

SCHOOL CATALOG



LOCATION:

GLENDALE
138 N. Brand Blvd., Ste 200
Glendale, CA 91203

**Start Your
Career Today!**

888-690-8103
www.idt.edu

Integrated Digital Technologies

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<https://www.idt.edu>

**Integrated Digital Technologies is a private institution
and a California C Corporation since 1997.**

In the event of an Emergency call: 911

Licensed by the following agency:

Bureau for Private Post-Secondary Education (BPPE)
Programs marked as BPPE were licensed by the Department of Consumer Affairs.

**IDT is a private institution and it is licensed to operate by the
Bureau for Private Post-Secondary Education (BPPE)**

The information in this bulletin is true and correct in content and policy.



Signature of School Official

10/01/2020

Date

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Table of Contents

WELCOME TO INTEGRATED DIGITAL TECHNOLOGIES!	7
PHILOSOPHY OF THE SCHOOL	7
OUR MISSION	7
PROGRAMS OF STUDY	9
COMPUTERIZED OFFICE SPECIALIST (BPPE)	9
NETWORK SPECIALIST II (MCSE) (BPPE)	9
INTERNET SPECIALIST WEB MASTER (BPPE)	9
DATABASE TECHNOLOGIES SPECIALIST I (BPPE)	9
DATABASE TECHNOLOGIES SPECIALIST II (BPPE)	9
DATABASE TECHNOLOGIES SPECIALIST III (BPPE)	9
SOFTWARE DEVELOPMENT/PROGRAMMER (BPPE)	9
HARDWARE SPECIALIST (A+ CERTIFICATION) (BPPE).....	10
TELECOMMUNICATIONS SPECIALIST I (BPPE)	10
TELECOMMUNICATIONS SPECIALIST II (BPPE).....	10
TELECOMMUNICATIONS SPECIALIST III (BPPE)	10
IT SECURITY PROFESSIONAL (CCNA/CEH/CISSP) (BPPE)	10
IT SECURITY ADMINISTRATOR (NETWORK+ /SECURITY+/CCNA/CEH/CWNA) (BPPE).....	10
NETWORK IT PROFESSIONAL ENTERPRISE (MCTS/MCITP) (BPPE)	10
DATABASE ADMINISTRATOR PROFESSIONAL (MCITP/MCDBA) (BPPE)	11
.NET WEB APPLICATION DEVELOPER (MCPD/MCITP) (BPPE).....	11
PROJECT SERVER MANAGER SPECIALIST (BPPE)	11
DESKTOP SUPPORT TECHNICIAN / OFFICE SUPPORT SPECIALIST (MOS/MCTS/A+) (BPPE)	11
IT SALES EXECUTIVE / CUSTOMER RELATIONSHIP MANAGEMENT (CRM) (BPPE).....	11
IT SPECIALIST (A+, NETWORK+, LINUX+, CCNA) (BPPE).....	11
NETWORK IT ADMINISTRATOR (A+/MCTS/MCITP) (BPPE)	11
MICROSOFT SHAREPOINT SPECIALIST (BPPE)	11
RED HAT AND LINUX IT PROFESSIONAL (RHCE) (BPPE).....	11
ADOBE CERTIFIED EXPERT (BPPE).....	12
PROJECT MANAGEMENT PROFESSIONAL/ SIX SIGMA LEAN BLACK BELT/ ITIL (BPPE).....	12
VIRTUALIZATION SPECIALIST/VMWARE/HYPERV/VIRTUAL PC (BPPE)	12
STUDENT COMPLAINT/GRIEVANCE PROCEDURE	12
ADVISORY BOARD	13
BOARD OF DIRECTOR	13
SCHOOL OFFICIALS	13
ADMINISTRATIVE OFFICIALS	13
INSTRUCTORS (FACULTY QUALIFICATIONS)	13
OWNERSHIP & HISTORY PROFILE	14
FACILITIES	14
STATE OF CALIFORNIA STUDENT TUITION/ RECOVERY FUND (STRF)	14
NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION	15
ADMISSIONS, PRE-ADMISSION AND REGISTRATION PROCEDURES	17
ACADEMIC POLICIES	17
TARDINESS	18

ABSENCES	18
MAKE-UP WORK	18
DISCIPLINE	18
PROBATION	19
CLASS SIZE	19
RE-ENTRY	19
CLASS CUTS	19
VETERANS INFORMATION	ERROR! BOOKMARK NOT DEFINED.
REIMBURSEMENT TO VETERANS AND ELIGIBLE PERSONS	ERROR! BOOKMARK NOT DEFINED.
SATISFACTORY ACADEMIC PROGRESS	20
STANDARDS	20
EVALUATION PERIODS	20
ACADEMIC PROBATION	21
APPEAL PROCEDURE	21
LEAVE OF ABSENCE	21
SUSPENSION AND TERMINATION	21
STUDENT'S RIGHTS	22
COMPLAINT FORM INFORMATION	23
CODE OF CONDUCT INFRACTIONS	24
GRADING SYSTEM	24
STUDENT SERVICES	24
HOUSING INFORMATION	24
NON-DISCRIMINATION POLICY	24
GRADUATION REQUIREMENTS	25
CERTIFICATE OF COMPLETION	25
STUDENT RECORDS	25
FAMILY EDUCATIONAL RIGHT AND PRIVACY ACT	25
DRUG INFORMATION	25
PROGRAM CHANGES	26
PAYMENT SCHEDULE	26
HOURS OF OPERATION	26
SCHOOL HOLIDAYS	26
VOCATIONAL REHABILITATION DEPARTMENT	ERROR! BOOKMARK NOT DEFINED.
PLACEMENT DEPARTMENT/CAREER SERVICES	26
STUDENT'S RIGHT TO CANCEL	27
REFUND POLICY	27
EMERGENCY EVACUATION	28
EARTHQUAKES	29

CHECK-OUT POLICY – LEARNING RESOURCES	29
LOANS OR OTHER PAYMENT ARRANGEMENTS: (IF APPLICABLE)	30
FINAL EXAMS OR MODULE EXAMS REQUIRED TO COMPLETE THE COURSE OR PROGRAM OF STUDY	30
COST OF PROGRAMS	31
FINANCIAL AID AND PAYMENT PLANS	33
SEMESTER CREDIT UNITS	33
COMPUTERIZED OFFICE SPECIALIST \$4500	35
PROGRAM OUTLINE	35
COMPUTERIZED OFFICE SPECIALIST	35
INTERNET SPECIALIST WEBMASTER \$5000	36
PROGRAM OUTLINE	36
INTERNET SPECIALIST WEBMASTER.....	36
NETWORK SPECIALIST II (MSCE) \$6500	37
PROGRAM OUTLINE	38
NETWORK SPECIALIST II (MCSE).....	38
DATABASE TECHNOLOGIES SPECIALIST I \$5300	39
PROGRAM OUTLINE	39
DATABASE TECHNOLOGIES SPECIALIST I	39
DATABASE TECHNOLOGIES SPECIALIST II \$6400	40
DATABASE TECHNOLOGIES SPECIALIST III \$7500	41
SOFTWARE DEVELOPMENT/PROGRAMMER - \$7500	42
PROGRAM OUTLINE	43
HARDWARE SPECIALIST (A+ CERTIFICATION) \$4800	44
PROGRAM OUTLINE	45
TELECOMMUNICATIONS SPECIALIST I \$5300	46
PROGRAM OUTLINE	46
TELECOMMUNICATION SPECIALIST I.....	46
TELECOMMUNICATIONS SPECIALIST II \$6400	47
PROGRAM OUTLINE	47
TELECOMMUNICATIONS SPECIALIST II	47
TELECOMUNICATIONS SPECIALIST III \$7500	48
PROGRAM OUTLINE	48
TELECOMMUNICATION SPECIALIST III.....	48
IT SECURITY PROFESSIONAL (CCNA/CEH/CISSP) \$6500	49
PROGRAM OUTLINE	49
IT SECURITY PROFESSIONAL (CCNA/CEH/CISSP)	49
IT SECURITY ADMINISTRATOR (NETWORK+/SECURITY+/CCNA/CEH/CWNA) \$7500	50
PROGRAM OUTLINE	50
IT SECURITY ADMINISTRATOR (NETWORK+/SECURITY+/CCNA/CEH/CWNA)	50
NETWORK IT PROFESSIONAL ENTERPRISE (MCTS/MCITP) \$7500	51
PROGRAM OUTLINE	51

NETWORK IT PROFESSIONAL ENTERPRISE (MCTS/MCITP)	51
DATABASE ADMINISTRATOR PROFESSIONAL (MCITP/MCDBA) \$6500	52
PROGRAM OUTLINE	52
DATABASE ADMINISTRATOR PROFESSIONAL (MCITP/MCDBA).....	52
.NET WEB APPLICATION DEVELOPER (MCPD/MCITP) - \$7500.....	53
PROGRAM OUTLINE	53
SOFTWARE DEVELOPMENT/PROGRAMMER (MCTS/MCPD).....	53
PROJECT SERVER MANAGER SPECIALIST \$5000.....	54
PROGRAM OUTLINE	54
PROJECT SERVER MANAGER SPECIALIST).....	54
DESKTOP SUPPORT TECHNICIAN / OFFICE SUPPORT SPECIALIST (MOS/MCTS/A+) \$7500.....	55
PROGRAM OUTLINE	55
DESKTOP SUPPORT TECHNICIAN / OFFICE SUPPORT SPECIALIST (MOS/MCTS/A+).....	55
IT SALES EXECUTIVE / CUSTOMER RELATIONSHIP MANAGEMENT (CRM) \$6500	56
PROGRAM OUTLINE	56
IT SALES EXECUTIVE / CUSTOMER RELATIONSHIP MANAGEMENT (CRM).....	56
IT SPECIALIST (A+, NETWORK+, LINUX+, CCNA) \$7500	57
PROGRAM OUTLINE	57
IT SPECIALIST (A+, NETWORK+, LINUX+, CCNA)	57
NETWORK IT ADMINISTRATOR (A+/MCTS/MCITP) \$6500	58
PROGRAM OUTLINE	58
NETWORK IT ADMINISTRATOR (A+/MCTS/MCITP)	58
MICROSOFT SHAREPOINT SPECIALIST \$7500.....	59
PROGRAM OUTLINE	59
MICROSOFT SHAREPOINT SPECIALIST	59
COM 360.....	60
RED HAT AND LINUX IT PROFESSIONAL (RHCE) \$7500	60
PROGRAM OUTLINE	60
RED HAT AND LINUX IT PROFESSIONAL (RHCE).....	60
ADOBE CERTIFIED EXPERT \$6500.....	61
PROGRAM OUTLINE	61
ADOBE CERTIFIED EXPERT	61
PROJECT MANAGEMENT PROFESSIONAL/ SIX SIGMA LEAN BLACK BELT/ ITIL \$10000	62
PROGRAM OUTLINE	62
PROJECT MANAGEMENT PROFESSIONAL/ SIX SIGMA LEAN BLACK BELT/ ITIL.....	62
VIRTUALIZATION SPECIALIST/VMWARE/HYPERV/VIRTUAL PC \$7500.....	63

PROGRAM OUTLINE63
VIRTUALIZATION SPECIALIST/VMWARE/HYPERV/VIRTUAL PC.....63
COURSE DESCRIPTION64

Welcome to INTEGRATED DIGITAL TECHNOLOGIES!

We are a school of highly trained staff in Southern California. Our purpose is to provide our clients with quality services. Our foremost concern is to give you the grounds for a better and stable future in a successful profession. Integrated Digital Technologies offers a series of individual computer courses and accelerated training programs to help you succeed in today's technology-based workforce. We offer a variety of computer training classes covering topics ranging from basic computer hardware instruction to advanced classes on industry standard software packages. Our staff consists of professionals and accredited instructors that will encourage a strong degree of participation in each session. We maintain training facilities in-house where students will benefit from the latest equipment in the information technology industry such as: projectors, screens, servers, latest software, routers and switches as well as other specialized equipment used in some of our courses. Hands-on training with comprehensive computer systems encourages students to experiment or seek answers to questions that may not otherwise be possible in a lecture only setting.

As a prospective student, you are encouraged to review this catalog prior to signing the 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.

We look forward to providing you with a new experience and a new path to your success for the future in the most advance technology in computer training. We are committed to your success!

PHILOSOPHY OF THE SCHOOL

INTEGRATED DIGITAL TECHNOLOGIES is committed to provide career opportunities to individuals by offering the highest quality education best suited to the students' interest, aptitudes, and ambitions. Our commitment is to ensure that every student develops and maximizes his or her full learning potential.

To realize our philosophy and mission, our focus is on the following objectives:

- Provide training in careers of high market demand by identifying new trends and changes in customer needs.
- Provide students with an environment conducive to learning by stimulation discussion and participation.
- Provide students with a business environment that reinforce professional manners and expose them to the latest technologies and trends all of which are required to succeed in the work place.

Provide excellence in education by recruiting and retaining qualified instructors who are effective educators and familiar with contemporary business practices and real world scenarios.

Our Mission

THE MISSION OF INTEGRATED DIGITAL TECHNOLOGIES IS TO PROVIDE COMPREHENSIVE IT TRAINING IN THE HIGH DEMAND FIELD OF COMPUTER APPLICATIONS AND ADVANCE TECHNOLOGY TO ENABLE OUR STUDENTS TO BE SUCCESSFUL AND PRODUCTIVE INDIVIDUALS.

IDT is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

This catalog is updated yearly on the first of October of every year to cover our fiscal year or when necessary due to a change of location or substantial changes in the programs.

AFFILIATIONS

- Southbay Authorized Training partner WIA
- Microsoft Gold Certified Partner – Learning Solutions (CPLS – formerly known as CTEC)
- Microsoft Gold Certified Partner – Multiple Competencies
- Microsoft IT Academy
- Oracle Workforce Development Program Partner
- Oracle Solution Provider
- Authorized IBM Education Center for Software
- IBM Solution Provider
- Lotus Authorized Education Center
- CompTIA Authorized Partner
- Novell Authorized Training Center
- Certified Wireless Network Professional Premiere Education Center
- EC Council Authorized Training Facility
- Cisco Authorized Reseller
- Hipaa Academy
- Pearson Vue Authorized Testing Center
- Thompson Prometric Authorized Testing Center
- CIW Authorized Training Provider
- Comptia Learning Alliance Member
- Certiport
- Kryterion Testing
- ISC² Education Affiliate
- Intel
- EMC

PROGRAMS OF STUDY

COMPUTERIZED OFFICE SPECIALIST (BPPE)

The Computerized Office Specialist program is designed to provide the student with the required computer skills needed for job opportunities in areas such as: (word processing secretary), receptionist, microcomputer operator, data entry clerk, customer service representative, general office clerk, executive assistant as well as other office related positions.

NETWORK SPECIALIST II (MCSE) (BPPE)

The Network Specialist II program is designed to provide the student with the proper tools to achieve the MCSE certification, as well as to obtain jobs in high demand areas such as: Network Administration and Management, and technical support.

INTERNET SPECIALIST WEB MASTER (BPPE)

The Internet Specialist/Web Master program is designed to provide the student with the proper tools to achieve the training and application, as to obtain jobs in high demand areas such as: Web Page Designer, Internet Customer Service Representative, and Web Page Programmer.

DATABASE TECHNOLOGIES SPECIALIST I (BPPE)

The Database Technology Specialist I is designed to provide the student with the proper tools to design, develop, implement and maintain a database as well as administer it. It offers students an extensive introduction to data server technology. The class covers the concepts of relational databases and the powerful SQL programming language

DATABASE TECHNOLOGIES SPECIALIST II (BPPE)

The Database Technology Specialist II is designed to provide the student with the proper tools to design, develop, implement and maintain a database. It offers students an extensive introduction to data server technology. The class covers the concepts of relational databases and the powerful SQL programming languages. Students are taught to create and maintain database objects and to store, retrieve, and manipulate data. In addition, students learn to create SQL blocks of application code that can be shared by multiple forms, reports, and data management applications. Included in this package are classes to help the student understand the different platforms databases are run on. Demonstrations and hands-on practice reinforce the fundamental concepts.

DATABASE TECHNOLOGIES SPECIALIST III (BPPE)

The Database Technology Specialist III is designed to provide the student with the proper tools to design, develop, implement and maintain a database and Internet Forms. It offers students an extensive introduction to data server technology. The class covers the concepts of relational databases and the powerful SQL programming languages. Students are taught to create and maintain database objects and to store, retrieve, and manipulate data. In addition, students learn to create SQL blocks of application code that can be shared by multiple forms, reports, and data management applications. Included in this package are classes to help the student understand the different platforms that databases are run on.

SOFTWARE DEVELOPMENT/PROGRAMMER (BPPE)

The Software Development/Programmer program is designed to provide the student with the knowledge needed to write computer modular applications using the latest Microsoft programming technology available today. Students will be proficient in areas such as general programming, team programming, as well as other related areas in the computer-programming field.

HARDWARE SPECIALIST (A+ CERTIFICATION) (BPPE)

The Hardware Specialist program is designed to provide the student with the proper tools to achieve the A+/Network+/Server+/Linux+ certification, as to obtain jobs in high demand areas such as: Microcomputer Technician, Microcomputer Architecture Designer, and Microcomputer Assembler.

TELECOMMUNICATIONS SPECIALIST I (BPPE)

The Telecommunication Specialist I courses prepare the student to install, configure, operate, and troubleshoot complex routed LANs and WANs as well as switched LANs and Dial Access Services using Cisco routers and switches. Students will be able to install and/or configure a network to increase bandwidth, quicken network response times, improve reliability, and quality of service. A student with these skills helps maximize performance through campus LANs, routed WANs, remote access, improve network security, create a global intranet, provide access security to campus switches and routers.

