WAN routing solutions using a range of routing protocols.

**CCNP - Implementing Cisco IP Switched Networks (SWITCH):** Students will learn to plan, configure and verify the implementation of complex enterprise switching solutions using Cisco's Campus Enterprise Architecture.

**CCNP - Troubleshooting and Maintaining Cisco IP Networks (TSHOOT)** - Students will learn to (1) plan and perform regular maintenance on complex enterprise routed and switched networks and (2) use technology-based practices and a systematic ITIL-compliant approach to perform network.

## Related Job Titles/Occupations

Network Administrators  
Computer Systems Administrator  
Network Systems and Data Communications

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
CCNP	200 hours	10 weeks	15 weeks

**Pre-Requisite:** CCNA I & II or equivalent knowledge or experience

## **Instructional Material:**

### **Text Book**

- Implementing Cisco IP Routing (ROUTE) Foundation Learning Guide: Foundation learning for the ROUTE 642-902 Exam... by Diane Teare (Jul 8, 2010)
- Implementing Cisco IP Switched Networks (SWITCH) Foundation Learning Guide: Foundation learning for SWITCH 642- 813 by Richard Froom, Balaji Sivasubramanian and Erum Frahim (Jul 1, 2010)
- Troubleshooting and Maintaining Cisco IP Networks (TSHOOT) Foundation Learning Guide: Foundation learning for 642-832 TSHOOT... by Amir Ranjbar (Apr 5, 2010)

## **Requirement to Obtain Certification from Cisco**

Students may take the following certification examinations offered by Cisco.

- CCNP - ROUTE 642-902
- CCNP- SWITCH 642- 813
- CCNP -TSHOOT 642-832

# Certified Bookkeeper

## Program Description

This program is designed for experienced bookkeepers who want to prepare for national certification. Certified Bookkeeper program is endorsed by the American Institute of Professional Bookkeepers. This program helps you to get in depth knowledge and prepare you to pass the certification exam. The program prepares students for careers in accounting and bookkeeping. The program allows students to select a specific accounting and bookkeeping jobs.

**Course Delivery Option:** Classroom, Online

## Course Objectives

- Obtain entry level positions as Bookkeeping, Accounting
- Apply the concepts of accrual accounting to transactions that span fiscal periods
- Trace the effect of accrual and deferral transactions to financial statements

## Course Instruction Details

In this Course, students learn Adjustments, Bank Reconciliation, Depreciation and Payroll Book I and Inventory. After completion of this course the student will be qualified to take certification exams.

## Related Job Titles/Occupations

Bookkeeping, Accounting and Auditing  
Computer Operators

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Certified Bookkeeper	240 hours	12 weeks	18 weeks

## Instructional Material:

### Text book

Mastering Adjusting Entries – AIPB  
Bank Reconciliation – AIPB  
Depreciation – AIPB  
Payroll Book I – AIPB  
Inventory - AIPB

**Pre-requisite:** Basic Computer Knowledge

# CISCO IOS Network Security

## Program Description

Cisco IOS security technologies help to defend critical business processes against attack and disruption, protect privacy, and support policy and regulatory compliance controls.

**Course Delivery Option:** Classroom, Online

## Course Objectives

- Develop and implement security countermeasures that are aimed at protecting network elements as part of the network infrastructure.
- Deploy and maintain threat control and containment technologies for perimeter security in small and midsize networks.

## Course Instruction Details

Implementing Cisco IOS Network Security (IINS) is the preparatory CCNA® Security foundation course. This course provides students with the knowledge needed to secure Cisco® routers and switches and their associated networks. By taking this course, you will gain a thorough understanding of how to troubleshoot and monitor network devices to maintain integrity, confidentiality, and availability of data and devices, as well as the technologies that Cisco uses in its security infrastructure.

## Related Job Titles/Occupations

Network Administrators  
Computer Systems Administrator  
Network Systems and Data Communications

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Cisco IOS Network Security	100 hours	5 weeks	7.5 weeks

**Pre-requisite:** Basic Computer Knowledge

## Instructional Material:

Inside Cisco IOS Software Architecture by White, Russ, Bollapragada, Vijay and Murphy, Curtis

## Requirement for completing the program:

Student required completing the program and may take the exam offered by Cisco. Exam: IOS Network Security (IINS) certification exam (640-554)

# CISCO IPV6

## Program Description

The program is to educate IT professionals with an understanding of the key technologies, decisions, and processes required to transition an organization from a IPv4-only network to dual IPv4/IPv6 network infrastructures.

**Course Delivery Option:** Classroom, Online

## Course Objectives

- Describe the factors that led to the development of IPv6, and the possible usages of this new IP structure
- Explore the structure of the IPv6 address format, how IPv6 interacts with link-layer technologies, and how IPv6 is supported in Cisco IOS software

## Course Instruction Details

Design, build, configure, and support networks based on Version 6 of the Internet Protocol. Enabling, configuring, and operating a Cisco router with IPv6 addresses, prefixes, IPv6 ACLs, IPv6-enabled routing protocols, CEFv6, and several coexistence mechanisms. Host-router interaction with Microsoft Windows, Solaris, FreeBSD, Linux, and Tru64 UNIX Preview of Internet IPv6 and address allocation on 6Bone Deploying production IPv6 connectivity in enterprise networks using prefixes allocated by ARIN, RIPE, and APNIC.

## Related Job Titles/Occupations

Network Administrators  
Computer Systems Administrator  
Network Systems and Data Communications

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Cisco IPV6	100 hours	5 weeks	7.5 weeks

**Pre-requisite:** Basic Computer Knowledge

## Instructional Material:

Cisco Self-Study: Implementing Cisco IPv6 Networks (IPV6) (paperback) (Self-Study Guide Series) by Regis Desmeules (May 4, 2003)

## Requirement for completing the program:

Student required completing the program and may take the exam offered by Cisco. CCNA Exam 640-802.

# CISSP-PM

## Program Description

CISSP training is an advanced course designed to meet the high demands of the information security industry by preparing students for the Certified Information Systems Security Professional (CISSP) exam. This certification is managed by the internationally recognized and highly prestigious International Information Systems Security Certifications Consortium ISC<sup>2</sup>.

**Course Delivery Option:** Classroom, Online

## Course Objectives

- (CISSP) and PMI Project Management): Physical security legal policies and procedures including audits: IT Governance, Compliance and Certification. Physical Security, Biometric Security, IT Security.
- Discusses all ten domains of Common Body of Knowledge (CBK), helping to prepare for the CISSP exam.
- The CBK is the compilation and distillation of all information systems security material collected internationally of relevance to information system security professionals.
- Ensures information system security professionals have an opportunity to review the CBK in-depth, in preparation for the certification examination and to stay current on the ever-evolving domains within the information system security field.

## Course Instruction Details

**CISSP:** The course will prepare the student for IT Security and IT Security Projects which will cover: CISSP- PM (Certified Information Security Systems Professional).

**Project Management Professional (PMP®):** In this course, you gain skills to help you prepare for the PMP® exam through practice exams and workshops

## Related Job Titles/Occupations

Security Consultant  
Security Manager  
IT Director/Manager  
Security Auditor  
Security Architect

Security Analyst  
Security Systems Engineer  
Chief Information Security Officer  
Director of Security  
Network Architect

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
CISSP- PM	240 hours	12 weeks	18 weeks

**Pre-requisite:** Professional and Network Administrator or equivalent knowledge

## Instructional Material:

### Text Books:

CISSP: Certified Information Systems Security Professional Study Guide by James M. Stewart and Ed Tittel  
PMP Exam Prep – 8th Edition from Rita Mulcahy,

**Supplies:** PMP Exam Stimulation software

## Requirement for completing the program:

Student required completing the program and may take the CISSP exam

# COMPTIA A+ Computer Technician Fundamentals

## Program Description

This program A+ certification is an entry level program for a career in PC support. The core training for this program is defined by the competencies emphasized by CompTIA A+ Essentials curriculum.

**Course Delivery Option:** Classroom, Online

## Course Objectives

Hands on Practice on the system and prepares for the A+ Core Hardware exam  
Hands on practice and prepares for A+ OS Technologies exam

## Course Instruction Details

The course focus on Comptia A+ Certification exam preparation. Student will gain the needed knowledge computer hardware and operating systems. The course will cover the essential principles of installing, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing, and preventive maintenance and you'll learn elements of customer service and communication skills necessary to work with clients.

## Related Job Titles/Occupations

Computer Support Specialists  
Computer Technician  
Computer Network Technician

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Comptia A+ Computer Technician Fundamentals	200 hours	10 weeks	15 weeks

**Pre-requisite:** Basic Computer Knowledge

## Instructional Material:

CompTIA A+ Certification All-in-One Exam Guide, Ninth Edition (Exams 220-901 & 220-902)

## Requirement for completing the program:

Student will get to train and prepare individuals to achieve CompTIA A+ Certification by passing the following exams:

CompTIA A+ Certification All-in-One Exam Guide, Ninth Edition (Exams 220-901 & 220-902)



# COMPTIA Network+

## Program Description

This course is intended for entry-level computer support professionals with basic knowledge of computer hardware, software, and operating systems, who wish to increase their knowledge and understanding of networking concepts and skills to prepare for a career in network support or administration, or to prepare for the CompTIA Network+ exam. You will identify and describe all the major networking technologies, systems, skills, and tools in use in modern PC-based computer networks.

**Course Delivery Option:** Classroom, Online

## Course Objectives

Hands on Practice on the system and prepares for the Network+ exam  
Hands on practice and prepares for A+ OS Technologies exam

## Course Instruction Details

The course focus on CompTia Network+ Certification exam preparation. Student will gain the needed knowledge computer hardware and operating systems. The course will cover the essential principles of installing, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing, and preventive maintenance and you'll learn elements of customer service and communication skills necessary to work with clients.

## Related Job Titles/Occupations

Computer Support Specialists  
Computer Technician  
Computer Network Technician

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
CompTia Network+	100 hours	5 weeks	7.5 weeks

**Pre-requisite:** Basic Computer Knowledge

## Instructional Material:

CompTIA Network+ All-In-One Exam Guide, Sixth Edition (Exam N10-006)

## Requirement for completing the program:

Student will get to train and prepare individuals to achieve CompTIA Network+ Certification by passing the following exams:

Exam N10-006: CompTia Network+



# COMPTIA Strata Certification

## Program Description

The Strata IT Fundamentals certification is ideal for individuals and students preparing to enter the IT workforce and professionals changing careers to IT or technology-related fields

**Course Delivery Option:** Classroom, Online

## Course Objectives

Prepare students for certification exams.