TELECOMMUNICATIONS SPECIALIST II (BPPE)

The Telecommunication Specialist II courses prepare the student to install, configure, operate, and troubleshoot complex routed LANs and WANs as well as switched LANs and Dial Access Services. Students will be able to install and/or configure a network to increase bandwidth, quicken network response times, improve reliability, and quality of service. A student with these skills helps maximize performance through campus LANs, routed WANs, remote access, improve network security, create a global intranet, provide access security to campus switches and routers.

TELECOMMUNICATIONS SPECIALIST III (BPPE)

Telecommunication Specialist III prepares you for advanced, intermediate, or journeyman knowledge of networks. With the Telecommunication Specialist III, a network professional can install, configure, design, and operate LAN, WAN, and dial access services for organizations with networks from 100 to more than 500 nodes.

IT SECURITY PROFESSIONAL (CCNA/CEH/CISSP) (BPPE)

The IT SECURITY PROFESSIONAL (CCNA/CEH/CISSP) program is designed to provide the student with the proper tools to achieve the CCNA/CEH/CISS certification, as well as to obtain jobs in high demand areas such as: security network administration, security analysis, security design, security technical support, and related network security jobs. Students will be exposed to real world situations. Class projects including: security analysis, network hacking, planning and preventing network intrusion.

IT SECURITY ADMINISTRATOR (NETWORK+ /SECURITY+/CCNA/CEH/CWNA) (BPPE)

The IT SECURITY ADMINISTRATOR (NETWORK+ / SECURITY+ / CCNA / CEH / CWNA) program is designed to provide the student with the proper tools to achieve the CCNA/CEH/CISS certification, as well as to obtain jobs in high demand areas such as: security network administration, security analysis, security design, security technical support, and related network security jobs. Students will be exposed to real world situations. Class projects including: security analysis, network hacking, planning and preventing network intrusion. Includes network and wireless security management.

NETWORK IT PROFESSIONAL ENTERPRISE (MCTS/MCITP) (BPPE)

The NETWORK IT PROFESSIONAL ENTERPRISE (MCTS/MCITP) program is designed to provide the student with the proper tools to achieve the Microsoft certified it professional certification, as well as to obtain jobs in high demand areas such as: server network administration, technical support, and network design and implementation. To this end, students will be exposed to real world situations. Class projects include: planning, integrating, implementing, maintaining and supporting Microsoft networks.

DATABASE ADMINISTRATOR PROFESSIONAL (MCITP/MCDBA) (BPPE)

The Database Administrator Professional (MCITP/MCDBA) Program helps students acquire a solid understanding of the job role of a Database Administrator as well as prepare him or her to be able to install, configure, manage and implement the SQL Server Platform. By acquiring this knowledge, we can help raise the student's visibility and increase his or her access to the industry's most challenging opportunities. Students will learn the necessary skills with many hours of hands-on projects.

.NET WEB APPLICATION DEVELOPER (MCPD/MCITP) (BPPE)

The .NET WEB APPLICATION DEVELOPER (MCPD/MCITP) Program qualifies candidates to design and develop web applications using .net technologies. The program emphasized Microsoft development tools and technologies, and platforms in either C# or Visual Basic.NET using the latest framework.

PROJECT SERVER MANAGER SPECIALIST (BPPE)

The PROJECT SERVER MANAGER SPECIALIST Program qualifies candidates to install, manage, and maintain the Project Server software as well as to work with project flow management and support. The program emphasized Microsoft Project Server as the main technologies and platforms.

DESKTOP SUPPORT TECHNICIAN / OFFICE SUPPORT SPECIALIST (MOS/MCTS/A+) (BPPE)

The Desktop Support Technician / Office Support Specialist (MOS/MCTS/A+) program is designed to prepare the student to support Microsoft Office applications like Word, Excel, Access and PowerPoint as well as business applications related to Office. Besides the student is prepared to support computer equipment and troubleshoot software and hardware issues.

IT SALES EXECUTIVE / CUSTOMER RELATIONSHIP MANAGEMENT (CRM) (BPPE)

The IT Sales Executive / Customer Relationship Management program is designed to prepare the student to sale, consult, plan, organize or implement IT related services or consumables. Candidate will have all the tools necessary to work for any sales organization and have the necessary IT knowledge to recommend, manage and administer computer related implementations.

IT SPECIALIST (A+, NETWORK+, LINUX+, CCNA) (BPPE)

The IT Specialist (A+, Network+, Linux+, CCNA) program is designed to prepare the student to install, configure, operate, maintain and troubleshoot Local Area Networks as well as setup client software, grant and maintain access rights, backup data, and provide support for line of business applications. Students are prepared to operate with switched and routed environments in LAN's in both Microsoft Windows and Linux systems.

NETWORK IT ADMINISTRATOR (A+/MCTS/MCITP) (BPPE)

The Network IT Administrator (A+/MCTS/MCITP) program is designed to prepare the student to design, plan, integrate, setup, manage, maintain and troubleshoot a Windows Server Infrastructure.

MICROSOFT SHAREPOINT SPECIALIST (BPPE)

The Microsoft SharePoint Specialist program is designed to prepare the student to setup, maintain and administer the Microsoft SharePoint Portal Server, including daily monitoring, troubleshooting and performance analysis. The student will be prepared to make use of all SharePoint capabilities including portal, content management system, business intelligence, search, wikis, blogs and application development.

RED HAT AND LINUX IT PROFESSIONAL (RHCE) (BPPE)

The Red Hat and Linux IT Professional (RHCE) program is designed to prepare the student to setup, implement, manage, maintain and troubleshoot a Red Hat Enterprise Linux environment. Networking Services, Directory Services and Security will be emphasized along the track.

ADOBE CERTIFIED EXPERT (BPPE)

The Adobe Certified Expert program is designed to prepare the student to setup, maintain and administer Adobe applications including Dreamweaver, Flash, Photoshop, Illustrator, Acrobat and related graphic or web applications.

PROJECT MANAGEMENT PROFESSIONAL/ SIX SIGMA LEAN BLACK BELT/ ITIL (BPPE)

This project oriented program emphasizes on a strong foundation for Project Management courses to achieve Project Management skills needed today. It also includes Six Sigma Black Belt and ITIL training to enhance the student management skills as well as current project management skills.

VIRTUALIZATION SPECIALIST/VMWARE/HYPERV/VIRTUAL PC (BPPE)

The Virtualization Specialist program is oriented to provide students with the skills necessary to plan, design, implement and deploy virtualization environments in various IT technologies.

Integrated Digital Technologies is proud to present to its graduates the appropriate Certificate of Achievement and/or Certificate of Completion upon successfully completing a program of study or a specific module. A school transcript will be mailed to the student upon his or her request within 30 days from its request. In the event that a student does not complete his or her program in its entirety, a partial transcript can be requested by the student including his or her current progress.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

All complaints/grievances should be addressed initially to the school director in writing and followed by a meeting with this school official. If no resolution is provided, Student has the right to file a complaint as directed below with the BPPE with no recourse.

Schools licensed by the Bureau for private postsecondary education must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the BPPE. All complaints considered by the Commission or the BPPE must be in written form, with permission from the complainant for the BPPE to forward a copy of the complaint to the school for a response. The complainant will be kept informed as to the status of the complaint as well as the final resolution by the commission or the state agencies. Please direct all inquiries to:

**Bureau for Private Postsecondary Education
1747 N. Market Blvd., suite 225. Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
Website address: www.bppe.ca.gov
Telephone number (888) 370-7589 or by fax (916) 263-1897
Telephone number (916) 574-8900 or by fax (916) 263-1897**

A copy of the Complaint Form is available at the school and may be obtained by contacting Juan Rodriguez, School Director.

“Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

**Bureau for Private Postsecondary Education
1747 N. Market Blvd., suite 225. Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
Website address: www.bppe.ca.gov
Telephone number (888) 370-7589 or by fax (916) 263-1897
Telephone number (916) 574-8900 or by fax (916) 263-1897**

ADVISORY BOARD

Integrated Digital Technologies utilizes an Advisory Board for gathering ideas and expertise for the development, expansion and/or revision of our programs with relevant information. This source helps Integrated Digital Technologies make its decisions regarding curriculum, equipment, techniques and methods. A list of some of our members includes:

Adriana Calleros, CEO
Jeffrey Fox, CEO
Juan Rodriguez, CEO
Sandra Perez-Negron, IT Manager
Marcel Buechi, CEO

Axxiom Technologies
JD Fox Microsystems
Integrated Digital Technologies
LAPPL
Marutek

Juan Rodriguez
Juan Rodriguez
Adriana Calleros
Carlos Rodriguez
Luis Rodriguez
Juan Rodriguez

Board of Director
CEO/President
Treasurer
Vice-president
Vice-president
Vice-president
Secretary
School Officials

Juan Rodriguez
Marisa Arriet
Alfredo Perez-Negron
Emilio Savany
Adriana Calleros

CEO/School Director
Operations and Sales
Director of Training
Placement and ETP
Educational Consultant
Administrative Officials

Adriana Calleros
Gilbert Canto
Juan Rodriguez
Juan Rodriguez Jr

General Office
General Office
VA Clerk
Student Services

Juan Rodriguez
Alfredo Perez-Negron
Greg Esmas
Victor Azula
Albert Amoyaw

Instructors (Faculty qualifications)
Microsoft Certified Trainer, MOS, A+, Quickbooks (20 Years of Experience in IT Training)
Microsoft Certified Trainer, MCITP, MCTS, SQL (20 Years of Experience in IT Training)
Microsoft Certified Trainer, MCITP, MCTS, A+, Net+ (15 Years of Experience in IT Training)
Microsoft Certified Trainer, MCITP, Developer, SQL (18 Years of Experience in IT Training)
Microsoft Certified Trainer, MCITP, CEH, CISSP, Security (16 Years of Experience in IT Training)

OWNERSHIP & HISTORY PROFILE

Integrated Digital Technologies Corporation is a private stock owned company registered in the State of California as a C Corporation, founded in 1995. Originally established as a General Partnership. In October 1997, Integrated Digital Technologies dissolved its partnership and became a corporation.

Integrated Digital Technologies was previously located at 1273 Colorado Blvd., Pasadena, CA. 91107. The facility expanded from 1200 to 6000 square feet by acquiring the adjacent office space and adjoining its site. This happened on July 1, 1996, nearly one year from inception. Shortly after that IDT moved to 2850 E. Foothill Blvd, also in Pasadena due to the rapid growth of the company. This new 8000 square feet site was designed to meet the most demanding needs to our clients.

In April 1997, Integrated Digital Technologies became a Microsoft Certified Technical Education Center (CTEC). This recognition was added to an already existing acceptance as a Microsoft Solutions Provider, and an Authorized Prometric Testing Center.

On February 15, 1999, Integrated Digital Technologies moved into the Gateway Tower in Pasadena, occupying 10,057 square feet. On December 1, 1999, our newest expansion added another 5,167 square feet. Making that facility a 15,224 square feet.

On February 20, 2001 when the Accrediting Commission of Career Schools and Colleges of technology (ACCSCT) granted IDT an initial accreditation of five (5) years. We discontinue voluntarily such accreditation on 02-15-06 due to low enrollment of vocational students and more concentration into the corporate training market.

Recently on February 2004, we moved our facilities to 2555 E. Colorado Blvd., Suite 200. Pasadena, California to provide our students with more parking as well as a facility completely designed to conduct training.

Disclaimer: Computer equipment may vary in some small way from one classroom to another because the equipment gets purchased separately from different vendors at different times. Nevertheless, it is our commitment to provide the students with the best tools and equipment to promote a rewarding learning experience.

FACILITIES

The School's physical addresses is 138 N. Brand Blvd, Suite 200. Glendale CA 91203. The Glendale location consists of approximately 5,000 square feet of classroom and offices on one floor specifically designed for computer training. There are four Administrative offices and three separate classrooms, each with a capacity of six to twelve workstations, with teaching equipment sufficient to meet educational needs. We house both corporate training and vocational training services in the same facility, but the students are completely separated due to the different learning levels required to conduct corporate training. Two restrooms are located in the second floor as well as a break room/lobby supplied with a refrigerator, one microwave, a toaster oven, and coffee machine, is available for student use. Maximum capacity for each course in any given classroom is 14 students for all courses. Students will use PC's (Intel or AMD processors) with 19"-22" Screens to receive instruction. Physical or ebooks are distributed depending on the course as well as printed handouts provided by the instructors.

STATE OF CALIFORNIA STUDENT TUITION/ RECOVERY FUND (STRF)

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the

Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number."

For further information or instruction contact:

Bureau for Private Postsecondary Education
1747 N. Market Blvd., suite 225. Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
Website address: www.bppe.ca.gov
Telephone number (888) 370-7589 or by fax (916) 263-1897
Telephone number (916) 574-8900 or by fax (916) 263-1897

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

The transferability of credits you earn at IDT is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in your educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate 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 course work at

the institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting all the institutions to which you may seek to transfer after attending IDT to determine if your certificate will transfer."

IDT has not entered into an articulation or transfer agreement with any other college or university at this time.

ADMISSION REQUIREMENT POLICY

Admissions requirements are based largely upon the student's ability to meet the requirements of his or her chosen occupational goal. Strong motivation to learn and a desire to pursue a career are important considerations. Applicant must be 16 years old or older (Minors are required to have parental consent to enroll).

No previous computer experience is required to enroll into some of the programs at Integrated Digital Technologies. All applicants must have a High School Diploma, GED or equivalent or higher to be admitted in the school. IDT uses ability-to-benefit exams but requires that all students must have the proficiency level of High School. The exam that we use is the **Test: Wonderlic Basic Skills Test (WBST)** approved by the US Department of Education.

Applicants not accepted by the school will be refunded all registration and tuition fees paid to the school. Students with disabilities are encouraged to have a personal interview with the School Director prior to enrollment.

ADMISSIONS, PRE-ADMISSION AND REGISTRATION PROCEDURES

1. Prior to enrollment, IDT will provide all prospective students, either:
 - a. a printed School Catalog and the Performance Fact Sheets;
 - b. or will email an electronic version of the School Catalog and the Performance Fact Sheets;
 - c. or direct any prospective student to download the current catalog on the main page of IDT's website (<http://www.idt.edu>). Links located under the programs/approved menu. Links to both the current School Catalog and the Performance Fact Sheets filed with the BPPE are also located here.
2. While visiting the school the applicant will:
 - a. Receive a **tour** of the campus
 - b. Complete an Entrance Exam (if applicable) – Wonderlic Basic Skills Test (Pass Score 20)
 - c. Receive an overview of the programs for which they are qualified
 - d. Receive a printed/or link to electronic School Catalog and the Performance Fact Sheets
 - e. Receive information on tuition
3. The School Director or Admission's Representative will provide the applicant with the following information:
 - **Institutional Consumer Information**
 - **Disclosure Forms**
 - **Track Disclosure Forms**
 - **Notice of Student Rights**
 - **School Catalog**
 - **Performance Fact Sheets**
4. An Admission's Representative or school official will explain the programs of study available at Integrated Digital Technologies in detail to the applicant. Literature and other pertinent material will be given to the applicant. The Admission Representative or school official will interview the applicant to assess the applicants' goal.
5. IDT does not accept credits earned at other institutions and does not offer challenge examinations to be placed in a specific class. If you are planning to transfer to a college or university, you should ask the institution that you are transferring to, if they will accept credits earned at IDT.
6. Once the information has been provided to the applicant, the applicant will be given a tour of the school facilities.
7. In the event that the applicant demonstrates interest in pursuing his or her education at Integrated Digital Technologies, the Admission's Representative or school official will direct the student to the TESTING AREA. A test proctor will administer the test.
8. Once the applicant has successfully completed all required entrance tests, the admission's enrollment packet will be provided. The Admission Representative or school official will explain in detail each and every component of the enrollment packet for clarification.
9. The school official or Admission's Representative and the applicant will go over the Enrollment Agreement to ensure that financial (cost of the Program) and educational obligations are clearly understood. Once agreed upon, the Enrollment Agreement will be signed and dated by both parties. If the applicant is a minor (under 18 years of age) the Enrollment Agreement must bear the signature of his or her parent or legal guardian.
10. Once both parties sign the Enrollment Agreement, and the rest of the enrollment packet is completed with the proper signatures and dates, a complete set of the enrollment packet is copied for the applicant. The applicant will have the start date and end date, hours, days and all pertinent information clearly defined.

**Integrated Digital Technologies does not offer
English as a Second Language. All instructions will be provided in English.**

ACADEMIC POLICIES

Integrated Digital Technologies recognizes that a student may have to be late or absent on occasion due to extenuating circumstances such as family illness, personal illness, or family crisis. It should be realized that excessive tardiness or absences result in lack of progress and lack of skills, which most undoubtedly may inhibit the student's job placement.

TARDINESS

Each student should comply with the academic calendar and schedule established by Integrated Digital Technologies. The students should attend every class session on time. Fifteen (15) minutes after the scheduled class start time will be considered tardy. If a student shows a pattern of arriving late or early departures on a continuous basis, i.e.; six tardies and/or early departures in one month, a school official will meet with the student to establish the reason(s) why this is occurring. If the student does not show any improvement, the student will be placed on Academic Probation for 15 days. If the student persists to arrive late or depart early within their probationary period, the student may be suspended from his or her current program pending a written request from the student for re-entry within thirty (30) days.

A school official will meet with the student to clearly define the student's responsibility to his or her program and the school's expectation of the student.

Note: if the students' tardies and/or early departures are justifiable, it should be discussed with a school official. Noteworthy: it is not always possible to integrate into a group on the exact page number where the student left off. Nevertheless, the student will be placed into a module that is appropriate to his or her success in the program. However, it is important that students avoid any changes or interruptions to their program. The goal is to successfully complete the training from beginning to end.

Students that do not show responsibility to his or her program will be dropped from the program may appeal the decision in writing within 30 days. The student's writing should include the cause of his or her behavior, and what responsibility will be taken to avoid further interruptions to his or her training.

Integrated Digital Technologies will notify the appropriate agency (rehabilitation, WIA, or other) regarding their clients' behavior prior to taking any action.