Hands on practice and prepares for A+, Network+ OS Technologies exams

Obtain entry level positions as Computer Support Specialists

## Related Job Titles/Occupations

Computer Support Specialists

Computer Technician

Computer Network Technician

## Course Instruction Details

**IT Fundamentals** - Fundamentals of PC Functionality measures a candidate's knowledge of basic ICT vocabulary and PC components. The exam covers the basics of setting up a PC workstation, installing software and recognizing / preventing security threats.

**CompTIA A+:** Student will gain the needed knowledge computer hardware and operating systems. The course will cover the essential principles of installing, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing, and preventive maintenance and you'll learn elements of customer service and communication skills necessary to work with clients.

**CompTIA Network+:** The course contains concise information on security essentials and standards, using practical examples and insights drawn from real-world experience and covers key exam topics including network technologies, media and topologies, devices, management, tools and security.

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Comptia Strata Cert.	240 hours	12 weeks	18 weeks

**Pre-requisite:** Basic Computer Knowledge

## Instructional Material:

CompTIA A+ Certification All-in-One Exam Guide, by Michael Meyers

CompTIA Strata IT Fundamentals Quick Reference by Darril Gibson

CompTIA Network+ Certification All-in-One Exam Guide, 5th Edition (Exam N10-005) by Michael Meyers (Jan 9,

## Requirement for completing the program:

Student will get to train and prepare individuals to achieve CompTIA A+ Certification and Network+ by passing the following exams:

Exam 220-701: CompTIA A+ Essentials 2009

Exam 220-702: CompTIA A+ Practical Application and Exam N10-005



# Computerized Accounting & Bookkeeping

## Program Description

This comprehensive program centers on the Application of Accounting and Procedures by Data entry of Business transactions into a computerized system. It specializes in computerized accounting which leads to careers in an Accounting, Bookkeeping and Financial Industries.

**Course Delivery Option:** Classroom, Online

## Course Objectives

- Appreciate the advantages of computerized accounts
- Ensure data accuracy and confidentiality is adhered to during financial transactions
- Implement appropriate back-up procedures for the computerized accounts system

## Course Instruction Details

This course is designed to help students understand the basic principles of the accounting cycle. The course is emphasis on the analysis and recording of business transactions; preparation and interpretation of financial statements; accounting systems and banking. Student will learn how to record journal entries, prepare trial balances, reconcile the bank statements using Microsoft Excel and Quickbooks Software.

## Related Job Titles/Occupations

Administrative Services Managers  
Business Operations Specialists  
Financial Clerks  
Bookkeeping, Accounting, and Auditing  
Receptionists and Information Clerks  
Office Clerks, General

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Computerized Accounting & Bookkeeping	280 hours	14 weeks	21 weeks

**Pre-requisite:** Basic Computer Knowledge

## Instructional Material:

### Text

PowerPoint slides  
QuickBooks 2018 For Dummies

### Supplies:

QuickBooks latest version Pro 2018 software

## Requirement for completing the program:

Student will get the course completion certificate after completing the examination and the projects.

# Computerized Accounting and Bookkeeping & MS Office Professional

## Program Description

This comprehensive program centers on the Application of Accounting and Procedures by Data entry of Business transactions into a computerized system. It specializes in computerized accounting which leads to careers in an Accounting, Bookkeeping and Financial Industries. It also teaches students from Basic, Intermediate and advanced levels of Microsoft Office suite including Microsoft Word, Excel and Power point. Students will be prepared for an entry-level to Mid-level Office Administration and Bookkeeping position.

**Course Delivery Option:** Classroom, Online

## Course Objectives

- Appreciate the advantages of computerized accounts
- Ensure data accuracy and confidentiality is adhered to during financial transactions
- Implement appropriate back-up procedures for the computerized accounts system
- Microsoft Word – To recognize and identify how Word handles simple and intermediate word processing features Create, edit, save, open, and close documents.
- Microsoft Excel – Learn how to create new worksheet from beginning level to intermediate level.
- Microsoft Power point – Learn how to create new slides from design layout
- Understand basic bookkeeping principles
- Record manual transactions and draw up a trial balance
- Identify the main components of a computer system

## Course Instruction Details

**Computerized Accounting:** This course is designed to help students understand the basic principles of the accounting cycle. The course is emphasis on the analysis and recording of business transactions; preparation and interpretation of financial statements; accounting systems and banking. Student will learn how to record journal entries, prepare trial balances, reconcile the bank statements using Microsoft Excel and QuickBooks Software.

**Microsoft Word:** Microsoft® Office Word 2016 – The students will learn how to create and edit documents, save, open or close documents, apply formatting options, set tabs and indents, change the view mode, manipulate the text using features such as copy and paste, and preview and then print the document. This course is designed for students who desire the skills necessary to create, edit, format, and print basic Microsoft Office Word 2010 documents.

**Microsoft Excel:** Microsoft® Office Excel 2016 – The students will learn how to create, edit and format new spreadsheets into a more visually effective spreadsheet. The student will execute simple and complex formulas, create new templates, charts, pivot table, use excel as a database, and review the page setup functions for printing.

**Microsoft Power point:** Microsoft® Office PowerPoint 2016 – Student will learn how to create new presentation slides using the slide layout and design template. The student will earn how to use the animation and sounds on the presentation slides to make it professional and innovative slide show presentation.

## Related Job Titles/Occupations

Administrative Services Managers  
Financial Clerks, Bookkeeper, Accountant

Receptionists and Information Clerks  
Office Clerks, General

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Computerized Accounting & MS Office professional	280 hours	14 weeks	21weeks

**Pre-Requisite:** Basic Computer Knowledge

## Instructional Material:

- Microsoft Office 2016: Introductory (Shelly Cashman Series(r) Office 2013) by Gary B. Shelly and Misty E. Vermaat  
- **Text** PowerPoint slides, QuickBooks 2018 For Dummies. **Supplies:** QuickBooks latest version Pro 2018 software

## Requirement for completing the program:

End of the program students are required to take a final exam in Microsoft Office suite Word, Excel, Powerpoint, and bookkeeping concepts. Student will get the course completion certificate after completing the examination and the projects.

# Introduction to Oracle 9i



## Program Description

This Oracle Database: Introduction to SQL training helps you write subqueries, combine multiple queries into a single query using SET operators and report aggregated data using group functions. Learn this and more through hands-on exercises.

**Course Delivery Option:** Classroom, Online

## Course Objectives

- Understand the basic concepts of relational databases ensure refined code by developers.
- Create reports of sorted and restricted data.
- Run data manipulation statements (DML).
- Control database access to specific objects.
- Manage schema objects.
- Manage objects with data dictionary views.
- Retrieve row and column data from tables

## Course Instruction Details

Oracle SQL - This course will help you understand the advanced features of SQL. Learning these features will help you query and manipulate data within the database, use the dictionary views to retrieve metadata and create reports about their schema objects. Some of the date-time functions available in the Oracle Database are also covered. This course also discusses how to use the regular expression support in SQL through expert instruction.

## Related Job Titles/Occupations

Computer Software Engineers  
Computer Operators  
Database Administrator

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Introduction to Oracle 9i	160 hours	8 weeks	12 weeks

**Pre-requisite:** Basic computer knowledge

## Instructional Material:

Oracle University EBook

## Requirement for completing the program:

Students should complete the program at Amfasoft – Oracle Authorized Education Center  
Student required completing the program and may take the following exams  
Oracle SQL: Exam 1Z0-071

# Linux System Administration

## Program Description

Linux Administrator is responsible for developing and maintaining Linux deployment standards, maintaining existing systems and implementing new technologies. Linux is a Unix-like operating system that was designed to provide personal computer users a free or very low-cost operating system comparable to traditional.

**Course Delivery Option:** Classroom, Online

## Course Objectives

Linux administration course teaches students how to install, configure and maintain a Linux system in a networked environment. Upon completion of this course, students will be prepared to competently maintain a Linux system in a networked business environment.

## Course Instruction Details

This program covers basic installation, operating, and troubleshooting services for the Linux operating system and hardware on workstations and servers. Basic system administration tasks are also covered. This course will prepare for Linux Certification exam.

## Related Job Titles/Occupations

Linux Specialists  
Linux Administrator

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Linux System Administration	160 hours	8 weeks	12 weeks

**Pre-requisite:** Basic Computer Knowledge

## Instructional Material:

Oracle Linux Fundamentals- EBook from Oracle University

## Requirement for completing the program:

Student are required to take 1Z0-409 Exam: Oracle Linux Fundamentals

# Microsoft Certification Package

## Program Description

Prepare for certification in Windows 7 Configuration and learn everything you need to pass the exam. This series is for anyone who wants to achieve MCTS 70-680 certification.

This course is intended for Windows 7 desktop support technicians who resolve Tier 1 and 2 problems on desktop computers.

Candidates for the Microsoft Certified Technology Specialist in Windows Server 2008 Active Directory Configuration (MCTS: WS08 Active Directory Configuration) demonstrate an IT professional's in-depth, current skills on Active Directory, network infrastructure, or applications infrastructure. Exam 70-640.

This exam measures your ability to accomplish the technical tasks listed below. The student will be able to work with Windows Server 2008 Enterprise Infrastructure.

The program provides the skills necessary to gain Microsoft's Server 2008 MCITP Network Administrator (Microsoft Certified IT Professional) certification. The MCITP credential provides widely recognized, objective validation of an individual's ability to perform critical, current information technology (IT) job duties using Microsoft technologies to the best advantage.

The program Windows Server Administration Tools enables IT administrators to manage roles and features that are installed on computers that are running Windows Server® 2008 R2, Windows Server® 2008, or Windows Server® 2003, from a remote computer that is running Windows 7 or Windows 7 with SP1.

**Course Delivery Option:** Classroom, Online

## Course Objectives

Complete and detailed walkthrough of Windows 7 installation, upgrades, migration and deployment

Detailed instruction on VPN's, encryption, file management and automated backup configurations

Identify and Resolve Desktop Application Issues

Identify the Cause of and Resolve Networking Issues

Manage and Maintain Systems That Run Windows 7

Support Mobile Users

Identify the Cause of and Resolve Security Issues

Describe the features and functionality of Active Directory Domain Services.

Perform secure and efficient administration of Active Directory.

Improve the security of authentication in an AD DS Domain.

Configure Domain Name System.

Administer AD DS domain controllers.

Manage sites and Active Directory Replication.

Monitor, maintain and back up directory Service to ensure Directory Service continuity.

Manage multiple domains and forests.

Manage User Desktops with Group Policy.

Manage enterprise security and configuration by using Group Policy settings.

Secure administration.

Design IIS for Web-based applications.

Design file and print service specific to the needs of a given scenario

Design file replication and caching to support branch office and mobile users.

Identify different ways that applications and data can be configured to support business continuity and select an appropriate method for a given scenario

Design a virtualization infrastructure.

Design and implement a WSUS solution

Install and configure Windows 2008 Server

Install, configure, manage, and support a network infrastructure that uses Microsoft Windows 2008 server

Gain skills needed to create a networking services infrastructure design that supports the required network applications

Learn network solution technologies including DHCP, IP, OSPF, RIP, and IGMP

## Course Instruction Details

Focused on Windows 7 configuration, this course targets the MCTS Exam for Windows 7 Configuring and includes the following skills based instructional topics: Install or upgrade to Windows 7; migrate user data. Deploy system images and configure application compatibility. Implement IPv4, IPv6, wireless, VPN, mobile, and remote connectivity. Set up Internet Explorer® and Windows Firewall. Configure Windows BitLocker®, UAC, and access to shared resources. Manage devices, drivers, and disks. Monitor, update, back up, and performance-tune your system.

Focused on planning and managing a client life-cycle strategy, designing a standard image and client configurations, planning Windows 7 client deployment, managing application compatibility, and identifying and resolving issues with deployment and configuration.

Focused on Windows Server 2008 networking, this course covers configuring remote access, Network Access Protection (NAP), network authentication, IPv4 and IPv6 addressing, and Domain Name System (DNS) replication; capturing performance data and monitoring event logs; and managing file and print services.

Focused on Windows Server 2008 administration, this course covers planning server roles; maintaining server security; planning data storage, network load balancing, and server backups; managing software deployment and versioning; monitoring IPv6, server performance and capacity, and Active Directory® replication; scheduling server deployments; and designing a rollback contingency plan. Students will learn how to design application infrastructure solutions based on Windows Server 2008 to meet varying business and technical requirements.

Focused on Windows Server 2008 enterprise administration, topics include planning networks and application services; Microsoft has training will give more effective and productive after achieving this valuable technical certification.

Focused on Windows Server 2008 networking, this course covers configuring remote access, Network Access Protection (NAP), network authentication, IPv4 and IPv6 addressing, and Domain Name System (DNS) replication; capturing performance data and monitoring event logs; and managing file and print services.

Focused Windows Server 2008 Applications Infrastructure technologies, this course covers Terminal Services, Web Services infrastructure and security, Media Server, Microsoft Windows® SharePoint® Services server options, File Server, Print Services, network maintenance, and Simple Network Management Protocol.

## Related Job Titles/Occupations

Network Administrators  
Computer Systems Administrator  
Network Systems and Data Communications

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Microsoft Certification Package	700 Hours	35 weeks	52.5 weeks

**Pre-requisite:** Basic Computer Knowledge

## Instructional Material:

Exam 70-680: Windows 7 Configuration with Lab Manual Set (Microsoft Official Academic Course Series) by Microsoft Official Academic Course

MCITP Self-Paced Training Kit (Exam 70-685): Windows 7, Enterprise Desktop Support Technician (Pro - Certification... by Tony Northrup and J.C. Mackin

Self-Paced Training Kit (Exam 70-640): Configuring Windows Server 2008 Active Directory (Self-Paced Training Kits... by Dan Holme, Nelson Ruest, Danielle Ruest and Jason Kellington

MCITP Guide to Microsoft Windows Server 2008, Enterprise Administration (Exam # 70-647) (Mcts) by Darril Gibson

Self-Paced Training Kit Exam 70-642: Configuring Windows Server 2008 Network Infrastructure by Tony Northrup and J.C. Mackin

**Requirement for completing the program:**

Student required completing the program and may take the exam offered by Microsoft.

# Microsoft IPV6

## Program Description

This course delivers in-depth technical information on internet protocol version 6 (ipv6). Ipv6 greatly improves on ipv4, the current protocol, by vastly increasing the number of available addresses and by adding enhancements for security, multimedia traffic management, routing, and network configuration. This course details the ipv6 protocol, from its features and benefits to its packet structure and protocol processes.

**Course Delivery Option:** Classroom, Online

## Course Objectives

- IPv6 addressing and how to subnet an IPv6 address
- Different tunneling methods over an IPv4 only network
- Routing protocols OSPFv3, RIPng and MP-BGP for IPv6
- How to configure DDNS for IPv6
- Different deployment strategies
- Dual-stack techniques
- IPv6 security methods to protect against current IPv6 hacks

## Course Instruction Details

The IPv6 Foundations course is designed to teach students the fundamentals of IPv6 and build a working foundation knowledge. The class covers the basics of IPv6 addressing, and neighbor discovery process including viewing the neighbor cache table. Furthermore, the IPv6 auto-configuration process between a client and default gateway router is detailed. Students work in pods and are assigned live equipment in class for completing their assigned labs. Routing protocols RIPng, OSPFv3 and BGP4+ are configured during class and each student is responsible to insure their routing protocols are working correctly. Each host is configured for Dynamic DNS to register their IPv6 address and host name with the DDNS server. Pings are done using both host and router names instead of actual addresses to prove DDNS operation. HTTP, FTP, TFTP, and Telnet are investigated in labs as to IPv4 vs IPv6 capabilities. Students will learn how to create an IPv6 access-list for both permitting and denying traffic through their assigned router.

## Related Job Titles/Occupations

Network Administrator  
Network Technician  
Network Support  
Security Support

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Microsoft IPV6	100 hours	5 weeks	7.5 weeks

**Pre-requisite:** Basic Computer Knowledge

## Instructional Material:

IPv6 Fundamentals by Rick Graziani

## Requirement for completing the program:

Student may take the Microsoft IPV6 exam offered by Microsoft.

# Microsoft: All In One

## Program Description

Microsoft Office 2016 is the current version of the company's software package that features several productivity applications, including Word, PowerPoint and Excel.

**Course Delivery Option:** Classroom, Online

## Course Objectives

- Use an integrated software package, specifically the applications included in the Microsoft Office suite
- Demonstrate marketable skills for enhanced employment opportunities
- Describe proper computer techniques for designing and producing various types of documents
- Demonstrate the common commands and techniques used in working with the Windows desktop
- Use WordPad and MSWord to create various types of documents
- Create headings and titles with Word Art
- Create and format spreadsheets, including the use of mathematical formulas
- Demonstrate a working knowledge of computer database functions, including putting, processing, querying and outputting data
- Define computer terminology in definition matching quizzes
- Use a presentation application to create a presentation containing both text and graphics
- Copy data from one MS Office application to another application in the suite
- Use e-mail and the Internet to send Word and Excel file attachments

## Course Instruction Details

This course uses the Microsoft Office suite to teach students computer basics, including Windows, word processing, spreadsheets, data processing, graphics, Internet, and e-mail. Students learn how to use all of the applications in the MS Office suite and how to transfer data from one application to another. After course completion, students will be able to use these programs for business and personal use

## Related Job Titles/Occupations

Customer Service  
Administrator  
Office Administrator  
Front Office Receptionist

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Microsoft All in One	80 hours	4 weeks	8 weeks

**Pre-requisite:** Basic Computer Knowledge

## Instructional Material:

- Microsoft Office 2016: Introductory (Shelly Cashman Series(r) Office 2016) by Gary B. Shelly and Misty E. Vermaat

## Requirement for completing the program:

End of the program students are required to take a final exam in Microsoft Office suite Word, Excel, and Powerpoint. Student will get the course completion certificate after completing the examination and the projects.

# MS Office Professional & QuickBooks for Accounting

## Program Description

**MS Office Professional:** This comprehensive program teaches students from Basic, Intermediate and advanced levels of Microsoft Office suite including Microsoft Word, Excel and Power point, Access and certification bookkeeping module “Mastering in Double Entry Bookkeeping” from AIPB. Students will be prepared for an entry-level to Mid-level Office Administration and Bookkeeping position.

**QuickBooks for Accounting: The** QuickBooks for accounting program validates job-role skills for entry and advanced level job seekers and seasoned professionals alike. Completion of this course can lead to a successful career as a Bookkeeper, Accountant, Auditing Officials, Financial Clerks, Administrative Services Mangers, and Office Clerks

**Course Delivery Option:** Classroom, Online

## Course Objectives

- Microsoft Word – To recognize and identify how Word handles simple and intermediate word processing features Create, edit, save, open, and close documents.
- Microsoft Excel – Learn how to create new worksheet from beginning level to intermediate level.
- Microsoft Power point – Learn how to create new slides from design layout
- Understand basic bookkeeping principles
- Record manual transactions and draw up a trial balance
- Identify the main components of a computer system Learn the navigation on QuickBooks
- Learn how to start and setup the QuickBooks
- Accounting behind the setup of QuickBooks
- How to start a new company data file?
- How to restore and backup data files.

## Course Instruction Details

### MS Office Professional:

**Microsoft Word:** Microsoft® Office Word 2016 – The students will learn how to create and edit documents, save, open or close documents, apply formatting options, set tabs and indents, change the view mode, manipulate the text using features such as copy and paste, and preview and then print the document. This course is designed for students who desire the skills necessary to create, edit, format, and print basic Microsoft Office Word 2010 documents.

**Microsoft Excel:** Microsoft® Office Excel 2016 – The students will learn how to create, edit and format new spreadsheets into a more visually effective spreadsheet. The student will execute simple and complex formulas, create new templates, charts, pivot table, use excel as a database, and review the page setup functions for printing.

**Microsoft Power point:** Microsoft® Office PowerPoint 2016 – Student will learn how to create new presentation slides using the slide layout and design template. The student will learn how to use the animation and sounds on the presentation slides to make it professional and innovative slide show presentation.

**Mastering in Double-Entry Bookkeeping** – Certification from AIPB.

### QuickBooks for Accounting:

This program will help students learn or review fundamental accounting concepts and principles by QuickBooks and Analysis of business events. It teaches how to setup chart of Accounts, Create new item list, Vendor list, Employer list, etc.

## Related Job Titles/Occupations

Administrative Services Managers  
Financial Clerks  
Bookkeeping, Accounting, and Auditing  
Receptionists and Information Clerks

Office Clerks, General  
Human Resources Assistants  
Computer Operators

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
MS Office professional & QuickBooks for Accounting	320 hours	16 weeks	24 weeks

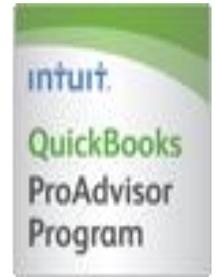
**Pre-Requisite:** Basic Computer Knowledge

## Instructional Material:

- Microsoft Office 2016: Introductory (Shelly Cashman Series(r) Office 2013) by Gary B. Shelly and Misty E. Vermaat
- - Power point slides and Microsoft and Bookkeeping related project work
- Mastering in Double-Entry Bookkeeping
- QuickBooks 2018 for Dummies

## Requirement for completing the program:

End of the program students are required to take a final exam in Microsoft Office suite Word, Excel, PowerPoint, and bookkeeping concepts. For QuickBooks students are required to take three final projects. Student will get the course completion certificate after completing the examination and the projects.