ABSENCES

Students absent from class should present reasonable written excuse, except in the case of a student on official leave of absence. Students absent 10 (ten) consecutive schedule classes will be dismissed. Any student absent for a period greater than 33 (thirty three) percent of the days projected in their program of study will not be eligible for graduation unless he or she can demonstrate the absences were justified, and all the course work has been completed.

MAKE-UP WORK

Each student is responsible for making-up schoolwork missed due to absences. He or she should make arrangements with the instructor to establish the terms of the make-up work under the guidelines and the time period required by the satisfactory academic policy guidelines.

DISCIPLINE

Students are expected to conduct themselves in a professional manner at all times. Foul language, possession of drugs, and alcoholic beverages, and disrespectful behavior is considered unsatisfactory conduct and may be ground for dismissal. A student who conducts himself in a manner detrimental to the school's staff or students are grounds for immediate dismissal.

PROBATION

The following reasons are grounds for a 30-day probation:

1. Sleeping in class.
2. Insubordination or refusing to follow directions as assigned.
3. Violation of attendance or tardy policies.
4. Not meeting the Satisfactory Academic Progress.

CLASS SIZE

Maximum student ratio per instructor is sixteen (16) students.

RE-ENTRY

A student who has canceled or has been terminated and desires to reenter the program of study must notify the school official and follow the required Admission's procedures. A student who was terminated for any reason must have an interview with the School Director to be readmitted.

CLASS CUTS

A class cut is the failure to attend a particular class or lab when the student is present at school. The only acceptable excuses for not reporting to class are illness, whereby the student must report to the school director or other rare situations when the student misses a class with authorization from the administration. Students who cut class will be disciplined at the discretion of the administration. Serious incidents or multiple offenses will result in suspension.

TRANSFER CREDIT

IDT does not accept transfer of credit for course taken at other Institutions.

SATISFACTORY ACADEMIC PROGRESS

STANDARDS

This institution expects its students to maintain Satisfactory Academic Progress (SAP). In order to maintain SAP as established by this institution, **the student must:**

1. Maintain a cumulative academic average of (70%) or better on all tests, work projects and other required course work.
2. Maintain a cumulative average level of semester credit units earned which is at least two-thirds (2/3) of the scheduled units which should have been earned as defined by the contract period. For example, a student scheduled to have completed 7.5 semester credit units by the end of the first month of a three month program would have to have completed 5 semester credit units in order to maintain Satisfactory Academic Progress.
3. Maintain a cumulative average attendance level of at least 21 hours per week out of the 25 hours per week program of 25 hours per week out of the 30 hours per week program.
Regardless of the average level of attendance, students absent 10 (ten) consecutive scheduled classes will be dismissed. Any student absent for a period greater than 33 (thirty three) percent of the days projected in their program of study will not be eligible for graduation unless he or she can demonstrate the absences were justified, and all the course work has been completed.
In addition to attendance standards relating to Satisfactory Academic Progress, students are also required to adhere to certain other general institutional policies relating to attendance and tardiness.

If a student cannot maintain the Satisfactory Academic Progress, the student will be placed on Academic Probation for an entire module. Once the student has successfully completed the module and has received a passing grade in the school-level test for the module, the probation will be lifted. However, if no improvement is demonstrated, the student will remain on Academic Probation policy. After two modules, if the student cannot demonstrate his or her ability to benefit from the program, the school will consult with the student. The final recourse is to terminate the student's agreement with the school, and refund any unused tuition paid.

IDT has a Repeat-Policy. Students are able to repeat one or more modules of their program as long as they have completed 70% of their program. If a student wants to improve their Grade Point Average (GPA), the student can take the school-level test again after completing the module for the second time. The new grade will be averaged with the first grade and the GPA will be adjusted. The school does not charge for any modules repeated. Nevertheless, if a student is returning at a later date for a review of a module, the book may have changed. In which case, the student has the option of purchasing the updated book.

Students that do not show responsibility to his or her program will be dropped from the program. A student that is dropped from the program may appeal the decision in writing within 30 days (see Appeal Procedures in the next section).

The student's writing should include the cause of his or her behavior, and what responsibility will be taken to avoid further interruptions to his or her training.

Integrated Digital Technologies will notify the appropriate agency (rehabilitation, WIA, or other) regarding their clients' behavior prior to taking action.

EVALUATION PERIODS

Student compliance with Satisfactory Academic Progress is divided into evaluation periods and is assessed at each of the following times:

- The point at which 25% of the course is scheduled to be completed;
- The point at which 50% of the course is scheduled to be completed;
- The point at which 75% of the course is scheduled to be completed;
- The point at which 100% of the course is scheduled to be completed.

Special Note: The percentage of the course scheduled to be completed is defined according to the terms of the enrollment agreement.

ACADEMIC PROBATION

Students who fail to meet the SAP standards during a given evaluation period will be placed on academic probation for one additional evaluation period. Students remain eligible to receive help (*when applicable*) during probation period. Probationary students who fail to meet SAP by the conclusion of the probation period will be deemed not to be making Satisfactory Academic Progress, will lose any remaining eligibility for student financial aid (*when applicable*) and may be terminated at the discretion of the institution.

In the event such student are allowed to continue with the institution, aid eligibility will be reinstated only after the student has reestablished SAP in accordance with the attendance and grading standards indicated above. Probationary students, who meet SAP by the conclusion of the probationary period, will be removed from academic probation.

Maximum two modules are permitted in the Academic Probation Policy. After two modules, if the student cannot demonstrate his or her ability to benefit from the program, the school will consult with the student. The final recourse is to terminate the student's agreement with the school.

APPEAL PROCEDURE

Students who wish to appeal the decision that they are not making Satisfactory Academic Progress must submit a written request to the SAP Review Committee. The SAP Review Committee is composed of the School Owner and School Director. The letter should describe any circumstances related to the student's academic standing which the student believes deserves special consideration. The SAP Review Committee shall evaluate the appeal within a reasonable time frame and notify the student in writing of the decision. The decision of the SAP Review Committee shall be final.

LEAVE OF ABSENCE

Students who find it necessary to take a Leave of Absence (LOA) from school for medical, or other emergencies, must request such LOA's in writing. Leave of Absences will be granted only for up to 30 day. In no instance will students be allowed LOA's of longer than 30 days, unless the reentering date is past the thirtieth day due to the structure of the current schedule (student will be advised). Should a student know in advance that a Leave of Absence will be necessary, the request must be submitted prior to taking a LOA, and it is the student's responsibility to contact the School Director to ensure its approval. *Please reserve Leave of Absence for an actual emergency.*

Should a student fail to return to school from a Leave of Absence, the student will be officially dropped, and any unused tuition will be refunded accordingly. Dropout date will be considered the tenth class meeting date from the last day of attendance (See section on REFUND POLICY). If the student has not met his or her obligation through the tenth day from the last day of attendance, the school will prorate the tuition due and notify the student. The student must meet his or her financial obligation with the school. One LOA is granted per academic year.

SUSPENSION AND TERMINATION

INTEGRATED DIGITAL TECHNOLOGIES reserves the right to suspend or terminate any student whose attendance, academic standing, or personal behavior does not comply with the standards, rules, and regulations of the school. Students who have been suspended or terminated may be reinstated only upon approval of the School Director.

STUDENT'S RIGHTS

IDT strives to provide quality service to our students. Our goal is to get our students educated in the field of study they have chosen, as well as to get them prepared for job placement in their new careers. Nevertheless, if a student has any concern, she or he should approach their instructor. If the instructor or trainer is not able to provide the student with an answer or resolution, the student should see a school administrator. Yet, if the student is not clear that his or her concern is being resolved, the student has the right to follow-up with a formal complaint by filling out a Complaint Form.

The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the commission. Please direct all inquiries to:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)

1747 N. Market Blvd., suite 225. Sacramento, CA 95834

P.O. Box 980818, West Sacramento, CA 95798-0818

Website address: www.bppe.ca.gov

Telephone number (888) 370-7589 or by fax (916) 263-1897

Telephone number (916) 574-8900 or by fax (916) 263-1897

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the School Director.

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:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)

1747 N. Market Blvd., suite 225. Sacramento, CA 95834

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Telephone number (916) 574-8900 or by fax (916) 263-1897

COMPLAINT FORM INFORMATION

"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."

Toll-free telephone #: (888) 370-7589

Website address: www.bppe.ca.gov

CODE OF CONDUCT INFRACTIONS

1. Incidents of an intoxicated or drugged state of behavior.
2. Possession of illegal drugs or alcohol in the school premises.
3. Possession of firearms or any weapon in the school premises.
4. Behavior creating a safety hazard to other persons or to the facilities.
5. Defacing or destruction of school property.
6. Disrespectful or lewd behavior to another student, school administrator or faculty member, including profanity and/or illicit sexual advancements.
7. Stealing; evidence of acting in a conspiracy or as an accomplice in a crime on school property.
8. Cheating or changing grades on tests.
9. Any other stated violation or infraction to the Code of Conduct as deemed by the School Director.

GRADING SYSTEM

In order to successfully complete the required course assignments, a student is expected to spend outside time studying. The amount of time will vary according to the individual student's abilities. Students are responsible for reading all study materials issued by their instructors and must turn in assignments at the designated time. The grading system is as follows:

GRADES	VALUE	POINTS	DEFINITION
A	4	90-100	EXCELLENT
B	3	80-89	ABOVE AVG
C	2	70-79	AVERAGE
D	1	60-69	BELOW AVG
F	0	0-59	FAILURE

STUDENT SERVICES

The student's instructor and/or the CEO or School Director will consult with the student if it's necessary. Students have the right to request an informal meeting to express any concerns to a school official.

A list of nearby hospitals, restaurants, and public transportation is available for the student.

The student may receive a transcript of grades upon completion of the prescribed course of study at no additional cost at the student's request. Additional transcripts will be provided upon request for a nominal fee.

HOUSING INFORMATION

IDT does not have dormitory facilities under its control; Does not have the availability and cost range of the housing; and does not provide assistance to find housing, Students must find their own housing. Approximate cost to rent in the vicinity of our facilities is between \$800 to \$1800 per month for a one bedroom unit depending on the amenities of the place. All of our programs are non-residential.

NON-DISCRIMINATION POLICY

INTEGRATED DIGITAL TECHNOLOGIES is committed to a policy of non-discrimination. This institution provides educational programs, activities, and employment to individuals without regard to marital status, race, color, national origin, sex or religious creed. This policy of non-discrimination applies to all students, employees, and applicants for admission and employment and to all participants in institutionally sponsored activities.

The school reserves the right to make curricular or program changes to meet the needs of the labor market it serves. Any changes in the duration of our courses, programs, or curriculum will be undertaken according to the requirements of all appropriate agencies, with their approval.

GRADUATION REQUIREMENTS

The student must meet the following requirements in order to receive a certificate from INTEGRATED DIGITAL TECHNOLOGIES.

1. Completion of the total number of hours required by the student's program of study.
2. Have a minimum grade point average of 70 on a scale of 100 at the completion of the period of studies.
3. Passing all components of the selected program of study with a minimum average of 70%.
4. Meet all financial obligations incurred with the institution.
5. Participate in a standard Exit interview with the Financial Aid Office (if applicable).
6. Participate in an Exit Interview with the Job Placement Department.

Students who take longer than originally scheduled to complete must do so within the Satisfactory Academic Progress Guidelines.

In certain cases, a student may complete his or her program, but is not eligible for graduation due to the fact that the minimum grade point average requirement has not been met. In such cases, the students are required to re-test in the module(s) where their grades were low. To prepare a student for re-testing, the student may repeat a module and/or schedule tutoring. Students are required to meet satisfactory academic progress within 30 days from their graduation date.

CERTIFICATE OF COMPLETION

INTEGRATED DIGITAL TECHNOLOGIES awards a Certificate of Completion to those students who have met course requirements and their responsibilities to the school.

STUDENT RECORDS

Student records are maintained permanently from the date of student's graduation, termination, or withdrawal, and are retained by the school and are available for the students upon individual request. Transcripts will be kept permanently. Please allow 30 days to retrieve old student records.

FAMILY EDUCATIONAL RIGHT AND PRIVACY ACT

INTEGRATED DIGITAL TECHNOLOGIES complies with the confidentiality and student accessibility provisions of the Family Right and Privacy Act of 1974 (P.L. 93-380, Section 438), commonly known as the Buckley Amendment. Confidentiality of student records is strictly protected. Information on students is not available to anyone without a) written request/release from the student, b) a court order, or c) accreditation, or appropriate agencies requirements. However, students, parents of minor students and legal guardians of dependent students have the right to inspect and challenge the information contained within the records of a specific student.

DRUG INFORMATION

According to the provisions of federal laws, information concerning use and misuse of chemicals shall be available as well as resource information of all chemical dependency programs in the community. Notices concerning this matter will be posted in a conspicuous place at the school, and this information is distributed annually to students & staff.

PROGRAM CHANGES

INTEGRATED DIGITAL TECHNOLOGIES reserves the right to amend, add, or delete classes, programs, policies, equipment, tuition, fees, and/or facilities with prior notice of scheduled changes. Reasonable accommodation will be made for students impacted by such a change.

PAYMENT SCHEDULE

Registration fee must be paid at the scheduled time of payment. The tuition can be paid in advance or on a monthly basis according to the payment planned signed and agreed upon by the student and school. The School director to make payment arrangements will consult students who are delinquent in payments of their tuition fees. Students not meeting payment obligations may be dismissed from the school.

HOURS OF OPERATION

Monday-Thursday	9:00 AM – 6:00 PM
Friday	9:00 AM – 5:00 PM
Saturday	9:00 AM – 5:00 PM (Based on enrollments)
Sunday	Closed

SCHOOL HOLIDAYS

NEW YEAR'S DAY, AND THE DAY BEFORE

MEMORIAL DAY

INDEPENDENCE DAY

LABOR DAY

VETERAN'S DAY

THANKSGIVING DAY AND THE DAY AFTER

CHRISTMAS VACATION

See Website www.idt.edu for a list of holidays observed and actual dates.

PLACEMENT DEPARTMENT/CAREER SERVICES

While we make no guarantee of employment, it is the objective of this Department to provide assistance and guidance for our graduates. Our main purpose is to assist our students to find jobs and to provide support services to enable them to keep their jobs and continue their overall professional development. To that end, we will continually research the job market, use job-publishing resources, as well as job referral services. Our job placement coordinator maintains an updated database of job banks. This complete support and development service for our graduates and active students seeking employment is augmented by our systematic and attentive interaction with potential employers in our local communities. We meet our overall INTEGRATED DIGITAL TECHNOLOGIES educational mission by first providing the training, and then providing the tools to effectively use the training in the work environment.

STUDENT'S RIGHT TO CANCEL

You may cancel your enrollment contract, and receive a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. You have the right to cancel your enrollment contract and receive a full refund without any penalty or obligation **paid through attendance at the first class session, or by the seventh day after enrollment, whichever is later.**

(a) 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.

(b) You are entitled to receive a refund of 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 notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

(c) 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.

(d) See our 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.

(e) The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

TO CANCEL THE CONTRACT FOR TRAINING, MAIL OR DELIVER A SIGNED AND DATED COPY OF THE CANCELLATION NOTICE, OR OTHER WRITTEN NOTICE, OR SEND A TELGRAM TO:

INTEGRATED DIGITAL TECHNOLOGIES

138 N. Brand Blvd., Suite 200

Glendale, CA 91203

WE ASK THAT YOU CANCEL IN WRITING
PLEASE DO NOT CANCEL BY JUST
TELEPHONING THE SCHOOL OR BY NOT COMING
TO CLASS

If you received any equipment from the school that the enrollment contract indicates you must return if you cancel enrollment, you must return the equipment within 30 days of the date you signed a cancellation notice or otherwise requested cancellation.

If you do not return the equipment within this 30-day period, the school may deduct the value of the equipment specified in the contract from the refund amount due and you may keep the equipment.

PLEASE NOTE: MICROSOFT OFFICIAL CURRICULUM, ELECTRONIC BOOKS OR ANY BOOKS CANNOT BE RETURNED AFTER THEY ARE OPENED OR LICENSE HAS BEEN USED.

Test /Vouchers Policy:

Any test vouchers that are part of any of our programs are valid for one year from the completion date of the class. It is the responsibility of the student to schedule their exams with the front desk. IDT buys vouchers on bulk and on a monthly basis to make sure that all students have the ability to take their exam when needed. We use the term test voucher when we speak about test, but there are not such vouchers, but numbers assigned to us by a Vendor to use during registration. Test vouchers will expire if not used. Please plan ahead and schedule your vendor exams.

REFUND POLICY

The Refund Policy in effect at Integrated Digital Technologies is within the guidelines of the Bureau for private postsecondary education.

The institution shall refund 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.

Example Refund Calculation:

Assume that a student enrolled in, and paid \$4,500 for the Computer Office Specialist program (300 Total Clock Hours) 25 hours per week / 12 week program. The following calculation for a refund applies:

$$\$4,500 \text{ (Institutional charge)} / 300 \text{ (Program hours)} = \$15 \text{ Cost per hour}$$

If the student withdrew after attending 2 weeks (50 hours), the refund calculation would be:

$$\text{Amount Paid: } \$4500 - \$750 = \$3750$$

If you receive a student loan(s) to cover the cost of the program, any refund you receive will be returned to your lender to reduce your loan debt. If the amount of your refund exceeds the unpaid balance of the student loan(s) you received, the excess will first be applied to any other aid programs from which you received funding, and remaining balance will then be returned you.

In the event that the student defaults in the performance of his or her obligation hereunder including the making of any payment provided for herein when due and payable, the School may suspend or terminate the student.

Not all books and materials can be returned. IDT reserves the right to reject any books and material from being returned due to its condition, inability to be reuse or its content has been updated or the material is for a specific training.

EMERGENCY EVACUATION

Integrated Digital Technologies has developed an Emergency Evacuation Plan for the safety of our employees and students. The plan provides for an expeditious evacuation of the employees and students from a hazardous situation. The plan will be used for fire, earthquake, and power loss or in other similar emergency situations. Implementation of the plan shall begin when notification that an emergency situation exists. All employees and students should follow the evacuation procedures listed below:

PROCEDURES:

1. Proceed to the nearest exit (exit arrows and maps are posted throughout the building).
2. Walk as quickly as possible; **PLEASE DO NOT RUN.**
3. Refrain from talking when possible.
4. Go directly to the area assigned to your class.
5. Assemble with your class, so your instructor can account for everyone in your group.
6. When the emergency is over, proceed back into the building in an orderly manner.

EARTHQUAKES

In the event of an earthquake, staff and students should do the following:

1. Keep calm, panic *kills*
2. If you are indoors, stay there. Get under a desk, table, or in a doorway.
3. If you are outside, get into the open away from the building power lines

CHECK-OUT POLICY – LEARNING RESOURCES

IDT has many reference learning resources such as books and IT subscriptions to help the students in their learning process. Subscriptions include: Lynda.com, Microsoft library online, books online and much more. We also direct the students to use the local library located one block away. We do not have a Librarian in house, but we have an IT department that assist our students with any computer software needed in the PC to complete their work.

Instructors also provide links and online references for the students to find and do research. Since we are a technical school, a great deal of resources like Google Search, Bing and YouTube are highly used to find common answers to questions found during the classes. Students are advised to talk to career services to obtain these resources.

A check-out policy is enforced to provide the continual service to students.

The check out policy reads:

All books, materials, software, and any properties of Integrated Digital Technologies that is released for your temporary use in compliance with the 3-day maximum check-out policy for items that are permitted to leave the premises, and same-day return items to be used in-house only, are strictly the property of Integrated Digital Technologies and must be checked-out properly and returned accordingly.

For item permitted to leave the premises:

Integrated Digital Technologies has many resource materials that are useful in enhancing the student's program of study. The school's resource materials that can be checked-out are books and videos; however, software is not permitted to be checked-out.

When you check out any resource material from IDT, you are solely responsible in returning the item(s) on the specified date to be returned. If you lose any checked-out resource material, IDT will charge for the cost to replace the items.

All item(s) checked-out must be returned in the same condition as it was released. You may not call to renew any item(s). You must return all item(s) at the school. For consideration to the other students, IDT does not allow a continual checkout of the same items(s) to the same student.

Please be considerate of others and return all checked-out item(s) when due. IDT can only continue to provide this service if everyone complies with the policies of the school.

For In-House check-out only:

Integrated Digital Technologies will allow its students to use resource material that may include software for use in-house only. This means that the item(s) must be returned before the student leaves the premises. At no time is a student allowed to leave the premises with any item(s) that is for in-house use only.

The student must sign-out the item(s) being used and has to give his or her driver's license to be held by a school official until the item(s) are returned. If you do not have a valid driver's license, you cannot checkout any item(s). All item(s) checked-out must be returned in the same condition as it was released. You are solely responsible for any damaged done to any item that belongs to IDT and IDT will charge you for the cost to replace the item(s). The item(s) checked-out must be returned entirely as it was released.

LOANS OR OTHER PAYMENT ARRANGEMENTS: (IF APPLICABLE)

If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds. (Ed. Code §94909(a)(11))

IDT **does not** have a pending petition in **bankruptcy**. IDT is not operating as a debtor in possession. IDT has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.). (Ed. Code §94909(a)(12))

FINAL EXAMS OR MODULE EXAMS REQUIRED TO COMPLETE THE COURSE OR PROGRAM OF STUDY

Students are required to take a module exam for each course indicated in their program of study. A project as indicated by the instructor on a specific module or a hands-on task may also be given to the student to evaluate their expertise in the subject taught. No final exams are provided since each module is independent for each program of study taught.

Course Descriptions for each individual module of instruction can be found in the last few pages of this catalog. Each program is composed of courses that are clearly described in the catalog.

IDT does not award credit for prior experimental learning, including assessment or any work related to studies performed in a prior institution.

IDT does not currently admit students from other countries and therefore we do not offer any type of visa services currently to its students.

IDT's instruction will be provided only in English. English language proficiency will be required to any foreigner by showing proof of the TOEFL exam with a passing score of 450.

NO INTERNSHIPS OR EXTERNSHIPS ARE REQUIRED FOR ANY OF THE PROGRAM TO COMPLETE OR GET A FINAL COMPLETION

NONE OF OUR PROGRAMS LEAD TO LICENSURE IN THIS STATE

IDT IS NOT ACCREDITED BY AN ACCREDITING AGENCY RECOGNIZED BY THE UNITED STATES DEPARTMENT OF EDUCATION.

COST OF PROGRAMS

(Total Charges for a period of attendance and the estimated schedule of total charges for the entire program are the same.)

PROGRAM TITLE	REG FEE (Non-Refundable)	BOOKS & MATERIALS	TUITION TESTS	STRF (Non- Refundable)	TOTAL CHARGES FOR A PERIOD OF ATTENDANCE
COMPUTERIZED OFFICE SPECIALIST COM - 10 300 HOURS (DAY)	\$75	\$800.00 \$500.00 ¹	\$3,125.00	\$1.50	\$4,501.50
NETWORK SPECIALIST II (MCSE) COM - 30 400 HOURS (DAY)	\$75	\$1,383.00 & \$ 875.00 ²	\$4,167.00	\$2.00	\$6,502.00
INTERNET SPECIALIST WEBMASTER COM - 50 350 HOURS (DAY)	\$75	\$600.00	\$4,325.00	\$2.00	\$5,002.00
DATABASE TECHNOLOGIES SPECIALIST I COM -60 180 HOURS (DAY)	\$75	\$775.00 & \$250.00 ³	\$4,200.00	\$2.00	\$5,302.00
DATABASE TECHNOLOGIES SPECIALIST II COM - 70 276 HOURS (DAY)	\$75	\$750.00 \$375.00 ⁴	\$5,200.00	\$2.50	\$6,402.50
DATABASE TECHNOLOGIES SPECIALIST III COM - 80 402 HOURS (DAY)	\$75	\$1225.00 & \$500.00 ⁵	\$5,700.00	\$2.50	\$7,502.50
SOFTWARE DEVELOPMENT PROGRAMMER (MCTS/MCPD) - 20 240 HOURS (DAY)	\$75	\$1,400.00 & \$625.00 ⁶	\$5,400.00	\$2.50	\$7,502.50
HARDWARE SPECIALIST (A+ CERTIFICATION) COM - 40 400 HOURS (DAY)	\$75	\$1480.00 ⁷	\$3,245.00	\$1.50	\$4,801.50

¹ Includes Four (5) Test Vouchers (Notebook in Supplies)

² Includes Five (5) Test Vouchers*. To schedule an exam, please call 818-396-3517.

³ Includes 2 (2) Test Vouchers

⁴Includes Three (3) Test Vouchers

⁵Includes Four (4) Test Vouchers

⁶ Includes Four (4) Test Vouchers

⁷ Includes Two (4) Testing Vouchers.

***IMPORTANT NOTICE:** Please be informed that the Microsoft Test Vouchers will expire twelve (12) months from your graduation date. If you choose to receive the remainder of your vouchers upon graduation, you may run the risk of holding on to the vouchers passed their expiration date. Nevertheless, we will secure your vouchers at IDT with future expiration dates to allow you more time to study. IDT will provide your vouchers upon request through the next twelve months after graduation. These vouchers will have expiration dates beyond the twelve-month period. Make your request when you are ready to take your test. Set your goals to become certified within the first year of graduation. Mark your calendars to ensure that you do not forfeit the vouchers that were paid with your training

To secure the availability of valid vouchers, we do keep a stock at hand. Please do not ask for all seven vouchers at once unless you are planning to take the exams immediately.

TELECOMMUNICATIONS SPECIALIST I					
COM – 90	\$75	\$300.00 &	\$4,425.00	\$2.00	\$5,302.00
192 HOURS (DAY)		\$500.00⁸			
TELECOMMUNICATIONS SPECIALIST II					
COM – 100	\$75	\$400.00 &	\$5,175.00	\$2.50	\$6,402.50
288 HOURS (DAY)		\$750.00⁹			
TELECOMMUNICATIONS SPECIALIST III					
COM – 110	\$75	\$500.00 &	\$6,175.00	\$3.00	\$7,503.00
384 HOURS (DAY)		\$750.00¹⁰			
IT SECURITY PROFESSIONAL (CCNA/CEH/CISSP)					
COM – 200	\$75	\$1000.00 &	\$4,425.00	\$2.00	\$6,502.00
160 HOURS (DAY)		\$1000.00⁵			
IT SECURITY ADMINISTRATOR (NETWORK+/SECURITY+/CCNA/CEH/CWNA)					
COM – 210	\$75	\$1500.00 &	\$4,675.00	\$2.00	\$7,502.00
240 HOURS (DAY)		\$1250.00¹¹			
NETWORK IT PROFESSIONAL ENTERPRISE (MCTS/MCITP)					
COM – 220	\$75	\$1750.00 &	\$5,050.00	\$2.50	\$7,502.50
320 HOURS (DAY)		\$625.00¹²			
DATABASE ADMINISTRATOR PROFESSIONAL (MCTS/MCDBA)					
COM – 230	\$75	\$1000.00 &	\$5,050.00	\$2.50	\$6,502.50
280 HOURS (DAY)		\$375.00¹³			
.NET WEB APPLICATION DEVELOPER (MCPD/MCITP)					
COM – 240	\$75	\$1500.00 &	\$5,300.00	\$2.50	\$7,502.50
280 HOURS (DAY)		\$625.00¹⁴			
PROJECT SERVER MANAGER SPECIALIST					
COM – 250	\$75	\$750.00 &	\$3,800.00	\$2.00	\$5,002.00
120 HOURS (DAY)		\$375.00¹⁵			
DESKTOP SUPPORT TECHNICIAN / OFFICE SUPPORT SPECIALIST (MOS/MCTS/A+)					
COM – 310	\$75	\$800.00 &	\$5,650.00	\$2.50	\$7,502.50
320 HOURS (DAY)		\$975.00¹⁶			
IT SALES EXECUTIVE / CUSTOMER RELATIONSHIP MANAGEMENT (CRM)					
COM – 320	\$75	\$800.00 &	\$4,650.00	\$2.00	\$6,502.00
320 HOURS (DAY)		\$975.00¹⁷			
IT SPECIALIST (A+, NETWORK+, LINUX+, CCNA)					
COM – 330	\$75	\$800.00 &	\$5,425.00	\$2.50	\$7,502.50

⁸Includes Four (4) Test Vouchers

⁹Includes Six (6) Test Vouchers

¹⁰Includes Six (6) Test Vouchers

¹¹ Includes Five(5) Test Vouchers

¹² Includes Five(5) Test Vouchers

¹³ Includes Three(3) Test Vouchers

¹⁴ Includes Five(5) Test Vouchers

¹⁵ Includes Three(3) Test Vouchers

¹⁶ Includes (8) test vouchers (Notebook Included)

¹⁷ Includes (8) test vouchers (Notebook Included)

200 HOURS (DAY)			\$1200.00 ¹⁸		
NETWORK IT ADMINISTRATOR (A+/MCTS/MCITP)					
COM – 340	\$75	\$1400.00 &	\$4,175.00	\$2.00	\$6,502.00
312 HOURS (DAY)		\$850.00 ¹⁹			
MICROSOFT SHAREPOINT SPECIALIST					
COM – 350	\$75	\$1000.00 &	\$5,925.00	\$2.50	\$7,502.50
280 HOURS (DAY)		\$500.00 ²⁰			
RED HAT AND LINUX IT PROFESSIONAL (RHCE)					
COM – 360	\$75	\$1200.00 &	\$5,325.00	\$2.50	\$7,502.50
240 HOURS (DAY)		\$900.00 ²¹			
ADOBE CERTIFIED EXPERT					
COM – 380	\$75	\$800.00 &	\$5,025.00	\$2.50	\$6,502.50
320 HOURS (DAY)		\$600.00 ²²			
PROJECT MANAGEMENT PROFESSIONAL/ SIX SIGMA LEAN BLACK BELT/ ITIL COM – 400					
360 HOURS (DAY)	\$75	\$1200.00 &	\$7,525.00	\$3.50	\$10,003.50
		\$1200.00 ²³			
VIRTUALIZATION SPECIALIST/VMWARE/HYPERV/VIRTUAL PC					
COM – 410	\$75	\$800.00 &	\$6,125.00	\$0300	\$7,503.00
280 HOURS (DAY)		\$500.00 ²⁴			

FINANCIAL AID AND PAYMENT PLANS

IDT does not offer any type of federal and state financial aid programs at this time.

IDT offers internal financing with no interest rate. Monthly payment plans are suited to your financial needs. Other forms of payment include cash, check, and credit card payments.

SEMESTER CREDIT UNITS

Our credits are based on semester credit units derived from the total number of hours in the program. The hours are converted into Semester Credit Units based on the percentage of hours dedicated to lecture and percentage of hours for lab. The semester credit units are calculated as follows:

Note: A clock hour is defined as "A period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction and (10) minutes are allowed for break.

The semester credit units are calculated as follow:

Lecture 25% of the program Total Clock Hours
 Lab 75% of the program Total Clock Hours

The formula used for a 400-hour program is calculated as follows:

¹⁸ Includes (5) test vouchers (Notebook Included)
¹⁹ Includes (6) test vouchers (Notebook Included)
²⁰ Includes (4) test vouchers
²¹ Includes (3) test vouchers
²² Includes (4) test vouchers (Notebook Included)
²³ Includes (6) test vouchers
²⁴ Includes (2) test vouchers

Lecture= 25% of 400 hours = 100 hours of lecture in the 400-hour program
100 hours/15 (based on the 30-lecture/15-lab formula system)
= 6.66 Semester Credit Units

Lab== 75% of 400 hours = 300 hours of lecture in the 400-hour program
300 hours/30 (based on the 30-lecture/15-lab formula system)
= 10 Semester Credit Units

Total = 16.66 Semester Credit Units

Disclaimer: Semester Credit Units are transferable only at the discretion of the receiving institution. If you are planning to transfer our classes, please check with the institution that you are planning to transfer before you enroll.

COM 10

COMPUTERIZED OFFICE SPECIALIST \$4500 **300 Total Clock Hours/ 12.50 Semester Credit Units** **Class schedules may vary.**

Typical Schedule: Monday through Friday from 9:00AM to 5:00PM
(8-12 weeks depending on the proposed schedule)

EDUCATIONAL OBJECTIVE:

The Computerized Office Specialist program is designed to provide the student with the required computer skills needed for job opportunities in areas such as word processing secretary, receptionist, microcomputer operator, data entry clerk, customer service representative, general office clerk as well as other office related opportunities in an entry-level position.

Level of Occupation: Entry Level for positions such as: Administrative Assistant, Office Clerk, Secretary and others.

Additional occupational titles and codes from the *Dictionary of Occupational Titles* that are appropriate for this program:

General Office Clerks:

209.362-30 245.367-010

209.562-10 245.367-014

209.362-10 245.367-018

219.362-22 249.367-010

219.362-26 249.367-014

243.362-14 375.362-010

245.362-14

PROGRAM OUTLINE **COMPUTERIZED OFFICE SPECIALIST**

ID	Course	Hours	Credit Units
PC-INTRO	PC Intro- Windows Operating Systems	40	1.67
MS-WC-O	Microsoft Word	40	1.67
MS-EC-O	Microsoft Excel	40	1.67
MS-OC-O	Microsoft Outlook	40	1.67
MS-AC-O	Microsoft Access	40	1.67
MS-PC-O	Microsoft PowerPoint	40	1.67
PROJECTS	Microsoft Projects	60	2.67

Books used during the class: Microsoft Step by Step for Word, Excel, Outlook, Access, PowerPoint. Handouts for projects will be provided to students on a project basis.

COM 50

INTERNET SPECIALIST WEBMASTER \$5000
350 Total Clock Hours/ 14.58 Semester Credit Units
Class schedules may vary.

Typical Schedule: Monday through Friday from 9:00AM to 5:00PM
(8-15 weeks depending on the proposed schedule)

EDUCATIONAL OBJECTIVE:

The Internet Specialist/Web Master is designed to provide the student with the proper tools to design, develop, implement and maintain Web Sites. The program emphasizes in the creation of web pages, as well as troubleshooting topics related to deploying these newer technologies. Graphics and web page designs, as well as technical configurations are covered in this program. Jobs available in this field include; Web Master, Web Page Designer, Internet Specialist and Technical Support in an entry-level position.

The Web Master / Graphic Design Specialist is designed to provide the student with the proper tools to design, develop, implement and maintain Web Sites and its graphics. The program emphasizes in the creation of web pages as well as troubleshooting topics related to deploying these newer technologies. Graphic and web page designs, as well as technical configurations are covered in this program. This program will also provide the student with a well-rounded introduction to all areas of digital design, and how they apply to advertising and promotion.

Level of Occupation: Entry Level positions such as: Web Master, Html editor, Web site support and others.

Additional occupational titles and codes from the *Dictionary of Occupational Titles* that are appropriate for this program:

Visual Artist: 141.061-026, 141.061-030, 141.061-034, 141.081-010, 141.061-18, 141.061-22.

PROGRAM OUTLINE
INTERNET SPECIALIST WEBMASTER

ID	Course	Hours	Credit Units
HTML	HTML/CSS/XML	40	1.67
JS	Java Script	24	1.00
AP	Adobe Photoshop	40	1.67
AD	Adobe Dreamweaver	40	1.67
AF	Adobe Flash	40	1.67
DBA	Database Modeling/SQL	40	1.67
SM	Social Media/Search Optimization	24	1.00
HD	Hosting and Database Applications	24	1.00
AFW	Adobe Fireworks	40	1.67
PROJ	Projects	40	1.67

Books used during the class: HTML/CSS, Adobe Photoshop Digital Classroom, Dreamweaver Digital Classroom, Flash Digital Classroom. Internal created materials for all other topics. Handouts for projects will be provided to students on a project basis.