# Oracle 11i/Rel12 Project Management



## Program Description

This course explains how an Oracle Rel12 Financials System is implemented & used by a company. The course provides the knowledge necessary for end-users & implementers to understand & use Oracle Financial Applications and Project Management

**Course Delivery Option:** Classroom, Online

## Course Objectives

- Various development methodologies
- How to write a test plan
- Test types to be considered
- Effective and efficient test writing techniques
- Teach Project management principles according to the Project management Institute, A Guide to the Project Management Body of Knowledge, (PMBOK® Guide)- Sixth Edition, Project Management Institute, Inc.
- Prepare students for the PMP certification exam using PMP Exam Prep, Eighth Edition: Rita's Course in a Book for Passing the PMP Exam.
- Satisfy PMI's PM education requirement of 35 contact hours.

## Course Instruction Details

**Oracle Financials 11i/Rel12:** The course is comprehensive of Oracle Financials Rel12 & Project Management. Students will learn modules required for Oracle Financials 11i/Rel12 such as AOL, SYSTEM ADMIN, GL, AR and AP. The course will enhance your understanding of configuration and implementation for all modules.

**Project Management:** Project Management Professional (PMP®). In this course, you gain skills to help you prepare for the PMP® exam through practice exams and workshops. The course covers essential project management skills which include: Initiating, Planning, Executing, Monitoring, Mapping, Controlling and Closing process.

## Related Job Titles/Occupations

Financial Managers  
General and Operations Manager  
Industrial Production manager  
Purchasing Manager  
Managers, All others  
Industrial Engineers  
Financial Analyst

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Oracle11i/Rel12 Project Management	520 hours	26 weeks	36 weeks

**Pre-requisite:** Basic Computer Knowledge

**Instructional Material:**

**Text Book**

Oracle University Ebook- Oracle Financials 11i/Re112

Oracle University Ebook – System Administration

Oracle University Ebook – General Ledger

Oracle University Ebook – Accounts Receivable

Oracle University Ebook – Accounts Payable

PMP Exam Prep, Eighth Edition: Rita's Course in a Book for Passing the PMP Exam [Paperback] Rita Mulcahy

**Supplies:** PMP Exam Stimulation software, flash cards

**Requirement to obtain Certification from Oracle and Project Management Institute**

Students should complete the program at Amfasoft – Oracle Authorized Education Center

Student may take the PMP certification exam

Student required completing the program and may take the following exams

1Z0-516 Oracle EBS R12.1 General Ledger Essentials

1Z0-517 Oracle EBS R12.1 Payables Essentials

1Z0-518 Oracle EBS R12.1 Receivables Essentials

# Oracle Application DBA 11i



## Program Description

This course explains how to go about installing & maintaining oracle e-business suite release 12.x system both standard & express install types are covered in detail maintenance topics include a detail examination of the standard tools & utilities and an in depth look at patching as oracle e-business suite system. Students will be able to make informed decisions about how to install an oracle e-business suite that meets their specific requirements & maintain the system.

**Course Delivery Option:** Classroom, Online

## Course Objectives

- Understand and implement function security
- Define and administer concurrent managers
- Manage concurrent programs
- Understand and implement Oracle User Management
- Manage printers and printing
- Understand auditing functionality
- Understand selected DBA duties with the Oracle E-Business Suite
- Manage profile options and Data Security
- Administer folders
- Incorporate custom help files
- Manage document sequences

## Course Instruction Details

This course gives better understand how to effectively control security, monitor your system, and handle day-to-day system administrator tasks for Oracle E-Business Suite applications, so that your organization can more rapidly realize the full value of Oracle E-Business Suite.

## Related Job Titles/Occupations

Computer and Information Scientists  
Computer Programmers  
Computer Software Engineers  
Computer Systems Analysts  
Computer Operators

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Oracle Application DBA 11i	160 hours	8 weeks	12 weeks

**Pre-Requisite:** Oracle Database 11g Administration I & II

## Instructional Material:

Oracle University Ebook- Oracle Application DBA 11I

## Requirement for completing the program at Amfasoft – Oracle Authorized Education Center

Student required completing the program and may take the exam: 1Z0-206 offered by Oracle.

# Oracle Database 11g- Administration I



## Program Description

This Oracle Database 11g: Administration Workshop I Release 2 course explores the fundamentals of basic database administration. Expert Oracle University instructors will reinforce topics with structured hands-on practices that will prepare you for the corresponding Oracle Certified Associate exam.

**Course Delivery Option:** Classroom, Online

## Course Objectives

- Install Oracle Grid Infrastructure.
- Create and manage users.
- Install and configure an Oracle Database.
- Create and manage storage structures.
- Administer the Oracle Database.
- Understand the Oracle database architecture and how its components work and interact with one another.
- Perform backup and recovery.

## Course Instruction Details

**Oracle Database 11g- Administration I:** This Oracle Database 11g: Administration Workshop I – In this course you will learn how to create an operational database and properly manage the various structures in an effective and efficient manner. This includes performance monitoring, database security, user management and backup/recovery techniques.

## Related Job Titles/Occupations

Computer Software Engineers  
Computer Operators  
Database Administrator

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Oracle Database 11g: Admin I	160 hours	8 weeks	12 weeks

**Pre-requisite:** Introduction to Oracle 9i

## Instructional Material:

Oracle University Ebook- Oracle Application Database 11g: Admin I

## Requirement for completing the program:

Student required completing the program and may take the exam: Oracle Database 11g: Administration 1 exam (1Z0-052) offered by Oracle.

# Oracle Database 11g- Administration II



## Program Description

This program focuses on Oracle Database Administration II, backup recovery, networking, and performance tuning. Included are theory and hands-on practice using the Oracle database engine, Oracle server, Oracle NET, Oracle Enterprise Manager, and tuning tools.

**Course Delivery Option:** Classroom, Online

## Course Objectives

- Manage data concurrency
- Monitor performance
- Describe Oracle Database Architecture
- Back and recover a database (and its parts) with RMAN (command-line and Enterprise Manager)
- Use flashback technology to view past states of data and to revert either objects or the entire database back to a past state
- Use an appropriate and flexible memory configuration for your database
- Identify burdensome database sessions and poorly performing SQL
- Configure the Oracle Database for optimal recovery
- Configure the database instance such that resources are appropriately allocated among sessions and tasks
- Schedule jobs to run inside or outside of the database
- Use compression to optimize database storage and duplicate a database

## Course Instruction Details

**Oracle Database 11g- Administration II:** This Oracle Database 11g: Administration Workshop II Release 2 training takes the database administrator beyond the basic tasks covered in the first workshop. You'll begin by gaining a deep understanding of the most important responsibilities a DBA has: performing backup and recovery.

## Related Job Titles/Occupations

Computer Software Engineers  
Computer Operators  
Database Administrator

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Oracle Database Admin II	160 hours	8 weeks	12 weeks

**Pre-requisite:** Oracle Database 11g: Administration I

## Instructional Material:

Oracle University Ebook- Oracle Application Database 11g

## Requirement for completing the program:

Student required completing the program and may take the exam: Oracle Database 11g: Administration II - 1Z0-053 offered by Oracle.

# Oracle Developer 6i



## Program Description

This training track will prepare students for Oracle PL/SQL Developer Certified Associate. An Oracle SQL and PL/SQL developer can work as a database developer where he will be working with database objects or can work on any enterprise-wide application which is using Oracle as a back end.

**Course Delivery Option:** Classroom, Online

## Course Objectives

- Understand the environment and context in which PL/SQL operates.
- Consider the advantages and benefits of PL/SQL within a database environment.
- Declaring program variables and complex data types.
- Developing logic within PL/SQL program blocks.
- Build Oracle Forms/Reports by using Oracle Forms/Report
- Working in a graphical user interface environment include three tear methodologies
- Customize forms with user input items groups.
- Modify data access by creating event-related triggers.
- Build a variety of standard and custom reports
- Retrieve, display, and format data in specific styles such as tabular, matrix, mailing labels, and letter reports

## Course Instruction Details

**Oracle PL/SQL:** It offers students an extensive introduction to PL/SQL programming language, and in addition, students learn to create PL/SQL blocks

**Oracle Forms and Reports:** This course cover the Form/Report Builder tool which allows developing sophisticated applications which can be deployed in either a Client/Server of web environment. Course considered include use of the wizards, building master-detail data blocks, including GUI controls, customized menu bars and many other subjects

## Related Job Titles/Occupations

Oracle Developer  
Business Analyst  
Application Analyst  
PL/SQL Programmer  
Oracle web Forms 11g, Web Reports, PL/SQL

Oracle Forms and Reports Programmer  
Oracle Consultant  
Oracle Forms Developer / Programmer Analyst  
Oracle Forms and Reports Programmer  
Oracle Applications Developer – Forms

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Oracle Developer 6i	200 hours	10 weeks	15 weeks

**Pre-requisite:** Introduction to SQL

**Instructional Material:**

Oracle University Ebook- Oracle PL/SQL, Oracle Forms and Oracle Reports

**Requirement to obtain Certification from Oracle**

Requirement for completing the program at Amfasoft – Oracle Authorized Education Center

Student required completing the program and may take the following exams

1Z0-141 Oracle Forms: Build Internet Applications

1Z0-147 Program with PL/SQL

# Oracle Financials 11i/ Rel12



## Program Description

This course explains how an Oracle Rel12 Financials System is implemented & used by a company. The course provides the knowledge necessary for end-users & implementers to understand & use Oracle Financial Applications.

**Course Delivery Option:** Classroom, Online

## Course Objectives

- Various development methodologies
- How to write a test plan
- Test types to be considered
- Effective and efficient test writing techniques

## Course Instruction Details

**Oracle System Administration:** This course gives better understand how to effectively control security, monitor your system, and handle day-to-day system administrator tasks for Oracle E-Business Suite applications, so that your organization can more rapidly realize the full value of Oracle E-Business Suite.

**Oracle General Ledger:** This course will help you maximize accounting process efficiency across the enterprise, while still achieving a high level of information and setup security. It will teach you how Oracle General Ledger integrates with the eBusiness Suite of applications.

**Oracle Accounts Payable:** R12.x Oracle Payables Management Fundamentals. This course will be applicable for students who have implemented Oracle E-Business Suite Release 12 or Oracle E-Business Suite 12.1. In this course, students will learn how to set up and use Oracle Payables to manage the accounts payable process.