COM 30

NETWORK SPECIALIST II (MCSE) \$6500

400 Total Clock Hours/ 16.70 Semester Credit Units

Class schedules may vary.

Typical Schedule: Monday through Friday from 9:00AM to 5:00PM

(10-17 weeks depending on the proposed schedule)

EDUCATION OBJECTIVE:

The Network Specialist II program is designed to provide the student with the proper tools to achieve the MCSE certification, as well as to obtain jobs in high demand areas such as: Network Administration and Management, and technical support in an entry-level position. Seven certification tests are required to become certified as an MCSE.

MCSE certification qualifies candidates to effectively plan, implement, maintain, and support information system Microsoft Windows NT Server and the Microsoft BackOffice integrated family of server products.

Level of Occupation: Entry Level to Advanced Level positions such as: System Administrator, Network Engineer, System Analyst, Desktop Support, and others.

Additional occupational titles and codes from the *Dictionary of Occupational Titles* that are appropriate for this program:

Computer Scientists
Computer Engineers
System Analyst

30.62-10	030.167-032
30.162-14	030.167-033
30.167-14	030.167-039
30.167-31	109.067-010

PROGRAM OUTLINE
NETWORK SPECIALIST II (MCSE)

ID	Course	Hours	Credit Units
APMCSE1	A+ Certification	40	1.67
2272	Implementing and Supporting Microsoft Windows XP Professional	48	2.00
2274	Managing a Microsoft Windows Server Environment	48	2.00
2275	Maintaining a Microsoft Windows Server Environment	24	1.00
2276	Implementing a Microsoft Windows Server Network Infrastructure: Network Hosts	24	1.00
2277	Implementing, Managing, and Maintaining a Microsoft Windows Server Network Infrastructure: Network Services	48	2.00
2278	Planning and Maintaining a Microsoft Windows Server Network Infrastructure	48	2.00
2279	Planning, Implementing, and Maintaining a Microsoft Windows Server Active Directory	48	2.00
2830	Designing Security for Microsoft Networks	36	1.50
2824	Implementing Microsoft Internet Security and Acceleration Server	36	1.5

COM 60

DATABASE TECHNOLOGIES SPECIALIST I \$5300

180 Total Clock Hours/ 7.50 Semester Credit Units

Class schedules may vary.

Typical Schedule: Monday through Friday from 9:00AM to 5:00PM

(7.5 - 12 weeks depending on the proposed schedule)

EDUCATIONAL OBJECTIVE:

The Database Technology Specialist I is designed to provide the student with the proper tools to design, develop, implement and maintain a database. It offers students an extensive introduction to data server technology. The class covers the concepts of relational databases and the powerful SQL programming languages. Students are taught to create and maintain database objects and to store, retrieve, and manipulate data. In addition, students learn to create PL/SQL blocks of application code that can be shared by multiple forms, reports, and data management applications. Demonstrations and hands-on practice reinforce the fundamental concepts.

Level of Occupation: Entry Level to Advanced Level positions such as: Database Administrator, Network Engineer, System Analyst, and others.

Additional occupational titles and codes from the *Dictionary of Occupational Titles* that are appropriate for this program:

Database Administrators

030.162-010 031.132-010

031.262-010 033.162-010

039.162-010 039.162-014

823.261-030

PROGRAM OUTLINE
DATABASE TECHNOLOGIES SPECIALIST I

ID	Course	Hours	Credit Units
ISQL	Introduction to SQL	46	1.91
ISQL1	Database: SQL I	46	1.91
	Practice	46	1.91
	Practice	42	1.75

Books used during the class: Intro to SQL Databases and SQL Databases Admin. Internal created materials for all other topics. Handouts for projects will be provided to students on a project basis.

COM 160

DATABASE TECHNOLOGIES SPECIALIST II \$6400

276 Total Clock Hours/ 11.5 Semester Credit Units

Class schedules may vary.

Typical Schedule: Monday through Friday from 9:00AM to 5:00PM
(7-11.5 weeks depending on the proposed schedule)

EDUCATIONAL OBJECTIVE:

The Database Technology Specialist II is designed to provide the student with the proper tools to design, develop, implement and maintain a database. It offers students an extensive introduction to data server technology. The class covers the concepts of relational databases and the powerful SQL programming languages. Students are taught to create and maintain database objects and to store, retrieve, and manipulate data. In addition, students learn to create SQL blocks of application code that can be shared by multiple forms, reports, and data management applications. Demonstrations and hands-on practice reinforce the fundamental concepts.

Additional occupational titles and codes from the *Dictionary of Occupational Titles* that are appropriate for this program:

Database Administrators

030.162-010 031.132-010

031.262-010 033.162-010

039.162-010 039.162-014

823.261-030

PROGRAM OUTLINE

DATABASE TECHNOLOGIES SPECIALIST II

ID	Course	Hours	Credit Units
ISQL	Introduction to SQL	46	1.91
ISQL1	Database: SQL I	46	1.91
ISQL2	Database: SQL II	46	1.91
	Practice	42	1.75

COM 170

DATABASE TECHNOLOGIES SPECIALIST III \$7500

402 Total Clock Hours/ 16.75 Semester Credit Units

Class schedules may vary.

Typical Schedule: Monday through Friday from 9:00AM to 5:00PM

(10-17 weeks depending on proposed schedule)

EDUCATIONAL OBJECTIVE:

The Database Technology Specialist III is designed to provide the student with the proper tools to design, develop, implement and maintain a database and Design Internet Forms. It offers students an extensive introduction to data server technology. The class covers the concepts of relational databases and the powerful SQL programming languages. Students are taught to create and maintain database objects and to store, retrieve, and manipulate data. In addition, students learn to create SQL blocks of application code that can be shared by multiple forms, reports, and data management applications. This Program also teaches you to develop and deploy Internet applications using database tools. Working in a rapid development environment, participants learn how to customize forms through user input items and how to control data access by creating event-related triggers.

Level of Occupation: Entry Level to Advanced Level positions such as: Database Administrator, Network Engineer, System Analyst, and others.

Additional occupational titles and codes from the *Dictionary of Occupational Titles* that are appropriate for this program:

Database Administrators

030.162-010 031.132-010 823.261-030

031.262-010 033.162-010

039.162-010 039.162-014

PROGRAM OUTLINE

DATABASE TECHNOLOGIES SPECIALIST III

ID	Course	Hours	Credit Units
ISQL	Introduction to SQL	46	1.91
ISQL1	Database: SQL I	46	1.91
ISQL2	Database: SQL II	46	1.91
ISQL3	Database: SQL III	42	1.75
	Practice	24	1.00
	Practice	24	1.00

COM 110

SOFTWARE DEVELOPMENT/PROGRAMMER - \$7500

240 Total Clock Hours/ 10.00 Semester Credit Units

Class schedules may vary.

**Typical Schedule: Monday through Friday from 9:00AM to 5:00PM
(6-10 weeks depending on the proposed schedule)**

EDUCATIONAL OBJECTIVE:

The MCTS/MCPD certification qualifies candidates to design and develop custom business solutions with Microsoft development tools, technologies, and platforms, including Microsoft Office and Microsoft BackOffice.

Students will be proficient in areas such as general programming, team programming, office programming, as well as other related areas in the computer programming field in an entry-level position. The program is designed to provide the student with the proper tools to achieve Microsoft Certified Solutions Developer (MCTS/MCPD) status for greater job opportunities. Four certification tests are required to become an MCTS/MCPD.

Level of Occupation: Entry Level to Advanced Level positions such as: Programmer, Junior Programmer, Software Tester and others.

Additional occupational titles and codes from the *Dictionary of Occupational Titles*, which are appropriate for this program:

Computer Programmers:

030.162-010

030.162-018

030.162-022

030.167-010

PROGRAM OUTLINE
SOFTWARE DEVELOPMENT/PROGRAMMER

ID	Course	Hours	Credit Units
2609	Introduction to C# Programming	40	1.67
2124	Programming with C#	40	1.67
2956	Core Foundations of Microsoft .NET Development	24	1.00
2957	Advanced Foundations of Microsoft .NET Development	24	1.00
2310	Developing Web Applications Using Microsoft Visual Studio	40	1.67
6460	Visual Studio: Windows Presentation Foundation	24	1.00
6461	Visual Studio: Windows Communication Foundation	24	1.00
6462	Visual Studio: Windows Workflow Foundation	16	0.67
6463	Visual Studio: ASP.net	16	0.67
6464	Visual Studio: ADO.net	16	0.67
Projects	Projects using Workshop Self Study Curriculum*	16	0.67

COM 130

HARDWARE SPECIALIST (A+ Certification) \$4800
400 Total Clock Hours/ 16.70 Semester Credit Units
Class schedules may vary.

Typical Schedule: Monday through Friday from 9:00AM to 5:00PM
(10-17 weeks based on proposed schedule)

EDUCATIONAL OBJECTIVE:

The Hardware Specialist program is designed to provide the student with the proper tools to achieve the A+ Certification, as to obtain jobs in high demand areas such as: Microcomputer Technician, Microcomputer Architecture Designer, and Microcomputer Assembler in an entry-level position. Two certification tests are required to become an A+ Certified Technician.

A+ Certification is a testing program sponsored by Comp-TIA that certifies the competency of entry-level (6month's experience) service technicians in the computer industry. Anyone who wants an internationally recognized credential as a competent entry-level (6 months experience) computer service professional can take the A+ examination. Major computer hardware and software vendors, distributors, resellers and publications, back the program. Earning A+ certification means that the individual possesses the knowledge, skills, and customer relations skills essential for a successful entry-level (6 months experience) computer service technician, as defined by experts from companies across the industry.

Level of Occupation: Entry Level positions such as: PC repair, Desktop Support, Hardware Specialist and others.

Additional occupational titles and codes from the *Dictionary of Occupational Titles* that are appropriate for this program:

Computer and Office Machine
631.261-014, 631.281-014, 706.381-010, 706.381-030

PROGRAM OUTLINE

HARDWARE SPECIALIST (A+ Certification)

ID	Course	Hours	Credit Units
APLUS	A+ Certification	40	1.67
APLUSP	A+ Certification (Test Prep)	48	2.00
NPLUS	Network+ Certification	40	1.67
NPLUSP	Network+ Certification (Test Prep)	48	2.00
SPLUS	Server+ Certification	40	1.67
SPLUSP	Server+ Certification (Test Prep)	48	2.00
LPLUS	Linux+ Certification	40	1.67
LPLUS	Linux+ Certification (Test Prep)	48	2.00

COM 90

TELECOMMUNICATIONS SPECIALIST I \$5300

192 Total Clock Hours/ 8.00 Semester Credit Units

Class schedules may vary.

Typical Schedule: Monday through Friday from 9:00AM to 5:00PM

(5-8 weeks depending on proposed schedule)

EDUCATIONAL OBJECTIVE:

The Telecommunication Specialist I courses prepare the student to install, configure, operate, and troubleshoot complex routed LANs and WANs as well as switched LANs and Dial Access Services. Students need to be able to install and/or configure a network to increase bandwidth, quicken network response times, improve reliability, and quality of service. A student with these skills helps maximize performance through campus LANs, routed WANs, remote access, improve network security, create a global intranet, and provide access security to campus switches and routers.

Level of Occupation: Entry Level to Advanced Level positions such as: Routing and Switching, Network Engineer, System Analyst, Telecom Expert and others.

Additional occupational titles and codes from the *Dictionary of Occupational Titles* that are appropriate for this program:

Network Administrators:

033.162-018 033.167-010 033.162-010 033.362-010
213.382-010 230.663-010 822.281-010

PROGRAM OUTLINE TELECOMMUNICATION SPECIALIST I

ID	Course	Hours	Credit Units
IDTICND	IDT Course for Interconnecting Cisco Network Devices I	48	2.00
IDTICND2	IDT Course for Interconnecting Cisco Network Devices II	48	2.00
IDTICND	IDT Course for Interconnecting Cisco Network Devices I – Exam Prep	48	2.00
IDTICND2	IDT Course for Interconnecting Cisco Network Devices II – Exam Prep	48	2.00

Books used during the class: Cisco Press Books for both ICND1 and ICND2. Internal created materials for all other topics. Handouts for projects will be provided to students on a project basis.

COM 190

TELECOMMUNICATIONS SPECIALIST II \$6400

288 Total Clock Hours/ 12.00 Semester Credit Units

Class schedules may vary.

Typical Schedule: Monday through Friday from 9:00AM to 5:00PM
(8-12 weeks depending on proposed schedule)

EDUCATIONAL OBJECTIVE:

The Telecommunication Specialist II courses prepare the student to install, configure, operate, and troubleshoot complex routed LANs and WANs as well as switched LANs and Dial Access Services. Students need to be able to install and/or configure a network to increase bandwidth, quicken network response times, improve reliability, and quality of service. A student with these skills helps maximize performance through campus LANs, routed WANs, remote access, improve network security, create a global intranet, and provide access security to campus switches and routers.

Telecommunication Specialist II prepares you for advanced, intermediate, or journeyman knowledge of networks. With the Telecommunication Specialist II, a network professional can install, configure, design, and operate LAN, WAN, and dial access services for organizations with networks from 100 to more than 500 nodes.

Level of Occupation: Entry Level to Advanced Level positions such as: Routing and Switching, Network Engineer, System Analyst, Telecom Expert and others.

Additional occupational titles and codes from the *Dictionary of Occupational Titles* that are appropriate for this program:

Network Administrators

033.162-018 033.167-010 033.162-010 033.362-010

213.382-010 230.663-010 822.281-010

PROGRAM OUTLINE

TELECOMMUNICATIONS SPECIALIST II

See change of content of courses on our website.

ID	Course	Hours	Credit Units
IDTBCMSN	IDT Course for Building Cisco Multilayer Switching Networks Exam	48	2.00
IDTBSCN	IDT Course for Building Scalable Cisco Networks Exam	48	2.00
IDTBCRAN	IDT Course for Building Cisco Remote Access Networks Exam	48	2.00
IDTCIT	IDT Course for Cisco Internetwork Troubleshooting Exam	48	2.00
IDTICND	IDT Course for Interconnecting Cisco Network Devices	48	2.00
IDTCID	IDT Course for Cisco Internetwork Design	48	2.00

COM 110

TELECOMMUNICATIONS SPECIALIST III \$7500

See change of content of courses on our website.

384 Total Clock Hours/ 16.00 Semester Credit Units

Class schedules may vary.

**Typical Schedule: Monday through Friday from 9:00AM to 5:00PM
(10-16 weeks depending on proposed schedule)**

EDUCATIONAL OBJECTIVE:

The Telecommunication Specialist III courses prepare the student to install, configure, operate, troubleshoot, and secure complex routed LANs and WANs as well as switched LANs and Dial Access Services. Students need to be able to install and/or configure a network to increase bandwidth, quicken network response times, improve reliability, and quality of service

Level of Occupation: Entry Level to Advanced Level positions such as: Routing and Switching, Network Engineer, System Analyst, Telecom Expert and others.

Additional occupational titles and codes from the *Dictionary of Occupational Titles* that are appropriate for this program:

Network Administrators

033.162-018 033.167-010 033.162-010 033.362-010
213.382-010 230.663-010 822.281-010

PROGRAM OUTLINE

TELECOMMUNICATION SPECIALIST III

See change of content of courses on our website

ID	Course	Hours	Credit Units
IDTBCMSN	IDT Course for Building Cisco Multilayer Switching Networks Exam	48	2.00
IDTBSCN	IDT Course for Building Scalable Cisco Networks Exam	48	2.00
IDTBCRAN	IDT Course for Building Cisco Remote Access Networks Exam	48	2.00
IDTCIT	IDT Course for Cisco Internetwork Troubleshooting Exam	48	2.00
IDTICND1	IDT Course for Interconnecting Cisco Network Devices 1	48	2.00
IDTICND2	IDT Course for Interconnecting Cisco Network Devices 2	48	2.00
	Routing and Switching I Practice	48	2.00
	Routing and Switching I Practice	48	2.00

Books used during the class: Cisco Press Books for both ICND1 and ICND2. Cisco Press for BCMSN, BCRAN, CIT..

COM 200

IT SECURITY PROFESSIONAL (CCNA/CEH/CISSP) \$6500

160 Total Clock Hours/ 6.68 Semester Credit Units

Class schedules may vary.

**Typical Schedule: Monday through Friday from 9:00AM to 5:00PM
(4-8 weeks depending on the proposed schedule)**

EDUCATION OBJECTIVE:

The IT SECURITY PROFESSIONAL (CCNA/CEH/CISSP) program is designed to provide the student with the proper tools to achieve the CCNA/CEH/CISS certification, as well as to obtain jobs in high demand areas such as: security network administration, security analysis, security design, security technical support, and related network security jobs. Students will be exposed to real world situations. Class projects including: security analysis, network hacking, planning and preventing network intrusion.

Level of Occupation: Entry Level to Advanced Level positions such as: Security Administrator, IT Systems Security, Security Analyst, Security Technical support, and others.

Additional occupational titles and codes from the *Dictionary of Occupational Titles* that are appropriate for this program:

Computer Scientists
Computer Engineers
System Analyst

30.62-11	030.167-032
30.162-15	030.167-033
30.167-15	030.167-039
30.167-32	109.067-010

PROGRAM OUTLINE IT SECURITY PROFESSIONAL (CCNA/CEH/CISSP)

ID	Course	Hours	Credit Units
ICND1	Interconnecting Cisco Network Devices part 1	40	1.67
ICND2	Interconnecting Cisco Network Device part 2	40	1.67
CEH	Certified Ethical Hacker	40	1.67
CISSP	CISSP	40	1.67

Books used during the class: Cisco Press Books for both ICND1 and ICND2. Certified Ethical Hacker Handbook and CISSP Book. Internal created materials for all other topics. Handouts for projects will be provided to students on a project basis.