**Oracle Accounts Receivables:** This R12.X Oracle Receivables Management training teaches you to set up and use Oracle Receivables to manage receivables processing. Learn to manage parties & customer accounts, process invoices using Auto-Invoice, enter & complete invoices

## Related Job Titles/Occupations

Computer and Information Scientists  
Computer Programmers  
Computer Software Engineers  
Computer Systems Analysts  
Computer Operators

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Oracle Financials 11i/Rel12	240 Hours	12 Weeks	18 Weeks

**Pre-requisite:** Basic Computer Knowledge

**Instructional Material:**

Oracle University Ebook- Oracle Financials 11i/Rel12

Oracle University Ebook – System Administration

Oracle University Ebook – General Ledger

Oracle University Ebook – Accounts Receivable

Oracle University Ebook – Accounts Payable

**Requirement to obtain Certification from Oracle**

Students should complete the program at Amfasoft – Oracle Authorized Education Center

Student required completing the program and may take the following exams

1Z0-516 Oracle EBS R12.1 General Ledger Essentials

1Z0-517 Oracle EBS R12.1 Payables Essentials

1Z0-518 Oracle EBS R12.1 Receivables Essentials

# Oracle Manufacturing 11i/ Rel12



## Program Description

This course explains how an Oracle Rel12 Manufacturing module is implemented & used by a company. The course provides the knowledge necessary for end-users & implementers to understand and use Oracle Manufacturing Applications. In this course students learn key concepts and terms specific to using & administrating Oracle Manufacturing.

**Course Delivery Option:** Classroom, Online

## Course Objectives

- Use Oracle Manufacturing open interfaces and APIs
- Understand Oracle Inventory's major features and processes
- Understand Bills of Material and Engineering's major features and processes
- Understanding Oracle Order Management
- Describing the Order Management Process Flow
- Understanding Oracle Work in Process

## Course Instruction Details

**Oracle Order Management:** This course, students learn about the basic order capture and order fulfillment flows that Oracle Order Management facilitates, and also learn how to perform setup steps, including transaction type, document sequence, order import, and hold setup, that enable these flows

**Oracle Inventory:** Student will learn how to focus on the features, functions and benefits of the Oracle Inventory application. Students will learn how to set up items, how to use the various inventory controls available, how to do transactions, transfers, and inventory moves, inventory replenishment, cycle counting and physical inventory. Students will also learn where Inventory fits in the overall enterprise structure.

**Oracle Bill of Materials:** Students will learn to use Oracle Bills of Material to define different types of bills of material to accommodate various business models and scenarios. Additionally, students will learn to use Oracle Engineering to create and implement engineering change orders. They will learn how to set up, implement, and use bill of material and engineering information

**Oracle Work in Process:** This course will demonstrate how to set up your environment, use multiple manufacturing modes, create discrete jobs, manage resources and material, and perform shop floor transactions.

## Related Job Titles/Occupations

Computer and Information Scientists  
Computer Programmers  
Computer Software Engineers  
Computer Systems Analysts  
Computer Operators

**Program In Duration:**

Clock hours: 240 hours

Duration in weeks: 12 weeks, 20hr/week

Maximum completion time: 18 weeks

<b>Course Name</b>	<b>Clock Hours</b>	<b>Duration</b>	<b>Maximum Completion Time</b>
Oracle Manufacturing 11i/Rel12	240 hours	12 weeks	18 weeks

**Pre-requisite:** Basic Computer Knowledge

**Instructional Material**

Oracle University Ebook- Oracle Bill of Materials

Oracle University Ebook – Oracle Inventory

Oracle University Ebook – Oracle Work in Process

Oracle University Ebook – Order Management

**Requirement to obtain Certification from Oracle**

Students should complete the program at Amfasoft – Oracle Authorized Education Center

Student required completing the program and may take the following exams

1Z0-521 Oracle EBS R12.1 Order Management Essentials

1Z0-519 Oracle EBS R12.1 Inventory Essentials

# Payroll Certification

## Program Description

This payroll certification is a valuable, objective credential that verifies a specified level of knowledge, skills, and abilities in the payroll profession. Certification helps individuals demonstrate their payroll expertise, secure promotions, advance their careers, and enhance their standing within the profession.

**Course Delivery Option:** Classroom, Online

## Course Objectives

- The course will give specified level of knowledge, skills, and abilities to demonstrate in the Entry level Payroll Professional.
- Certification helps individuals demonstrate their payroll expertise, advance their careers, and enhance their standing within the profession of Payroll.
- There are no payroll experience requirements to take this exam.

## Course Instruction Details

This payroll certification is a valuable, objective credential that verifies a specified level of knowledge, skills, and abilities in the payroll profession. The course covers the skills and knowledge to pass the Fundamental Payroll Certification (FPC) exam. The FPC is a certification credential for payroll beginners and service and support professionals with payroll knowledge.

## Related Job Titles/Occupations

Payroll Administrator  
Payroll Expert  
Payroll Clerk  
Bookkeeping, Accounting, and Payroll  
Receptionists and Information Clerks  
Office Clerks, General

Course Name	Clock Hours	Duration	Maximum Completion Time
Payroll Certification	240 hours	12 weeks	18 weeks

**Pre-requisite:** Basic Computer Knowledge

## Instructional Material:



## Text Books:

Mastering Payroll I – Text book from AIPB  
Mastering Payroll II – Text book from AIPB

## Requirement for completing the program:

Student may take the Payroll certification exams offered by AIPB

# PMI- ACP Exam Prep

## Program Description

This program prepares individual with Agile Certified Practitioner Certification: PMI-ACP certification. The student will able to use agile practices in their projects, while demonstrating their increased professional versatility through agile tools and techniques. PMI-ACP certification carries a higher level of professional credibility as it requires a combination of agile training, experience working on agile projects, and examination on agile principles, practices, tools, and techniques. This global certification also supports individuals in meeting the needs of organizations that rely on project practitioners to apply a diversity of methods to their project management.

**Course Delivery Option:** Classroom, Online

## Course Objective

- Understanding of the principles and values behind Agile and Scrum
- Understanding of Agile and Scrum values, principles and preparation for certification

## Course Instruction Details

**PMI- ACP Exam Prep:** This course is designed to provide an overview of Scrum as well as an understanding of the responsibilities of the roles in a Scrum project to provide a foundation for understanding the methodology.

## Related Job Titles/Occupations

Project Managers  
Product Owners  
Scrum Masters  
Managers, All others

Course Name	Clock Hours	Duration	Maximum Completion Time
PMI- ACP Exam Prep	160 hours	8 weeks	12 weeks

**Pre-requisite:** Basic Computer Knowledge

## Instructional Material:

### Text books

PMI-ACP Exam Prep, Second Edition: A Course in a Book for Passing the PMI Agile Certified Practitioner (PMI-ACP) Exam

## Requirement for completing the program:

Student may take the PMI- ACP certification exam from Project Management Institute (PMI) and Student will get the course completion certificate.



# PMI- ACP Exam Prep & Project Management

## Program Description

**Project Management:** Helps individuals gain skills to prepare for the PMP® exam through practice exams and workshops. The student learning outcomes are consistent with the skills requirements and objectives of the program as stated by several employers within the community. They reflect the required occupational and academic knowledge, skills and competencies

**PMI- ACP Exam Prep:** This program prepares individual with Agile Certified Practitioner Certification: PMI-ACP certification. The student will able to use agile practices in their projects, while demonstrating their increased professional versatility through agile tools and techniques. PMI-ACP certification carries a higher level of professional credibility as it requires a combination of agile training, experience working on agile projects, and examination on agile principles, practices, tools, and techniques. This global certification also supports individuals in meeting the needs of organizations that rely on project practitioners to apply a diversity of methods to their project management.

**Course Delivery Option:** Classroom, Online

## Course Objectives

- Prepare students for the PMP certification exam using PMP Exam Prep, Eighth Edition: Rita's Course in a Book for Passing the PMP Exam.
- Satisfy PMI's PM education requirement of 35 contact hours.
- Understanding of the principles and values behind Agile and Scrum
- Understanding of Agile and Scrum values, principles and preparation for certification

## Course Instruction Details

**Project Management:** This comprehensive course provides participants with an overview of the essential elements of Project Management and the project management life cycle. The course is designed to help you to get hands-on experience, and to prepare for the PMP exam. The course covers essential project management skills which include: Initiating, Planning, Executing, Monitoring, Mapping, Controlling and Closing process.

**PMI- ACP Exam Prep:** This course is designed to provide an overview of Scrum as well as an understanding of the responsibilities of the roles in a Scrum project to provide a foundation for understanding the methodology.

## Related Job Titles/Occupations

General and Operations Managers  
Industrial Production Managers  
Purchasing Managers  
Managers, All Other

Project Managers  
Product Owners  
Scrum Masters  
Managers, All others

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Project Management & PMI-ACP Exam Prop	400 hours	20 weeks	30 weeks

**Pre-requisite:** Basic Computer Knowledge

## Instructional Material:

### Text Books:

**PMP Exam Prep,** Eighth Edition: Rita's Course in a Book for Passing the PMP Exam [Paperback] Rita Mulcahy  
Powerpoint Materials and Projects

**PMI-ACP Exam Prep,** Second Edition: A Course in a Book for Passing the PMI Agile Certified Practitioner (PMI-ACP) Exam

**Supplies:** PMP Exam Stimulation software, flash cards

## Requirement for completing the program:

Student may take the PMP certification exam from Project Management Institute (PMI) & Student may take the PMI- ACP certification exam from Project Management Institute (PMI) and Student will get the course completion certificate.

# PMI- ACP Exam Prep & MS Project

## Program Description

**PMI-ACP Exam Prep:** This program prepares individual with Agile Certified Practitioner Certification: PMI-ACP certification. The student will able to use agile practices in their projects, while demonstrating their increased professional versatility through agile tools and techniques. PMI-ACP certification carries a higher level of professional credibility as it requires a combination of agile training, experience working on agile projects, and examination on agile principles, practices, tools, and techniques. This global certification also supports individuals in meeting the needs of organizations that rely on project practitioners to apply a diversity of methods to their project management.

**MS Project:** MS Project programs are designed to give professionals the knowledge to plan and lead complex projects in their organization effectively. And also to provide them with practical experiences that will build their confidence in this important field.

**Course Delivery Option:** Classroom, Online

## Course Objective

- Understanding of the principles and values behind Agile and Scrum
- Understanding of Agile and Scrum values, principles and preparation for certification

## Course Instruction Details

**PMI- ACP Exam Prep:** This course is designed to provide an overview of Scrum as well as an understanding of the responsibilities of the roles in a Scrum project to provide a foundation for understanding the methodology.

**MS Project:** This program also includes Microsoft Project applications training. MS project course will give students opportunity to work with a project plan once it reaches the project implementation phase.