COM 210

IT SECURITY ADMINISTRATOR (NETWORK+/SECURITY+/CCNA/CEH/CWNA) \$7500

240 Total Clock Hours/ 10.0 Semester Credit Units

Class schedules may vary.

Typical Schedule: Monday through Friday from 9:00AM to 5:00PM

(6-12 weeks depending on the proposed schedule)

EDUCATION OBJECTIVE:

The IT SECURITY ADMINISTRATOR program is designed to provide the student with the proper tools to achieve the CCNA/CEH/CISS certification, as well as to obtain jobs in high demand areas such as: security network administration, security analysis, security design, security technical support, and related network security jobs. Students will be exposed to real world situations. Class projects including: security analysis, network hacking, planning and preventing network intrusion. Includes network and wireless security management.

Level of Occupation: Entry Level to Advanced Level positions such as: Security Administrator, IT Systems Security, Security Analyst, Security Technical support, and others.

Additional occupational titles and codes from the *Dictionary of Occupational Titles* that are appropriate for this program:

Computer Scientists, Computer Engineers, System Analyst

30.62-12	030.167-032
30.162-16	030.167-033
30.167-16	030.167-039
30.167-33	109.067-010

PROGRAM OUTLINE

IT SECURITY ADMINISTRATOR (NETWORK+/SECURITY+/CCNA/CEH/CWNA)

ID	Course	Hours	Credit Units
Network+	Network+ Certification	40	1.67
Security+	Security+ Certification	40	1.67
ICND1	Interconnecting Cisco Network Devices part 1	40	1.67
ICND2	Interconnecting Cisco Network Device part 2	40	1.67
CEH	Certified Ethical Hacker	40	1.67
CWNA	Certified Wireless Network Administrator	40	1.67

Books used during the class: CompTIA Network+ and Security+ Official Books. Cisco Press Books for both ICND1 and ICND2. Certified Ethical Hacker Handbook and CISSP Book. Internal created materials for all other topics. Handouts for projects will be provided to students on a project basis.

COM 220

NETWORK IT PROFESSIONAL ENTERPRISE (MCTS/MCITP) \$7500

320 Total Clock Hours/ 13.36 Semester Credit Units

Class schedules may vary.

**Typical Schedule: Monday through Friday from 9:00AM to 5:00PM
(8-12 weeks depending on the proposed schedule)**

EDUCATION OBJECTIVE:

The NETWORK IT PROFESSIONAL ENTERPRISE (MCTS/MCITP) program is designed to provide the student with the proper tools to achieve the Microsoft certified it professional certification, as well as to obtain jobs in high demand areas such as: server network administration, technical support, and network design and implementation. To this end, students will be exposed to real world situations. Class projects include: planning, integrating, implementing, maintaining and supporting Microsoft networks.

Level of Occupation: Entry Level to Advanced Level positions such as: Network Administrator, Systems Administrator, Junior Administrator, Technical Support, and Help Desk

Additional occupational titles and codes from the *Dictionary of Occupational Titles* that are appropriate for this program:

Computer Scientists, Computer Engineers, System Analyst

30.62-13	030.167-032
30.162-17	030.167-033
30.167-17	030.167-039
30.167-34	109.067-010

PROGRAM OUTLINE
NETWORK IT PROFESSIONAL ENTERPRISE (MCTS/MCITP)

ID	Course	Hours	Credit Units
6292	Installing and configuring Windows 7 -7X-680	24	1.00
6418	Deploying Windows Server - 7X-643	24	1.00
6419	Configuring, Managing and Maintaining Windows Server Servers -7X-640/42/46	40	1.67
6421	Configuring and troubleshooting a Windows Server Network Infrastructure -7X-640 /42	40	1.67
6425	Configuring Windows Server Active Directory Services 7X-640	40	1.67
6426	Configuring and troubleshooting identity and access solutions with Windows Server Active Directory – 7X-640	40	1.67
6427	Configuring and troubleshooting Internet Information Services in Windows Server - 7X-643	40	1.67
6428	Configuring and troubleshooting Windows Server Terminal Services - 7X-643	40	1.67
6435	Designing a Windows Server Network Infrastructure – 7X-647	40	1.67
6436	Designing a Windows Server Active Directory Infrastructure and Services – 7X-647	40	1.67

Books used during the class: Microsoft Official Electronic material title with the name of each course. Internal created materials for all other topics. Handouts for projects will be provided to students on a project basis.

COM 230

DATABASE ADMINISTRATOR PROFESSIONAL (MCITP/MCDBA) \$6500

280 Total Clock Hours/ 11.69 Semester Credit Units

Class schedules may vary.

Typical Schedule: Monday through Friday from 9:00AM to 5:00PM

(7-12 weeks depending on the proposed schedule)

EDUCATION OBJECTIVE:

The Database Administrator Professional (MCITP/MCDBA) Program helps students acquire a solid understanding of the job role of a Database Administrator as well as prepare him or her to be able to install, configure, manage and implement the SQL Server Platform. By acquiring this knowledge, we can help raise the student's visibility and increase his or her access to the industry's most challenging opportunities. Students will learn the necessary skills with many hours of hands-on projects.

Level of Occupation: Entry Level to Advanced Level positions such as: Database Administrator, Junior DBA, Database Analyst, Network Administrator, Junior Administrator, Technical Support, and Help Desk

Additional occupational titles and codes from the *Dictionary of Occupational Titles* that are appropriate for this program:

Database Administrators

030.162-010

031.132-010

031.262-010

033.162-010

039.162-010

039.162-014

823-261-030

PROGRAM OUTLINE

DATABASE ADMINISTRATOR PROFESSIONAL (MCITP/MCDBA)

ID	Course	Hours	Credit Units
2778	2778: Writing Queries Using Microsoft SQL Server Transact	40	1.67
6231	6231: Maintaining a Microsoft SQL Server Database	40	1.67
6232	6232: Implementing a Microsoft SQL Server Database	40	1.67
6234	6234: Implementing and Maintaining MS SQL Server Analysis Services	40	1.67
6235	6235: Implementing and Maintaining MS SQL Server Integration Services	40	1.67
6236	6236: Implementing and Maintaining MS SQL Server Reporting Services	40	1.67
Practice	MS SQL Server Labs	40	1.67

Books used during the class: Microsoft Official Electronic material title with the name of each course. Internal created materials for all other topics. Handouts for projects will be provided to students on a project basis.

COM 240
.NET WEB APPLICATION DEVELOPER (MCPD/MCITP) - \$7500
280 Total Clock Hours/ 11.69 Semester Credit Units
Class schedules may vary.
Typical Schedule: Monday through Friday from 9:00AM to 5:00PM
(7-12 weeks depending on the proposed schedule)

EDUCATIONAL OBJECTIVE:

The .NET WEB APPLICATION DEVELOPER (MCPD/MCITP) Program qualifies candidates to design and develop web applications using .net technologies. The program emphasized Microsoft development tools and technologies, and platforms in either c# or Visual Basic.NET using the latest framework.

Level of Occupation: Entry Level to Advanced Level positions such as: Web Programmer, Junior Web Programmer, Software Tester and others.

Additional occupational titles and codes from the *Dictionary of Occupational Titles*, which are appropriate for this program:

Computer Programmers:
 030.162-010
 030.162-018
 030.162-022
 030.167-010

PROGRAM OUTLINE
SOFTWARE DEVELOPMENT/PROGRAMMER (MCTS/MCPD)

ID	Course	Hours	Credit Units
2609	Introduction to C# Programming	40	1.67
2124	Programming with C#	40	1.67
2956	Core Foundations of Microsoft .NET Development	24	1.00
2957	Advanced Foundations of Microsoft .NET Development	24	1.00
2310	Developing Web Applications Using Microsoft Visual Studio	40	1.67
6460	Visual Studio: Windows Presentation Foundation	24	1.00
6461	Visual Studio: Windows Communication Foundation	24	1.00
6462	Visual Studio: Windows Workflow Foundation	16	0.67
6463	Visual Studio: ASP.net	16	0.67
6464	Visual Studio: ADO.net	16	0.67
Projects	Projects using Workshop Self Study Curriculum*	16	0.67

Books used during the class: Microsoft Official Electronic material title with the name of each course. Internal created materials for all other topics. Handouts for projects will be provided to students on a project basis.

COM 250

PROJECT SERVER MANAGER SPECIALIST \$5000

120 Total Clock Hours/ 5.01 Semester Credit Units

Class schedules may vary.

Typical Schedule: Monday through Friday from 9:00AM to 5:00PM

(3-6 weeks depending on the proposed schedule)

EDUCATION OBJECTIVE:

The PROJECT SERVER MANAGER SPECIALIST Program qualifies candidates to install, manage, and maintain the Project Server software as well as to work with project flow management and support. The program emphasized Microsoft Project Server as the main technologies and platforms.

Level of Occupation: Entry Level to Advanced Level positions such as: Project Manager, Project Administrator, Junior Project Administrator, and Project Technical Support.

Additional occupational titles and codes from the *Dictionary of Occupational Titles* that are appropriate for this program:

System Analyst

30.62-14	030.167-032
30.162-18	030.167-033
30.167-18	030.167-039
30.167-35	109.067-010

PROGRAM OUTLINE
PROJECT SERVER MANAGER SPECIALIST)

ID	Course	Hours	Credit Units
5927	5927: Microsoft® Office Project Managing Projects	40	1.67
5928	5928: Microsoft® Office Project Server Managing Projects	40	1.67
5929	5929: Microsoft® Office Project Server Managing Projects and Programs	40	1.67

Books used during the class: Microsoft Official Electronic material title with the name of each course. Internal created materials for all other topics. Handouts for projects will be provided to students on a project basis.

COM 310

DESKTOP SUPPORT TECHNICIAN / OFFICE SUPPORT SPECIALIST (MOS/MCTS/A+) \$7500

320 Total Clock Hours / 13.36 Semester Credit Units

Class schedules may vary

Typical Schedule: Monday through Friday from 9:00 AM to 5:00 PM

(8-12 weeks depending on the proposed schedule)

EDUCATIONAL OBJECTIVE:

The Desktop Support Technician / Office Support Specialist (MOS/MCTS/A+) program is designed to prepare the student to support Microsoft Office applications like Word, Excel, Access and PowerPoint as well as business applications related to Office. Besides the student is prepared to support computer equipment and troubleshoot software and hardware issues.

Level of Occupation: Entry Level to Advanced Level positions such as: PC Repair, Hardware Specialist, Help Desk, Desktop Support, and Administrative Assistant.

Additional occupational titles and codes from the *Dictionary of Occupational Titles* that are appropriate for this program:

Computer and Office Machine:

631.261-014

631.281-014

706.381-010

706.381-030

General Office Clerks:

209.362-30 245.367-010

209.562-10 245.367-014

209.362-10 245.367-018

219.362-22 249.367-010

PROGRAM OUTLINE

DESKTOP SUPPORT TECHNICIAN / OFFICE SUPPORT SPECIALIST (MOS/MCTS/A+)

ID	Course	Hours	Credit Units
APLUS	A+ Certification	40	1.67
MS-WC-O	Microsoft Word	40	1.67
MS-EC-O	Microsoft Excel	40	1.67
MS-OC-O	Microsoft Outlook	40	1.67
MS-AC-O	Microsoft Access	40	1.67
MS-PC-O	Microsoft PowerPoint	40	1.67
MS-OS-1	MS Operating Systems (6292) -70-680	40	1.67
MS-OS-2	MS Operating Systems (50322) -70-680	40	1.67

Books used during the class: Comptia A+ Certification Book. Microsoft Step by Step for Word, Excel, Outlook, Access, PowerPoint. Microsoft Official Electronic Book. Handouts for projects will be provided to students on a project basis.

COM 320

IT SALES EXECUTIVE / CUSTOMER RELATIONSHIP MANAGEMENT (CRM) \$6500

320 Total Clock Hours / 13.36 Semester Credit Units

Class schedules may vary

Typical Schedule: Monday through Friday from 9:00 AM to 5:00 PM
(8 to 12 weeks depending on the proposed schedule)

EDUCATIONAL OBJECTIVE:

The IT Sales Executive / Customer Relationship Management program is designed to prepare the student to sale, consult, plan, organize or implement IT related services or consumables. Candidate will have all the tools necessary to work for any sales organization and have the necessary IT knowledge to recommend, manage and administer computer related implementations.

Level of Occupation: Entry Level to Advanced Level positions such as: Sales Associate, Business Development, Sales Executive, and IT Consultant.

Additional occupational titles and codes from the *Dictionary of Occupational Titles* that are appropriate for this program:

Sales Agent, Business Services:

251-357-010

Computer and Office Machine:

631.261-014

706.381-010

706.381-030

General Office Clerks:

209.362-31 245.367-010

209.562-11 245.367-014

209.362-11 245.367-018

219.362-23 249.367-010

PROGRAM OUTLINE

IT SALES EXECUTIVE / CUSTOMER RELATIONSHIP MANAGEMENT (CRM)

ID	Course	Hours	Credit Units
APLUS	A+ Certification	40	1.67
MS-WC-O	Microsoft Word	40	1.67
MS-EC-O	Microsoft Excel	40	1.67
MS-OC-O	Microsoft Outlook	40	1.67
MS-PC-O	Microsoft PowerPoint	40	1.67
SALES -1	Sales Training	40	1.67
CRM-1	CRM Level 1	40	1.67
CRM-2	CRM Level 2	40	1.67

Books used during the class: CompTIA A+ Certification Book. Microsoft Step by Step for Word, Excel, Outlook, Access, PowerPoint. Microsoft Official Electronic Book for CRM . Handouts for projects will be provided to students on a project basis.

COM 330

IT SPECIALIST (A+, NETWORK+, LINUX+, CCNA) \$7500

200 Total Clock Hours / 8.35 Semester Credit Units

Class schedules may vary

**Typical Schedule: Monday through Friday from 9:00AM to 5:00PM
(6-10 weeks depending on the proposed schedule)**

EDUCATIONAL OBJECTIVE:

The IT Specialist (A+, Network+, Linux+, CCNA) program is designed to prepare the student to install, configure, operate, maintain and troubleshoot Local Area Networks as well as setup client software, grant and maintain access rights, backup data, and provide support for line of business applications. Students are prepared to operate with switched and routed environments in LAN's in both Microsoft Windows and Linux systems.

Level of Occupation: Entry Level to Advanced Level positions such as: PC Repair, Hardware Specialist, Help Desk, Desktop Support, Network Engineer, Security Technical Support, Junior Administrator and/or System Administrator.

Additional occupational titles and codes from the *Dictionary of Occupational Titles* that are appropriate for this program:

Computer Scientists
Computer Engineers
System Analyst

30.62-15	030.167-032
30.162-19	030.167-033
30.167-19	030.167-039
30.167-36	109.067-010

Computer and Office Machine:

631.261-014
706.381-010
706.381-030

PROGRAM OUTLINE

IT SPECIALIST (A+, NETWORK+, LINUX+, CCNA)

ID	Course	Hours	Credit Units
APLUS	A+ Certification	40	1.67
NPLUS	Network+ Certification	40	1.67
LPLUS	Linux+ Certification	40	1.67
ICND1	Interconnecting Cisco Network Devices part 1	40	1.67
ICND2	Interconnecting Cisco Network Devices part 2	40	1.67

Books used during the class: Comptia A+ , Network+, Linux+ Certification Book. Cisco Press ICND1 and ICND2. Handouts for projects will be provided to students on a project basis.

COM 340

NETWORK IT ADMINISTRATOR (A+/MCTS/MCITP) \$6500

312 Total Clock Hours / 13.02 Semester Credit Units

Class schedules may vary

**Typical Schedule: Monday through Friday from 9:00AM to 5:00PM
(8 to 12 weeks depending on the proposed schedule)**

EDUCATIONAL OBJECTIVE:

The Network IT Administrator (A+/MCTS/MCITP) program is designed to prepare the student to design, plan, integrate, setup, manage, maintain and troubleshoot a Windows Server Infrastructure.

Level of Occupation: Entry Level to Advanced Level positions such as: Network Administrator, Network Engineer, Junior Administrator, System Administrator, and System Analyst.

Additional occupational titles and codes from the *Dictionary of Occupational Titles* that are appropriate for this program:

Computer Scientists
Computer Engineers
System Analyst

30.62-13 030.167-032
30.162-17 030.167-033
30.167-17 030.167-039
30.167-34 109.067-010

PROGRAM OUTLINE **NETWORK IT ADMINISTRATOR (A+/MCTS/MCITP)**

ID	Course	Hours	Credit Units
APLUS	A+ Certification	40	1.67
6292	Installing and configuring Windows 7 7X-680	24	1.00
50322	Configuring and Administering Windows 7X-680	40	1.67
6419	Configuring, Managing and Maintaining Windows Server Servers -7X-640/42/46	40	1.67
6421	Configuring and troubleshooting a Windows Server Network Infrastructure -7X-640 /42	40	1.67
6425	Configuring Windows Server Active Directory Services -7X-640 /42	40	1.67
6426	Configuring and troubleshooting identity and access solutions with Windows Server Active Directory – 7X-640	40	1.67
6430	Planning for Windows Server Servers -7X-646	24	1.00
6434	Automating Windows Server Administration with Windows PowerShell -7X-646	24	1.00

Books used during the class: Comptia A+ Certification Book. Microsoft Official Electronic material title with the name of each course. Internal created materials for all other topics. Handouts for projects will be provided to students on a project basis.

COM 350

MICROSOFT SHAREPOINT SPECIALIST \$7500 **280 Total Clock Hours / 11.69 Semester Credit Units** **Class schedules may vary**

Typical Schedule: Monday through Friday from 9:00AM to 5:00PM
(8 to 12 weeks depending on the proposed schedule)

EDUCATIONAL OBJECTIVE:

The Microsoft SharePoint Specialist program is designed to prepare the student to setup, maintain and administer the Microsoft SharePoint Portal Server, including daily monitoring, troubleshooting and performance analysis. The student will be prepared to make use of all SharePoint capabilities including portal, content management system, business intelligence, search, wikis, blogs and application development.