## Related Job Titles/Occupations

Project Managers  
Product Owners  
Scrum Masters  
Managers, All others

Course Name	Clock Hours	Duration	Maximum Completion Time
PMI- ACP Exam Prep & MS Project	320 hours	16 weeks	24 weeks

**Pre-requisite:** Basic Computer Knowledge

## Instructional Material:

**Text books :**PMI-ACP Exam Prep, Second Edition: A Course in a Book for Passing the PMI Agile Certified Practitioner (PMI-ACP) Exam

**Requirement for completing the program:** Student may take the PMI- ACP certification exam from Project Management Institute (PMI) and Student will get the course completion certificate.



# PMP & MS PROJECT

## Program Description

Project Management and MS Project programs are designed to give professionals the knowledge to plan and lead complex projects in their organization effectively. And also to provide them with practical experiences that will build their confidence in this important field.

**Course Delivery Option:** Classroom, Online

## Course Objective

- Prepare students for the PMP certification exam using PMP Exam Prep, Eighth Edition: Rita's Course in a Book for Passing the PMP Exam.
- Satisfy PMI's PM education requirement of 35 contact hours.
- Create and Manage A Project Schedule Using MS Project 2010
- Manage Tasks by Organizing Tasks and Setting Task Relationships.
- Manage Resources for A Project.
- Finalize A Project Plan.
- Exchange Project Plan Data with Other Applications.
- Update A Project Plan.
- Manage Project Costs.
- Teach Project management principles according to the Project management Institute, A Guide to the Project Management Body of Knowledge, (PMBOK® Guide)- Fifth Edition, Project Management Institute, Inc. 2013
- Prepare students for the PMP certification exam using PMP Exam Prep, Eighth Edition: Rita's Course in a Book for Passing the PMP Exam.
- Satisfy PMI's PM education requirement of 35 contact hours.

## Course Instruction Details

**Project Management:** This comprehensive course provides participants with an overview of the essential elements of Project Management and the project management life cycle. The course is designed to help you to get hands-on experience, and to prepare for the PMP exam.

**MS Project:** This program also includes Microsoft Project applications training. MS project course will give students opportunity to work with a project plan once it reaches the project implementation phase.

## Related Job Titles/Occupations

Financial Managers  
General and Operations Manager  
Industrial Production manager  
Purchasing Manager  
Managers, All others

Course Name	Clock Hours	Duration	Maximum Completion Time
PMP & MS Project	400 hours	20 weeks	30 weeks

**Pre-requisite:** Basic Computer Knowledge

## **Instructional Material:**

### **Text books**

Microsoft® Project 2010 Step by Step (Step by Step (Microsoft)) Chatfield, Carl

PMP Exam Prep, Eighth Edition: Rita's Course in a Book for Passing the PMP Exam [Paperback] Rita Mulcahy

**Supplies:** PMP Exam Stimulation software, flash cards

### **Requirement for completing the program:**

Student may take the PMP certification exam from Project Management Institute (PMI) and Student will get the course completion certificate after completing the MS Project exam.



# Project Management

## Program Description

Project Management helps individuals gain skills to prepare for the PMP® exam through practice exams and workshops. The student learning outcomes are consistent with the skills requirements and objectives of the program as stated by several employers within the community. They reflect the required occupational and academic knowledge, skills and competencies

**Course Delivery Option:** Classroom, Online

## Course Objectives

- Prepare students for the PMP certification exam using PMP Exam Prep, Eighth Edition: Rita's Course in a Book for Passing the PMP Exam.
- Satisfy PMI's PM education requirement of 35 contact hours.

## Course Instruction Details

**Project Management:** This comprehensive course provides participants with an overview of the essential elements of Project Management and the project management life cycle. The course is designed to help you to get hands-on experience, and to prepare for the PMP exam. The course covers essential project management skills which include: Initiating, Planning, Executing, Monitoring, Mapping, Controlling and Closing process.

## Related Job Titles/Occupations

General and Operations Managers  
Industrial Production Managers  
Purchasing Managers  
Managers, All Other

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Project Management	240 hours	12 weeks	18 weeks

**Pre-requisite:** Basic Computer Knowledge

## Instructional Material:

### Text Books:

PMP Exam Prep, Eighth Edition: Rita's Course in a Book for Passing the PMP Exam [Paperback] Rita Mulcahy  
Powerpoint Materials and Projects

**Supplies:** PMP Exam Stimulation software, flash cards

## Requirement for completing the program:

Student may take the PMP certification exam from Project Management Institute (PMI)



# QuickBooks for Accounting

## Program Description

The QuickBooks for accounting program validates job-role skills for entry and advanced level job seekers and seasoned professionals alike. Completion of this course can lead to a successful career as a Bookkeeper, Accountant, Auditing Officials, Financial Clerks, Administrative Services Managers, and Office Clerks.

**Course Delivery Option:** Classroom, Online

## Course Objectives

- Learn the navigation on QuickBooks
- Learn how to start and setup the QuickBooks
- Accounting behind the setup of QuickBooks
- How to start a new company data file?
- How to restore and backup data files.

## Course Instruction Details

This program will help students learn or review fundamental accounting concepts and principles through the use of QuickBooks and Analysis of business events. It teaches how to setup chart of Accounts, Create new item list, Vendor list, Employer list, etc.

## Related Job Titles/Occupations

Human Resources Assistants  
Computer Operators

## Program In Duration:

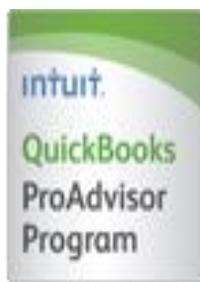
Course Name	Clock Hours	Duration	Maximum Completion Time
QuickBooks for Accounting	120 hours	6 weeks	9 weeks

**Pre-requisite:** Basic Computer Knowledge

## Instructional Material:

### Text Book:

QuickBooks 2018 for Dummies



**Supplies:** QuickBooks Pro Software latest version from Intuit

## Requirement for completing the program:

End of the program students are required to take final three projects in QuickBooks

# Salesforce Administrator

## Program Description

As an administrator with broad knowledge of Salesforce applications, you configure and manage Sales and Service Cloud applications and suggest ways for your company to get even more from additional features and capabilities. With an Administrator credential you will demonstrate core knowledge and your ability to take on the responsibilities of this job. It is an important investment in your career as an Administrator.

**Course Delivery Option:** Classroom, Online

## Course Objectives

- Describe the Organization Setup
- Identify the User Setup
- Distinguish Global User Interface
- Explain Security and Access
- Describe the Standard and Custom Objects
- Describe Sales Cloud and Service Applications
- Describe the Activity and Data Management
- Describe the Content and Folder Management
- Describe Analytics – Reports and Dashboards
- Describe Workflow Automation
- Identify Desktop and Mobile Administration

## Course Instruction Details

To enable participants to have understanding of Sales force CRM business functionality, configurations and other administrative tasks. The course structure is also designed for participants to clear sales force certification for administration.

## Related Job Titles/Occupations

Computer Support Specialists  
Computer Engineer  
Computer System Analyst

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Salesforce Administrator	200 hours	10 weeks	15 weeks

**Pre-requisite:** Basic Computer Knowledge

## Instructional Material:

Salesforce CRM - The Definitive Admin Handbook - Third Edition  
Teach Yourself VISUALLY Salesforce.com (Teach Yourself VISUALLY (Tech))  
Powerpoint slides and projects

## Requirement for completing the program:

Student will get the course completion certificate after completing the examination and the projects.

# Salesforce Developer

## Program Description

As a developer with broad knowledge of Salesforce applications, you configure and manage Sales and Service Cloud applications and suggest ways for your company to get even more from additional features and capabilities. With a developer credential you will demonstrate core knowledge and your ability to take on the responsibilities of this job. It is an important investment in your career as an Administrator.

**Course Delivery Option:** Classroom, Online

## Course Objectives

- Describe components for Application Design
- Overview of Force.com Platform
- List and describe Data Model
- List and describe User Interface
- Business Logic
- Data Management
- Reporting and Analytics

## Course Instruction Details

To enable participants to have understanding of Sales force CRM business functionality, configurations and development of applications using apex/visual force pages/web services. Upon successful completion of course participants will be able to clear sales force developer certification.

## Related Job Titles/Occupations

Computer Support Specialists  
Computer Engineer  
Computer System Analyst

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Salesforce Developer	240 hours	12 weeks	18 weeks

**Pre-requisite:** Basic Computer Knowledge

## Instructional Material:

Practical Salesforce.com Development without Code: customizing salesforce on the force.com platform

## Requirement for completing the program:

Student will get the course completion certificate after completing the examination and the projects.

# SAP: All in One

## Program Description

This course is essential study for users of all R/3 modules, regardless of the organization's business/industry classification. To fully exploit the functionality of R/3 3.0, business users need to be both confident and proficient in the use of all the main navigational and systems functionality of SAP. This course will provide R/3 users with the knowledge and skills to perform regular tasks and procedures, including customizing activities. The program covers introduction to SAP, Financial, Controlling and Sales and Distribution modules. In Financials the topics will cover are Accounts Receivable/Payable functions with General Ledger and Assets Accounting.

**Course Delivery Option:** Classroom, Online

## Course Objectives

- Review SAP main Modules and functionalities
- Navigate within SAP ECC 6.0
- Review SAP technical and implementation considerations

## Course Instruction Details

**SAP: FICO** module is a powerful, integrated environment, dynamically interfacing Accounts Receivable/Payable functions with General Ledger and Assets Accounting. Student will encounter both FI and CO (Cost Center Controlling) in a business environment.

**SAP: SD** module provides the overview of business process in Sales and Distribution and also to process inquiries, quotations, orders, billing, shipping and sales and distribution. The course shows how to process sales and use the function during presale phases.

## Related Job Titles/Occupations

SAP Business Architecture  
SAP Consultant

SAP Testers  
SAP Analyst

SAP Business Analyst  
SAP Specialist (Technical and Functional)

**Pre-requisite:** Basic Computer Knowledge

## Program Duration

Course Name	Clock Hours	Duration	Maximum Completion time
SAP: All in One	320 hours	16 weeks	24 weeks

## Instructional Material:

- Required Text Book: Configuring SAP ERP Financials and Controlling by Peter Jones.
- Implementing SAP R/3 Sales and Distribution by Williams, Glynn C.
- Power point slides and SAP related project work

## Supplies: SAP GUI CD

## Requirement for completing the program:

End of the program students are required to take a final exam with one project in each module. Student will get the course completion certificate after completing the examination and the projects.

# SAP: FICO

## Program Description

This course is essential study for users of all R/3 modules, regardless of the organization's business/industry classification. To fully exploit the functionality of R/3 3.0, business users need to be both confident and proficient in the use of all the main navigational and systems functionality of SAP. This course will provide R/3 users with the knowledge and skills to perform regular tasks and procedures, including customizing activities in Financial and Controlling.

**Course Delivery Option:** Classroom, Online

## Course Objectives

- Develop strong conceptual and practical knowledge in all areas of FICO.
- Provide SAP users with the knowledge and skills to perform regular task and procedures.
- Grow FICO professionalism with practical examples of real world scenarios.

## Course Instruction Details

**SAP: FICO** module is a powerful, integrated environment, dynamically interfacing Accounts Receivable/Payable functions with General Ledger and Assets Accounting. You will usually encounter both FI and CO (Cost Center Controlling) in a business environment. The procedures for Accounts Receivable and Accounts Payable are very similar in R/3.

## Related Job Titles/Occupations

SAP Business Architecture  
SAP FICO Consultant  
SAP Specialist (Technical and Functional)  
SAP Business Analyst

SAP Testers  
SAP Business Analyst  
Functional SAP Analyst  
SAP Business Architecture

## Program Duration

Course Name	Clock Hours	Duration	Maximum Completion time
SAP - FICO	160 hours	8 weeks	12 weeks

**Pre-requisite:** Basic Computer Knowledge

## Instructional Material:

- Required Text Book: Configuring SAP ERP Financials and Controlling by Peter Jones.
- Power point slides and SAP related project work

**Supplies:** SAP GUI CD

## Requirement for completing the program:

End of the program students are required to take a final exam and a project in Financial and Controlling. Student will get the course completion certificate after completing the examination and the projects.

# SAP: SD

## Program Description

This course covers the Sales and Distribution module in SAP application. Student will learn the business process related to sales and distribution, billing, shipping and orders.

**Course Delivery Option:** Classroom, Online

## Course Objectives

- Understanding Overview of SD Processes
- Understanding Basic Organizational Model in SAP
- SAP Organizational Units & definitions
- Different data types in SAP SD
- Different Master data types in SAP SD

## Course Instruction Details

**SAP: SD** module provides the overview of business process in Sales and Distribution and also to process inquiries, quotations, orders, billing, shipping and sales and distribution. The course shows how to process sales and use the function during presale phases.

## Related Job Titles/Occupations

SAP SD Consultant  
SAP SD Analyst  
SAP Specialist (Technical and Functional)  
SAP Consultants, MM, PP, FICO  
SAP Consultants  
SAP Testers

## Program and Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
SAP SD	160 hours	8 weeks	12 weeks

**Pre-Requisite:** Basic Computer Knowledge

## Instructional Material:

### Text Books

- Implementing SAP R/3 Sales and Distribution by Williams, Glynn C.
- Power point slides and SAP: SD related project work:

**Supplies:** SAP GUI CD

## Requirement for completing the program:

End of the program students are required to take a final exam and SD project. Student will get the course completion certificate after completing the examination and the projects.

# SAP: MM

## Program Description

This course offers students learn SAP ERP. The Overview of business processes in Materials management, SAP implementation tools and ASAP, Material Planning and Forecasting, Inventory Management, Invoice Verification, Classification in MM, Setting up a model company.

**Course Delivery Option:** Classroom, Online

## Course Objectives

- To provide students with a complete knowledge of Warehouse, Inventory Management and Procurement Supply Chain System implementation using SAP ERP.
- Project Management and some background of the SAP Transportation System is also part of this Module.

## Related Job Titles/Occupations

SAP Specialist (Technical and Functional)  
SAP MM-System Specialist

SAP Consultants  
SAP Testers

## Program and Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
SAP MM	160 hours	8 weeks	12 weeks

## Course Instruction Details

Student will understand and learn how Material Management integrates with Financials. The students will able to develop reports in SAP. SAP MM class includes hands-on, real-world project exercises.

**Pre-Requisite:** Basic Computer Knowledge, understanding of business processes.

## Instructional Material:

### Text Book

- SAP MM-Functionality and Technical Configuration (2nd Edition) Martin Murray C.
- Power point slides and SAP related project work

**Supplies:** SAP GUI CD

## Requirement for completing the program

End of the program students are required to take a final exam and MM project. Student will get the course completion certificate after completing the examination and the projects.

# Software Quality Assurance

## Program Description

The program teaches the basic software testing and Automation testing.

**Course Delivery Option:** Classroom, Online

## Course Objectives

Software Testing - Basics

Design test strategy, test plan, test cases, test results

Applying test methods in the software QA

## Course Instruction Details

The student will learn how to write Test plans, Test cases and Test scripts and understand the Software Development Life cycle and Role of QA.

## Related Job Titles/Occupations

Computer Support Specialists

Computer Systems Analysts

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Software Quality Assurance	160 hours	8 weeks	12 weeks

**Pre-requisite:** Basic Computer Knowledge

## Instructional Material:

Mastering Software Quality Assurance: Best Practices, Tools and Techniques for Software Developers by Murali Chemuturi

## Requirement for completing the program:

Student will get the course completion certificate after completing the examination and the projects.

# Solaris System Administrator



## Program Description

This certification is for system administrators tasked with performing essential system administration procedures on the Solaris™ Operating Environment (Solaris OD) and technical application support staff responsible for administering a networked server running on the Solaris OS.

**Course Delivery Option:** Classroom, Online

## Course Objectives

- To train and support the participant in technical and process aspect of Solaris(UNIX)/ related technologies in IT Services
- To make the participant understand the theoretical aspect of the technology and also gain confidence by getting the hands-on experience of it
- To support the participant in understanding and appreciating the process part (ITIL based) of IT services
- Students who can benefit from this course include system administrators who are preparing to perform essential system administration procedures in the Solaris OS

## Course Instruction Details

This course provides students with the necessary knowledge and skills to perform essential system administration tasks in the Solaris 10 OS, such as installing software, managing file systems, performing system boot procedures, performing user and security administration, managing network printers and system processes, and performing system backups and restores.

## Related Job Titles/Occupations

Computer and Info Systems Managers  
Computer Systems Analysts  
Computer Systems Administrator  
Network Systems and Data Communication  
Computer Specialists, All Other

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Solaris System Administrator	320 hours	16 weeks	24 weeks

**Pre-requisite:** Basic Computer Knowledge

## Instructional Material:

Sun (R) Certified System Administrator for Solaris (TM) 10 Study Guide

## Requirement to obtain Certification from Oracle

Student required completing the program and may take the exam: 1Z0-877: Oracle Solaris 10 System Administrator Certified Professional offered by Oracle.

# Unix system administrator

## Program Description

The student learning the Unix Operating system and the skills required to operate the system. The program will teach the mechanisms for booting a computer, logging in, running applications, storing and retrieving files, etc.

**Course Delivery Option:** Classroom, Online

## Course Objectives

- Describe the architecture of the UNIX operating system
- Log on and off of the UNIX system
- Use the UNIX system documentation
- Communicate with other users on a system using the mail and write commands
- Organize and manipulate files and directories
- Use of the vi text editor to create and modify files
- Use selected features of the korn shell
- Use UNIX utilities to create simple tools for the information processing

## Course Instruction Details

This course offers a comprehensive hands-on introduction to the UNIX operating system from logging in to file handling and management. Systems and network administrators and anyone in network operations will benefit from learning basic delivery structure, shell utilities and shell scripting. This course combines lecture with lab work and home exercises.

## Related Job Titles/Occupations

UNIX System Administrator  
UNIX Systems Admin  
Sr. UNIX Admin with Siebel Admin  
Senior UNIX Systems Administrator (LDAP, VPN, IP)  
Sr. Programmer Analyst- UNIX System Admin

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Unix System Administration	160 hours	8 weeks	12 weeks

**Pre-requisite:** Basic Computer Knowledge

## Instructional Material:

Learning the UNIX Operating System, Fifth Edition by Jerry Peek, Grace Todino-Gonguet and John Strang

## Requirement for completing the program:

Student may take the Unix Administration exam

# Web Development

## Program Description

A course in web development that provides Web application developers with the fundamentals of the JavaScript programming language, with a focus on using Java/J2EE, XML as a client-side language for web-based applications.

**Course Delivery Option:** Classroom, Online

## Course Objectives

Creating many effective online applications and positively linking business processes to the Internet  
Obtain entry level positions as Java Developer and Web Application Developer.

## Course Instruction Details

**Java:** Basic Java is a foundation course that gives knowledge in the industry- standard Java Programming language using JDeveloper while and learning standard object-oriented programming concepts using Oracle's award-winning development tool. Enhance programming productivity with wizard-assisted based development for Java components.

**J2EE:** This course also covers J2EE application and usages. You will learn main concepts like Java syntax, Data Types and Operators, Data security through encapsulation etc.

**XML:** XML and applications use XML  
Exposure to Schemas, DTD and Entities

## Related Job Titles/Occupations

Java developer  
Web Application Developer

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Web Development Java/J2EE, XML	300	15 weeks	22.5 weeks

**Pre-requisite:** Basic Computer Knowledge

## Instructional Material:

Head First Servlets and JSP: Passing the Sun Certified Web Component Developer Exam Bryan Basham, et al  
Head First Java, 2nd Edition Kathy Sierra, Bert Bates

## Requirement for completing the program:

Satisfactory completion of the Web Development is required to receive course completion certificate

# Web Development Android Certified Application Developer

## Program Description

The course covers wide range of Android development topics. Provide essential lessons on various SDK libraries and steps to build location aware applications using GPS. Exam code: AND-401

**Course Delivery Option:** Classroom, Online

## Course Objectives

This course that provides the required knowledge and skills to design and build a complete Android™ application. It delivers an extensive training on the main Android SDK components and its interactions.

## Course Instruction Details

Course covers a wide range of Android development topics. Provides essential lessons on various Android SDK libraries. Step by step lab exercises to build Android Applications.

## Related Job Titles/Occupations

Android Web Application Developer

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Web Development Android Certified Application Developer	200	10 weeks	15 weeks

**Pre-requisite:** Knowledge of “Java Fundamentals for Android Development”

## Instructional Material:

Android™ Application Development Version 7, Nougat. **Exam code AND-801**

## Requirement for completing the program:

End of the program students are required to take Exam code: AND-401. Student will get the course completion certificate after completing the certification exam.



# Web Development Android Certified Application Engineer

## Program Description

The course covers the topics for Android Application development, Android Security Essentials and Monetizing Android Application. The course will provide training to achieve the certifications in three exams: **AND-401**, **AND-402** and **AND-403**

**Course Delivery Option:** Classroom, Online

## Course Objectives

This course provides hands on training in java fundamentals for Android development, security essentials and teach the different techniques to monetize your application, add advertisements without degrading user experience, create Android applications with in-app billing.

## Course Instruction Details

Course covers java fundamentals for Android development and wide range of Android development topics. Provides essential lessons on various Android SDK libraries. Step by step lab exercises to build Android Applications.