Level of Occupation: Entry Level to Advanced Level positions such as: Network Engineer, Junior Administrator, System Administrator, and System Analyst.

Additional occupational titles and codes from the *Dictionary of Occupational Titles* that are appropriate for this program:

System Analyst

30.62-13 030.167-032
30.162-17 030.167-033
30.167-17 030.167-039
30.167-34 109.067-010

PROGRAM OUTLINE **MICROSOFT SHAREPOINT SPECIALIST**

ID	Course	Hours	Credit Units
SP1	Implementing and Administering SharePoint Services	40	1.67
SP2	Implementing Microsoft Office SharePoint Server	40	1.67
SP3	Introduction to Microsoft Business Intelligence from SQL through SharePoint and Office	40	1.67
SP4	Microsoft Office SharePoint Designer	40	1.67
SP5	Microsoft Office SharePoint Server for the Site Owner/Power User	40	1.67
6421	Configuring and troubleshooting a Windows Server Network Infrastructure	40	1.67
6425	Configuring Windows Server Active Directory Services	40	1.67

Books used during the class: Microsoft Official Electronic material title with the name of each course. Internal created materials for all other topics. Handouts for projects will be provided to students on a project basis.

COM 360

RED HAT AND LINUX IT PROFESSIONAL (RHCE) \$7500

240 Total Clock Hours / 10.02 Semester Credit Units

Class schedules may vary

**Typical Schedule: Monday through Friday from 9:00AM to 5:00PM
(8 to 12 weeks depending on the proposed schedule)**

EDUCATIONAL OBJECTIVE:

The Red Hat and Linux IT Professional (RHCE) program is designed to prepare the student to setup, implement, manage, maintain and troubleshoot a Red Hat Enterprise Linux environment. Networking Services, Directory Services and Security will be emphasized along the track.

Level of Occupation: Entry Level to Advanced Level positions such as: Network Engineer, Junior Administrator, System Administrator, System Analyst.

Additional occupational titles and codes from the *Dictionary of Occupational Titles* that are appropriate for this program:

Computer Scientists
Computer Engineers
System Analyst

30.62-13 030.167-032
30.162-17 030.167-033
30.167-17 030.167-039
30.167-34 109.067-010

PROGRAM OUTLINE.
RED HAT AND LINUX IT PROFESSIONAL (RHCE)

ID	Course	Hours	Credit Units
LIN033	Red Hat Linux Essentials	40	1.67
LIN131	Red Hat Linux System Administration	40	1.67
LIN253	Red Hat Linux Networking and Security Administration	40	1.67
LIN300	Red Hat Rapid Track Course (and RHCE Exam)	40	1.67
LIN500	Red Hat Labs and Test prep	80	3.34

Books used during the class: Red Hat Complete Reference. Internal created materials for all other topics. Handouts for projects will be provided to students on a project basis.

COM 380

ADOBE CERTIFIED EXPERT \$6500

320 Total Clock Hours / 13.33 Semester Credit Units

Class schedules may vary

Typical Schedule: Monday through Friday from 9:00AM to 5:00PM
(8 to 10 weeks depending on the proposed schedule)

EDUCATIONAL OBJECTIVE:

The Adobe Certified Expert program is designed to prepare the student to setup, maintain and administer Adobe applications including Dreamweaver, Flash, Photoshop, Illustrator, Acrobat and related graphic or web applications.

Level of Occupation: Entry Level to Advanced Level positions such as: Graphical Designer, Web Designer, Adobe Desktop Applications Manager, etc.

Additional occupational titles and codes from the *Dictionary of Occupational Titles* that are appropriate for this program:

Graphic artist
141.061-022
979.382-018
141.061-018

Visual Artist:
141.061-026, 141.061-030, 141.061-034, 141.081-010, 141.061-18, 141.061-22.

PROGRAM OUTLINE. **ADOBE CERTIFIED EXPERT**

ID	Course	Hours	Credit Units
ACR	Adobe Acrobat	20	0.83
AD	Adobe Dreamweaver	40	1.67
AF	Adobe Flash	80	3.34
AI	Adobe Illustrator	40	1.67
AGL	Adobe GoLive	20	0.83
AP	Adobe Photoshop	40	1.67
AFW	Adobe Fireworks	40	1.67
HTML	HTML/CSS/XML	40	1.67

Books used during the class: HTML/CSS, Adobe Photoshop Digital Classroom, Dreamweaver Digital Classroom, Flash Digital Classroom. Internal created materials for all other topics. Handouts for projects will be provided to students on a project basis.

COM 400

PROJECT MANAGEMENT PROFESSIONAL/ SIX SIGMA LEAN BLACK BELT/ ITIL \$10000

360 Total Clock Hours / 15.03 Semester Credit Units

Class schedules may vary

**Typical Schedule: Monday through Friday from 9:00AM to 5:00PM
(10 to 16 weeks depending on the proposed schedule)**

EDUCATIONAL OBJECTIVE:

This project oriented program emphasizes on a strong foundation for Project Management courses to achieve Project Management skills needed today. It also includes Six Sigma Black Belt and ITIL training to enhance the student management skills as well as current project management skills.

Level of Occupation: Mid Level to Advanced Level positions such as: Project Manager, PM Specialist, Consultant, Manager, etc.

Additional occupational titles and codes from the *Dictionary of Occupational Titles* that are appropriate for this program:

Project Manager

189.117-030

PROGRAM OUTLINE.

PROJECT MANAGEMENT PROFESSIONAL/ SIX SIGMA LEAN BLACK BELT/ ITIL

ID	Course	Hours	Credit Units
MSP	Microsoft Project Level 1-3	40	1.67
MS-E-O	Microsoft Excel Level 1-3	40	1.67
MS-V	Microsoft Visio Level 1-2	40	1.67
PROJECT+	CompTIA Project+	40	1.67
PMP	Project Management Professional	40	1.67
SS	Six Sigma Lean Black Belt	40	1.67
ITIL	ITIL Foundation	40	1.67
TM	Time Management/Effective Presentation	40	1.67
PROJECTS	Project oriented task	40	1.67

Books used during the class: Microsoft Step by Step Project, CompTIA Project+, ITIL and Six Sigma reference guide. Internal created materials for all other topics. Handouts for projects will be provided to students on a project basis.

COM 410

VIRTUALIZATION SPECIALIST/VMWARE/HYPERV/VIRTUAL PC \$7500

280 Total Clock Hours / 11.69 Semester Credit Units

Class schedules may vary

**Typical Schedule: Monday through Friday from 9:00AM to 5:00PM
(10 to 16 weeks depending on the proposed schedule)**

EDUCATIONAL OBJECTIVE:

The Virtualization Specialist program is oriented to provide students with the skills necessary to plan, design, implement and deploy virtualization environments in various IT technologies.

Level of Occupation: Entry Level to Advanced Level positions such as: Virtualization Expert, Virtualization Network Engineer, Junior Administrator, System Administrator, System Analyst.

Additional occupational titles and codes from the *Dictionary of Occupational Titles* that are appropriate for this program:

Computer Scientists
Computer Engineers
System Analyst

30.62-13 030.167-032
30.162-17 030.167-033
30.167-17 030.167-039
30.167-34 109.067-010

PROGRAM OUTLINE

VIRTUALIZATION SPECIALIST/VMWARE/HYPERV/VIRTUAL PC

ID	Course	Hours	Credit Units
VP	Microsoft Virtual PC	80	3.34
HV	Microsoft HyperV	80	3.34
VM	VMWARE	80	3.34
PROJECTS	Miscellaneous Projects	40	1.67

Books used during the class: Microsoft Electronic Curriculum for each Microsoft title and VMWare Study guide. Internal created materials for all other topics. Handouts for projects will be provided to students on a project basis.

COURSE DESCRIPTION

ID	Course
2124	The goal of this course is to provide students with the knowledge and skills they need to develop C# applications for the Microsoft .NET Platform. The course focuses on C# program structure, language syntax, and implementation details. C# was created to be the programming language best suited for writing enterprise applications for .NET. C# combines the high productivity of Microsoft Visual Basic® with the raw power of C++. It is a simple, object-oriented, and type-safe programming language that is based on the C and C++ family of languages.
2272	The purpose of this course is to address the implementation and desktop support needs of customers that are planning to deploy and support Microsoft Windows® XP Professional in a variety of stand-alone and network operating system environments. It provides in-depth, hands-on training for Information Technology (IT) professionals responsible for the planning, implementation, management, and support of Windows XP Professional.
2274	This course provides students with the knowledge and skills to manage accounts and resources in a Microsoft Windows® Server environment. The course is intended for systems administrator and systems engineer candidates who are responsible for managing accounts and resources. These tasks include managing user, computer, and group accounts; managing access to network resources; managing printers; managing an organizational unit in a network based on Active Directory service; and implementing Group Policy to manage users and computers. This is the first course in the Systems Administrator and Systems Engineer tracks for Windows Server and serves as the entry point for other courses in the Windows Server curriculum.
2275	This course provides students with the knowledge and skills that are needed to effectively maintain server resources, monitor server performance, and safeguard data on a computer running one of the operating systems in the Microsoft Windows® Server family.
2276	The goal of this course is to provide students with the skills and knowledge necessary to configure a Windows-based computer to operate in a Microsoft Windows® Server networking infrastructure.
2277	This course provides students with the knowledge and skills to implement and manage a Microsoft Windows® Server network infrastructure. The course is intended for systems administrator and systems engineer candidates who are responsible for implementing and managing server networking technologies. These tasks include implementing routing; implementing and managing Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), and Windows Internet Name Service (WINS); securing Internet Protocol (IP) traffic with Internet Protocol security (IPSec) and certificates; configuring a network access infrastructure by configuring the connections for remote access clients, and managing and monitoring network access. This is the fourth course in the Systems Administrator and Systems Engineer track for Windows Server, and it is the final course in the Systems Administrator track.
2278	This course is to provide students with the knowledge and skills necessary to plan and maintain a Windows Server 200XX network infrastructure. This is the fifth course in the Windows Server 20XX Systems Engineer curriculum.
2279	This course includes self-paced and instructor-facilitated components. It provides students with the knowledge and skills to successfully plan, implement, and troubleshoot a Microsoft Windows® Server 20XX Active Directory® service infrastructure. The course focuses on a Windows Server 20XX directory service environment, including forest and domain structure, Domain Name System (DNS), site topology and replication, organizational unit structure and delegation of administration, Group Policy, and user, group, and computer account strategies. This is the sixth course in the Windows Server Systems Engineer curriculum.
2310	At the end of the course, students will be able to create a component in Visual Basic .NET and Microsoft Visual C#™. Create an ASP.NET Web Application Project by using Visual Studio .NET. Add server controls to an ASP.NET page. Add functionality to an ASP.NET page. Use the debugging features of Visual Studio .NET. Use validation controls to validate user input. Create a user control. Access data by using the built-in data access tools in Visual Studio .NET. Describe .NET technologies and how ASP.NET integrates with them. Use Microsoft ADO.NET to access data in a Web application. Accomplish complex data access tasks from a Web application. Access Extensible Markup Language (XML) data and read it

	into a DataSet. Build a XML Web service. Call a XML Web service from a Web application and incorporate the returned data into a Web site. Store application and session data in variables or in a Microsoft SQL Server™ database. Configure and deploy an ASP.NET application. Secure a Web application by using Secure Sockets Layer (SSL), Internet Information Services (IIS) authentication, login pages, and integration with the Passport Web Service.
2389	At the end of the course, students will be able to describe data-centric applications, ADO.NET architecture, and ADO.NET and XML. Connect to SQL Server and other data sources. Perform connected database operations including executing SELECT commands, database definition commands, dynamic SQL commands, and commands that return data from a SQL Server database in XML. Build a DataSet schema, populate it with data, and modify the data programmatically. Build a DataSet from an existing data source. Use XML techniques while working with DataSets, including mapping tables and columns, creating XSD schemas, building strongly typed DataSets, and interacting with XMLDataDocuments. Build a Web service that uses ADO.NET to query and update a data source. Troubleshoot errors within an ADO.NET application.
2609	In this 5-day instructor-led course, developers with programming experience in a non-graphical environment-as well as developers with limited programming experience in a graphical environment-learn the fundamental skills that are required to design and develop object-oriented applications for the Web and Microsoft Windows by using C# and the Microsoft Visual Studio .NET development environment.
2778	This 3-day instructor led course provides students with the technical skills required to write basic Transact-SQL queries for Microsoft SQL Server.
2824	This five-day instructor-led course provides students with the knowledge and skills to deploy and manage Microsoft® Internet Security and Acceleration (ISA) Server as part of a larger security infrastructure. The course introduces security concepts unique to ISA Server and provides best practices for their implementation. This course includes information on both the Standard Edition and Enterprise Edition of ISA Server.
2830	This course provides students with the knowledge and skills to design a secure network for computers running Microsoft operating systems. The course emphasizes the design aspects of security including threat identification and risk assessment. It also provides best practices and guidelines for developing and verifying effective security policies and procedures.
2956	This three-day instructor-led course provides students with the enabling knowledge and skills required to create Microsoft .NET Applications with Visual Studio. Students learn how to develop advanced .NET applications.
2957	This three-day instructor-led course provides students with the enabling knowledge and skills required to create Microsoft .NET Applications with Visual Studio. Students learn how to develop secured .NET applications.
50322	This five-day instructor-led course provides students with the knowledge and skills to configure and administer Microsoft Windows 7 as a standalone installation or in a corporate environment as a part of a Windows Active Directory domain. It can also be used to prepare for exam 70-680 TS: Windows 7, Configuring. The contents of the course provide students with the ability to create and deploy images, configure hardware and software, configure networking and backup and restore system information. The course also provides a complete set of exercises on installing and configuring DirectAccess in the classroom.
5927	This three-day instructor-led course provides students with the knowledge and skills to build, maintain, and control well-formed project plans. This is the first course in the Microsoft Office Project Official Curriculum series and serves as the entry point for other Microsoft Official Curriculum (MOC) courses covering Microsoft Office Project and the Microsoft Enterprise Project Management (EPM) Solution.
5928	This three-day instructor-led course provides students with the knowledge and skills to initiate, plan, execute, monitor and control, and close enterprise projects by using the Microsoft Office Project Server enterprise tool. This is the second course in the Microsoft Office Project Official Curriculum series and covers the Microsoft Enterprise Project Management (EPM) Solution.
5929	This course is intended for project managers, program managers, members of the project management office, or participants in the deployment of an EPM solution, who are

	responsible for managing, analyzing, and reporting on projects and programs in the Microsoft Office EPM environment. Further, these individuals are able to refine the Office EPM environment to create solutions to business problems. A solid understanding of key project management concepts and terminology as found in the Project Management Institute (PMI), A Guide to the Project Management Body of Knowledge (PMBOK Guide), Third Edition, and The Standard for Program Management is recommended. Additionally, substantial hands-on experience is recommended in Microsoft Office Project Professional, Project Server, and Project Web Access prior to attending the course.
6231	Installing and Configuring SQL Server The students will be introduced to planning for a SQL Server installation. The students will then be introduced to installing, configuring, and managing SQL Server
6232	The students will learn one of the most fundamental tasks that a database developer must perform, the creation of a database and its major components, such as creating databases, setting database options, creating filegroups, schemas, and database snapshots.
6234	Introduction to Microsoft SQL Server Analysis Services This module introduces common analysis scenarios and describes how Analysis Services provides a powerful platform for multidimensional OLAP solutions and data mining solutions. The module then describes the main considerations for installing Analysis Services.
6235	Implementing and Maintaining MS SQL Server Integration Services The students will be introduced to the role that Integration Services plays in extracting, transforming, and loading data. The students will also be introduced to the tools that are used to build and manage Integration Services solutions. The development tasks that are involved in creating an Integration Services package. Working with data flow sources, transformations, and destinations that can be used to implement a data flow task in an Integration Services control flow. It also explains how to use data flow paths to direct valid and invalid rows through the data flow.
6236	Implementing and Maintaining MS SQL Server Reporting Services This three-day instructor-led course teaches students how to implement a Reporting Services solution in an organization. The course discusses how to use the Reporting Services development tools to create reports, and how to use the Reporting Services management and administrative tools to manage a Reporting Services solution
6292	Installing and configuring Windows 7 -7X-680 This three-day instructor-led course is intended for IT professionals who are interested in expanding their knowledge base and technical skills about Windows 7 Client. In this course, students learn how to install, upgrade, and migrate to Windows 7 client. Students then configure Windows 7 client for network connectivity, security, maintenance, and mobile computing.
6418	Deploying Windows Server - 7X-643 This 3 day instructor-led course provides students with an understanding of migrating and deploying Windows Server including installation, configuration, and upgrading. Special emphasis is given to upgrading common server configurations and using the Windows Server Deployment (WSD) Solution Accelerator.
6419	Configuring, Managing and Maintaining Windows Server Servers -7X-640/42/46 This five-day instructor-led course combines five days' worth of instructor-led training content from the Network Infrastructure Technology Specialist, Active Directory Technology Specialist, and IT Professional Server Administrator courses of Windows Server to provide students with the knowledge and skills that are required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in a Microsoft Windows Server environment. This course covers the core skills required by anyone working with Windows Server Servers.
6421	Configuring and troubleshooting a Windows Server Network Infrastructure -7X-640 /42 This course provides students with the knowledge and skills to configure and troubleshoot a Windows Sever network infrastructure. Students will learn to implement and configure secure network access and implement fault tolerant storage technologies. Students will gain an understanding of the network technologies most commonly used with Windows Server and IP-enabled networks. Students will also learn how to secure servers and maintain update compliance.
6425	Configuring Windows Server Active Directory Services