## Related Job Titles/Occupations

Android Web Application Engineer

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Web Development Android Certified Engineer	300	15 weeks	22.5 weeks

**Pre-requisite:** Knowledge of “Java Fundamentals for Android Development”

## Instructional Material:

Android™ Application Development **Exam code AND-801**, Android Security Essentials **Exam code AND-802**,  
Monetize Android Applications **Exam code AND-803**

## Requirement for completing the program:

End of the program students are required to take Exam code: AND-801, AND-802 and AND-803. Student will get the course completion certificate after completing the certification exams.



# Windows 7 Configuration

## Program Description

Prepare for certification in Windows 7 Configuration and learn everything you need to pass the exam. This series is for anyone who wants to achieve MCTS 70-680 certification

**Course Delivery Option:** Classroom, Online

## Course Objectives

- Prepares you for Microsoft's 70-680 exam: Windows 7, Configuration
- Complete and detailed walkthrough of Windows 7 installation, upgrades, migration and deployment
- Detailed instruction on VPN's, encryption, file management and automated backup configurations

## Course Instruction Details

Focused on Windows 7 configuration, this course targets the MCTS Exam for Windows 7 Configuring and includes the following skills based instructional topics: Install or upgrade to Windows 7; migrate user data. Deploy system images and configure application compatibility. Implement IPv4, IPv6, wireless, VPN, mobile, and remote connectivity. Set up Internet Explorer® and Windows Firewall. Configure Windows BitLocker®, UAC, and access to shared resources. Manage devices, drivers, and disks. Monitor, update, back up, and performance-tune your system

## Related Job Titles/Occupations

Network Administrators  
Computer Systems Administrator  
Network Systems and Data Communications

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Windows 7 Configuration	100 hours	5 weeks	7.5 weeks

**Pre-requisite:** Basic Computer Knowledge

## Instructional Material:

### Text Book:

Exam 70-680: Windows 7 Configuration with Lab Manual Set (Microsoft Official Academic Course Series) by Microsoft Official Academic Course

## Requirement for completing the program:

Student may take the Exam 70-680: Windows 7 Configuration

# Windows 7 Enterprise Desktop

## Program Description

This course is intended for Windows 7 desktop support technicians who resolve Tier 1 and 2 problems on desktop computers.

**Course Delivery Option:** Classroom, Online

## Course Objectives

- Identify and Resolve Desktop Application Issues
- Identify the Cause of and Resolve Networking Issues
- Manage and Maintain Systems That Run Windows 7
- Support Mobile Users
- Identify the Cause of and Resolve Security Issues

## Course Instruction Details

Focused on planning and managing a client life-cycle strategy, designing a standard image and client configurations, planning Windows 7 client deployment, managing application compatibility, and identifying and resolving issues with deployment and configuration.

## Related Job Titles/Occupations

Network Administrators  
Computer Systems Administrator  
Network Systems and Data Communications

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Windows 7 Enterprise Desktop	100 hours	5 weeks	7.5 weeks

**Pre-requisite:** Basic Computer Knowledge

## Instructional Material:

MCITP Self-Paced Training Kit (Exam 70-685): Windows 7, Enterprise Desktop Support Technician (Pro - Certification... by Tony Northrup and J.C. Mackin

## Requirement for completing the program:

Student may take the (Exam 70-685): Windows 7, Enterprise Desktop Support Technician

# Windows Server 2008 Active Directory

## Program Description

Candidates for the Microsoft Certified Technology Specialist in Windows Server 2008 Active Directory Configuration (MCTS: WS08 Active Directory Configuration) demonstrate an IT professional's in-depth, current skills on Active Directory, network infrastructure, or applications infrastructure. Exam 70-640

**Course Delivery Option:** Classroom, Online

## Course Objectives

- Describe the features and functionality of Active Directory Domain Services.
- Perform secure and efficient administration of Active Directory.
- Improve the security of authentication in an AD DS Domain.
- Configure Domain Name System.
- Administer AD DS domain controllers.
- Manage sites and Active Directory Replication.
- Monitor, maintain and back up directory Service to ensure Directory Service continuity.
- Manage multiple domains and forests.
- Manage User Desktops with Group Policy.
- Manage enterprise security and configuration by using Group Policy settings.
- Secure administration.

## Course Instruction Details

Focused on Windows Server 2008 Applications Infrastructure technologies, this course covers Terminal Services, Web Services infrastructure and security, Media Server, Microsoft Windows® SharePoint® Services server options, File Server, Print Services, network maintenance, and Simple Network Management Protocol

## Related Job Titles/Occupations

Network Administrators  
Computer Systems Administrator  
Network Systems and Data Communications

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Windows Server 2008 Active Directory	100 hours	5 weeks	7.5 weeks

**Pre-requisite:** Basic Computer Knowledge

## Instructional Material:

### Text Book:

Self-Paced Training Kit (Exam 70-640): Configuring Windows Server 2008 Active Directory (Self-Paced Training Kits... by Dan Holme, Nelson Ruest, Danielle Ruest and Jason Kellington

## Requirement for completing the program:

Student may need to take the Exam- 70-640

# Windows Server 2008 Application Infrastructure

## Program Description

Focused Windows Server 2008 Applications Infrastructure technologies, this course covers Terminal Services, Web Services infrastructure and security, Media Server, Microsoft Windows® SharePoint® Services server options, File Server, Print Services, network maintenance, and Simple Network Management Protocol.

**Course Delivery Option:** Classroom, Online

## Course Objectives

- Implementing and Configuring a Windows Deployment Infrastructure
- Configuring Server Storage and Clusters
- Installing and Configuring Terminal Services
- Configuring and Managing a Terminal Services Infrastructure
- Installing and Configuring Web Applications
- Managing Web Server Security
- Configuring FTP and SMTP Services
- Configuring Windows Media Services

## Course Instruction Details

Students will learn how to design application infrastructure solutions based on Windows Server 2008 to meet varying business and technical requirements.

## Related Job Titles/Occupations

Network Administrators  
Computer Systems Administrator  
Network Systems and Data Communications

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Windows Server 2008 Application Infrastructure	100 hours	5 weeks	7.5 weeks

**Pre-requisite:** Basic Computer Knowledge

## Instructional Material:

### Text Book:

MCITP Guide to Microsoft Windows Server 2008, Application Infrastructure (Exam # 70-647) (Mcts) by Darril Gibson

## Requirement for completing the program:

Student may take the Exam 70-647: Windows Server 2008 Application Infrastructure

# Windows Server 2008 Enterprise Administration

## Program Description

This exam measures your ability to accomplish the technical tasks listed below. The student will be able to work with Windows Server 2008 Enterprise Infrastructure.

**Course Delivery Option:** Classroom, Online

## Course Objectives

- Design IIS for Web-based applications.
- Design file and print service specific to the needs of a given scenario
- Design file replication and caching to support branch office and mobile users.
- Identify different ways that applications and data can be configured to support business continuity and select an appropriate method for a given scenario
- Design a virtualization infrastructure.
- Design and implement a WSUS solution.

## Course Instruction Details

Students will learn how to design application infrastructure solutions based on Windows Server 2008 to meet varying business and technical requirements. Focused on Windows Server 2008 enterprise administration, topics include planning networks and application services; Microsoft has training will give more effective and productive after achieving this valuable technical certification.

## Related Job Titles/Occupations

Network Administrators  
Computer Systems Administrator  
Network Systems and Data Communications

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Windows Server 2008 Enterprise Infrastructure	100 hours	5 weeks	7.5 weeks

**Pre-requisite:** Basic Computer Knowledge

## Instructional Material:

### Text Book:

MCITP Guide to Microsoft Windows Server 2008, Enterprise Administration (Exam # 70-647) (Mcts) by Darril Gibson

## Requirement for completing the program:

Student may take the Exam 70-647: Windows Server 2008 Enterprise Administration

# Windows Server 2008 Network Infrastructure

## Program Description

The program provides the skills necessary to gain Microsoft's Server 2008 MCITP Network Administrator (Microsoft Certified IT Professional) certification. The MCITP credential provides widely recognized, objective validation of an individual's ability to perform critical, current information technology (IT) job duties using Microsoft technologies to the best advantage.

**Course Delivery Option:** Classroom, Online

## Course Objectives

- Identify the tasks involved in supporting Windows 2008 networks
- Understand how networking concepts that are implemented in Windows 2008
- Install and configure Windows 2008 Server
- Install, configure, manage, and support a network infrastructure that uses Microsoft Windows 2008 server
- Gain skills needed to create a networking services infrastructure design that supports the required network applications
- Learn network solution technologies including DHCP, IP, OSPF, RIP, and IGMP
- Gain the knowledge and skills needed to design a security framework for small, medium, and enterprise networks by using Microsoft Windows 2008 technologies

## Course Instruction Details

Focused on Windows Server 2008 networking, this course covers configuring remote access, Network Access Protection (NAP), network authentication, IPv4 and IPv6 addressing, and Domain Name System (DNS) replication; capturing performance data and monitoring event logs; and managing file and print services

## Related Job Titles/Occupations

Network Administrators  
Computer Systems Administrator  
Network Systems and Data Communications

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Windows Server 2008 Network Infrastructure	100 hours	5 weeks	7.5 weeks

**Pre-requisite:** Basic Computer Knowledge

## Instructional Material:

### Text Book:

Self-Paced Training Kit Exam 70-642: Configuring Windows Server 2008 Network Infrastructure by Tony Northrup and J.C. Mackin

## Requirement for completing the program:

Student may need to take the Exam- 70-642

# Windows Server 2008 Server Administration

## Program Description

The program Windows Server Administration Tools enables IT administrators to manage roles and features that are installed on computers that are running Windows Server® 2008 R2, Windows Server® 2008, or Windows Server® 2003, from a remote computer that is running Windows 7 or Windows 7 with SP1.

**Course Delivery Option:** Classroom, Online

## Course Objectives

- Implement, maintain, troubleshoot, and debug SQL Server 2008
- Use SQL Server 2008 integration, reporting, and analysis tools to access and process the data necessary to create business solutions

## Course Instruction Details

Focused on Windows Server 2008 administration, this course covers planning server roles; maintaining server security; planning data storage, network load balancing, and server backups; managing software deployment and versioning; monitoring IPv6, server performance and capacity, and Active Directory® replication; scheduling server deployments; and designing a rollback contingency plan.

## Related Job Titles/Occupations

Network Administrators  
Computer Systems Administrator  
Network Systems and Data Communications

## Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Windows Server 2008 Server Administration	100 hours	5 weeks	7.5 weeks

**Pre-requisite:** Basic Computer Knowledge

## Instructional Material:

Self-Paced Training Kit (Exam 70-646): Windows Server 2008 Server Administrator by Ian McLean and Orin Thomas

## Requirement for completing the program:

Student may need to take the Exam 70-646: Windows Server 2008 Server Administrator.