	This five-day instructor-led course is for AD Technology Specialists, Server Administrators, and Enterprise Administrators who want to learn how to implement AD in a distributed environment, secure domains using Group Policies, and perform backup, restore, and monitor and troubleshoot AD configuration to ensure trouble free operation
6426	Configuring and troubleshooting identity and access solutions with Windows Server Active Directory – 7X-640 The audience for this course is IT Professionals interested in learning how to implement IDA solutions in an enterprise environment. Most students will be IT professionals who are responsible for integrating applications and platforms with enterprise directory and security services while increasing access to a growing number of customers and partners.
6427	Configuring and troubleshooting Internet Information Services in Windows Server - 7X-643In this 3-day instructor-led course, the students will learn to install, configure, maintain, and troubleshoot an Internet Information Services (IIS) 7.0 Web Server in Windows Server.
6428	Configuring and troubleshooting Windows Server Terminal Services - 7X-643 This two-day instructor-led course provides students with the knowledge and skills to configure, manage, monitor, and troubleshoot a Terminal Services (TS) environment. The course focuses on configuring of TS core functionality, TS licensing, TS Gateway, and TS Web Access.
6430	Planning for Windows Server Servers -7X-646 This course is intended for entry level server administrators or IT professionals who are interested in becoming server administrators as the next step in their career path. Planning for Windows Server Deployment, Planning Windows Server Server Roles, Creating a Configuration Change Plan for Windows Server, Planning for the Application Server Role, Planning for Windows Server High Availability and Maintaining a Distributed File System on Windows Server.
6434	Automating Windows Server Administration with Windows PowerShell -7X-646 This three day instructor lead course will teach students; Introduction to Windows PowerShell, Installing Windows PowerShell in Windows Server , Learning Cmdlets and Defining Aliases, Holding the Output of a Cmdlet, Building Pipelines for Assembly-Line Style Processing, Managing Processes and Formatting Cmdlet Output, Introduction to Scripting with Microsoft Windows PowerShell, Implementing Flow Control and Functions, Working with Files, the Registry, Certificate Stores, Managing the Windows Operating System Using Microsoft Windows PowerShell and WMI.
6435	Designing a Windows Server Network Infrastructure – 7X-647 This 5 day instructor lead course will teach IT professionals, including Windows 2000 Server and Windows Server enterprise administrators interested in becoming a Windows Server Enterprise Administrator who focuses on network solutions. Network Infrastructure Design, Network Security, Designing IP Addressing, Routing and Switching, Name Resolution and Designing Operating System Deployment and Maintenance.
6436	Designing a Windows Server Active Directory Infrastructure and Services – 7X-647 At the end of this five-day course, students will learn how to design an Active Directory Infrastructure in Windows Server . Students will learn how to design Active Directory forests, domain infrastructure, sites and replication, administrative structures, group policies, and Public Key Infrastructures. Students will also learn how to design for security, high availability, disaster recovery, and migrations.
6460	Visual Studio: Windows Presentation Foundation This three-day instructor-led course provides students with the knowledge and skills to build and configure a Windows Presentation Foundation (WPF) solution.
6461	Visual Studio: Windows Communication Foundation This three-day instructor-led course provides students with the knowledge and skills to build and configure a Windows Communication Foundation (WCF) solution.
6462	Visual Studio: Windows Workflow Foundation This two-day instructor-led course provides students with the knowledge and skills to build and configure a Windows Workflow Foundation (WF) solution.
6463	Visual Studio: ASP.net This two-day instructor-led course provides students with the knowledge and skills to access and modify data by using ASP.NET 3.5.
6464	Visual Studio: ADO.net

	This two-day instructor-led course provides students with the knowledge and skills to access and modify data by using ADO.NET 3.5.
ACCT	Accounting Principles Accounting, accounting information and double-entry bookkeeping; financial and managerial accounting; basic financial statements (income statement, statement of cash flows, statement of changes in owners' equity and balance sheet); permanent (real) and temporary (nominal) accounts; four types of accounting transactions.
ACR	Adobe Acrobat Professional software enables business professionals to reliably create, combine, and control Adobe PDF documents for easy, more secure distribution, collaboration, and data collection. This class will enable you to prepare and edit PDF documents, as well as add the interactive features which have made Acrobat so successful in the business environment today.
AD	Adobe Dreamweaver Website Development is a 5-day course that provides web designers with the knowledge and hands-on practice they need to build and manage dynamic web sites using industry standard for professional web development and design. This class introduces the student to the fundamentals of Dreamweaver with an emphasis on best practices and current web standards. Students will learn how to use the latest features of Dreamweaver for design and connecting to a database.
AF	Over this course, you will build a Flash based website with interactivity, video and components, with some beginning ActionScript, In addition to learning the key elements of the Flash interface, including panels, timelines, and frames, you'll learn how to work with graphics, create and edit symbols, modify text, add interactivity with ActionScript 3.0, and incorporate animation and sound into your projects. This class also covers the new text engine, Deco drawing tools, Spring feature for inverse kinematics, video enhancements, and more
AFW	Adobe Fireworks is a course that provides RIA/Web Designers/Graphic creators with the knowledge and hands-on practice needed to create rich web graphics. You will learn how to use tools in Fireworks to create and edit web graphics with both vector and bitmap images, work with layers, build buttons, components, symbols, slice images, and optimize and export graphics with CSS
AGL	Adobe GoLive CS is an essential tool for developing and managing cutting-edge web sites. This course covers everything from basic web pages to advanced dynamic content. Additionally, this course explores Dynamic HTML, Cascading Style Sheets and Javascript actions. This course is recommended for anyone planning to obtain the Adobe Certified Expert (ACE) status.
AI	Discover high quality drawing and illustration with Adobe Illustrator. You will start with an overview of Illustrator and work on lessons that will step you into a greater skill level. Discover the unique features of Illustrator, including how to create logos, professional type effects, complex airbrush effects and color control. We also recommend this course for those planning to obtain the Adobe Certified Expert status.
AP	This class provides you with the concepts and skills to use Adobe Photoshop effectively. You get hands-on practice working with basic through advanced techniques to get the most out of your experience. You will learn layer basics, photo retouching and image editing. Whether you are a designer, illustrator, photographer, video artist, webmaster or just a beginner, Photoshop offers you many opportunities to make your images look great. We also recommend this course for those planning to obtain the Adobe Certified Expert status.
APLUS	You will acquire the essential skills and information you will need to install, upgrade, repair, configure, troubleshoot, optimize, and perform preventative maintenance of basic personal computer hardware and operating systems.
APLUSP	You will acquire the essential skills and information you will need to install, upgrade, repair, configure, troubleshoot, optimize, and perform preventative maintenance of basic personal computer hardware and operating systems.
APMCSE1	This course is designed to prepare the student for the CompTIA A+ certification exam. There are two parts: hardware and software. The student will receive a comprehensive review of the objectives for each exam. Upon the completion of this course, the student will be able to, but not limited to, identify various computer products and peripherals, perform basic DOS commands, identify network technologies, and identify risk and safety precautions when working with computers.

CEH	This class will immerse the student into an interactive environment where they will be shown how to scan, test, hack and secure their own systems. The lab intensive environment gives each student in-depth knowledge and practical experience with the current essential security systems. Students will begin by understanding how perimeter defenses work and then be lead into scanning and attacking their own networks, no real network is harmed. Students then learn how intruders escalate privileges and what steps can be taken to secure a system. Students will also learn about Intrusion Detection, Policy Creation, Social Engineering, DDoS Attacks, Buffer Overflows and Virus Creation. When a student leaves this intensive 5 day class they will have hands on understanding and experience in Ethical Hacking.
CISSP	This course introduces the student to a vendor neutral overview of the entire Information Technology spectrum as related to security management practices. Through a series of lectures and discussions the student will gain knowledge of these concepts. It is designed to give students an understanding of the areas of study required prior to taking the CISSP exam.
CRM-1	This two-day instructor-led course provides students with the tools to install and configure Microsoft Dynamics CRM 4.0. The course focuses on the components used within a Microsoft Dynamics CRM deployment, the hardware and software requirements needed to successfully deploy Microsoft Dynamics CRM, and the installation instructions for the primary Microsoft Dynamics CRM components: the Microsoft Dynamics CRM Server, the E-Mail Router, and Microsoft Dynamics CRM for Office Outlook.
CRM-2	This two-day course, Administration in Microsoft Dynamics CRM 4.0, provides students with the necessary techniques to plan, develop, apply, and examine administrative tasks within Microsoft Dynamics CRM 4.0.
CWNA	The CWNA certification is the foundation level enterprise Wi-Fi certification for the CWNP Program, and CWNA is required for your CWSP and CWNE certifications. Your CWNA certification will get you started in your wireless career by ensuring you have the skills to successfully survey, install, and administer enterprise Wi-Fi networks.
DBA	Database Modeling/SQL fundamentals. This course provides students with the knowledge and skills required to install, configure, administer, and troubleshoot the client-server database management system of Microsoft SQL Server fundamentals.
HD	Hosting and Database Applications essentials and practice exercises This course provides students with the knowledge and skills required to install, configure, administer, and troubleshoot the client-server database management system and application servers.
HTML	HTML is the foundation of every page you have ever viewed while surfing the net. It is a simple language to learn and a great place to start on your path to becoming a Web Developer. By the end of this class you will have an understanding of: how the World, Wide Web (WWW) works, the purpose of a browser, the different types/versions of browsers, how browsers 'fetch' pages, how a browser displays a page, the importance of standardization on the web, what an HTML file is, what an HTML editor is the meaning behind 'client-server' terminology, the difference between elements, tags, attributes and values. By the end of this class you will know how to: create HTML pages, convert HTML pages to XHTML pages, create Forms, create Framesets, create Tables, creates Lists, add color to your web page, add images to your web page, format your web pages in a clear, concise manner, add special characters to your web page, link your web pages to other web pages, create internal links on your web page, create links inside a frameset to other framesets, FTP a page to the Internet for the world to see
HV	Microsoft HyperV technologies explained in a hands-on environment. This three-day instructor-led course teaches students how to implement a Microsoft System Center Virtual Machine Manager V2 solution in an organization. The course also discusses how to install, configure, and deploy VMM.
ICND1	This course focuses on providing the skills and knowledge necessary to install, operate, and troubleshoot a small branch office Enterprise network, including configuring a switch, a router, connecting to a WAN and implementing network security. A learner should be able to complete configuration and implementation of a small branch office network under supervision.
ICND2	This course focuses on providing the skills and knowledge necessary to install, operate, and troubleshoot a small to medium-size branch office Enterprise network, including configuring

	several Cisco Catalyst switches and Cisco routers, connecting to a WAN and implementing network security.
IDTBCMSN	The BCMSN course is divided into four modules. An introductory section that covers the course logistics precedes these four modules. Course Introduction Overview of a Campus Network Building a Campus Network ·Connecting the Switch Block ·Defining Common Workgroups ·Managing Redundant Links ·Facilitating InterVLAN Routing Managing Campus Traffic Network ·Improving IP Routing Performance with Multilayer Switching ·Implementing HSRP for Fault Tolerant Routing ·Multicast Overview ·Managing High-Bandwidth Broadcasts with IP Multicast ·Controlling Access in a Campus Network Appendix A: Answers and Lab Run Statements Appendix B: Command Quick Reference Appendix C: Core Block Products
IDTBCRAN	Building Remote Access Networks Introduction Identifying Cisco Solutions to Remote Access Needs This module highlights various physical WAN connections for remote to central site connections. ·Selecting Cisco Products for Remote Connections ·Assembling and Cabling the WAN Components Enabling On Demand Connections to the Central Site This module instructs the students how to establish remote connections via asynchronous links to a centralized router using basic telephone service. ·Configuring Asynchronous Connections with Modems ·Accessing the Central Site with Windows 95 ·Configuring PPP and Controlling Network Access with PAP or CHAP Enhancing on Demand Connectivity This module teaches the students how to enhance remote connections using ISDN and DDR. ·Using ISDN and DDR to Enhance Remote Connectivity ·Optimizing Use of DDR Interfaces ·Configuring a Cisco 700 Series Router Enabling Permanent Connections to the Central Site This module provides instruction on dedicated WAN connectivity options. ·Establishing an X.25 Connection ·Establishing a Dedicated Frame Relay Connection and Controlling Traffic Flow with Traffic Shaping ·Enabling a Backup to the Permanent Connection (This chapter was added) ·Optimizing Traffic on Dedicated WAN Connections Scaling and Troubleshooting Remote Access Networks This module instructs students about controlling corporate network access with AAA, managing network costs with AAA, and managing depleting ip addresses with NAT or PAT. It also provides troubleshooting recommendations. ·Scaling IP Addresses with PAT and NAT ·Using AAA to Scale Access Control in an Expanding Network ·Troubleshooting the Remote Access Network
IDTBSCN	Building Scalable Cisco Networks (BSCN) focuses on using Cisco routers connected in LANs and WANs typically found at medium to large network sites. The course provides the learner with in-depth information on these interior gateway protocols (IGPs): Enhanced Interior Gateway Routing Protocol (EIGRP), Open Shortest Path First (OSPF), and Intermediate System-to-Intermediate System (IS-IS). It also provides information on Border Gateway Protocol (BGP), an exterior gateway protocol (EGP). The course covers routing principles of both distance vector and link-state routing protocols; IP addressing techniques; the theory behind the EIGRP, OSPF, IS-IS, and BGP routing protocols; and configuration and troubleshooting information for each protocol. Hands-on lab exercises allow the learner to practice configuration and troubleshooting knowledge and to acquire the skills necessary to configure these protocols in customer networks. Upon completing this course, the learner will be able to select and implement the appropriate Cisco IOS? services required to build a scalable, routed network.BSCI is part of the recommended learning path for students seeking the Cisco Certified Internetworking Professional (CCIP), Cisco Certified Network Professional (CCNP), Cisco Certified Design Professional (CCDP), and Cisco Certified Internetwork Expert (CCIE) certifications.
IDTCIT	Introduction Troubleshooting Processes ·Support Resources for Troubleshooting ·Using Troubleshooting Methods ·Identifying Troubleshooting Targets ·Applying Cisco Troubleshooting Tools ·Workgroup Discovery Lab and CCO ·Protocol Analyzer Lab (optional) ·Using a Troubleshooting Method ·Documenting Symptoms, Actions and Results ·Classroom Baseline Discovery Lab ·Tracking Log-ins and Connections ·Using Cisco show and debug commands Routing and Routed Protocol Troubleshooting ·Diagnosing and Correcting Campus TCP/IP Problems ·Diagnosing and Correcting Novell Networking Problems ·Diagnosing and Correcting AppleTalk Problems ·TCP/IP Remote Host Access Lab ·TCP/IP Traffic and Routing Lab ·TCP/IP Multirouting Protocol Lab ·TCP/IP on Windows 95/NT Lab ·Novell IPX Server Not Found Lab ·Novell IPX Service Advertisement Lab ·AppleTalk No Zones Found Lab ·AppleTalk Routing and Access Lab (voided) Campus Switch and VLAN Troubleshooting ·Diagnosing and Correcting Catalyst Problems ·Troubleshooting VLANs on Routers and Switches ·Catalyst

	5000 and Spanning-Tree Protocol Lab ·Interworking Router and Switch VLANs Lab WAN Troubleshooting ·Diagnosing and Correcting Frame Relay Problems ·Diagnosing and Correcting ISDN BRI Problems ·Frame Relay Connection Problems Lab ·ISDN BRI Connection Problems Lab Appendixes ·Appendix A: Protocol Characteristics Review ·Appendix B: Basic Protocol Analyzer Applications ·Appendix C: Executing a Router Core Dump ·Appendix D: Problem Solving Worksheets ·Appendix E: References and Reading List
IDTICND	Introduces students to the Cisco IOS user interface, various hardware interfaces and associated issues of cabling and physical connectivity. ·Course Introduction ·Selecting Cisco Network Devices ·Assembling and Cabling Cisco Network Devices ·Operating and Configuring a Cisco IOS Device ·Managing Your Network Environment Interconnecting Cisco Switches Discusses switch fundamentals in a networked environment. ·Catalyst Switch Operations ·Extending Switch Functionality Interconnecting Cisco Routers Focuses on routed and routing protocols supported by Cisco IOS software. ·Configuring IP Addressing ·Adding Basic IP Routing Protocols ·Basic IP Traffic Management with Access Lists ·Configuring Novell IPX Extending the Network to WANs Instructs the student on methods of connecting to wide area-networks. ·Establishing Serial Point-to-Point Connections ·Completing an ISDN BRI Call ·Establishing a Frame Relay PVC Connection Appendices ·Appendix A: AppleTalk ·Appendix B: HyperTerm ·Appendix C: Switch Management Tools ·Appendix D: 700 Series Access Routers
IDTICND1	Introduces students to the Cisco IOS user interface, various hardware interfaces and associated issues of cabling and physical connectivity. ·Course Introduction ·Selecting Cisco Network Devices ·Assembling and Cabling Cisco Network Devices ·Operating and Configuring a Cisco IOS Device ·Managing Your Network Environment Interconnecting Cisco Switches Discusses switch fundamentals in a networked environment. ·Catalyst Switch Operations ·Extending Switch Functionality Interconnecting Cisco Routers Focuses on routed and routing protocols supported by Cisco IOS software. ·Configuring IP Addressing ·Adding Basic IP Routing Protocols ·Basic IP Traffic Management with Access Lists ·Configuring Novell IPX Extending the Network to WANs Instructs the student on methods of connecting to wide area-networks. ·Establishing Serial Point-to-Point Connections ·Completing an ISDN BRI Call ·Establishing a Frame Relay PVC Connection Appendices ·Appendix A: AppleTalk ·Appendix B: HyperTerm ·Appendix C: Switch Management Tools ·Appendix D: 700 Series Access Routers
IDTICND2	IDT Course for Interconnecting Cisco Network Devices 2 This course focuses on providing the skills and knowledge necessary to install, operate, and troubleshoot a small to medium-size branch office Enterprise network, including configuring several Cisco Catalyst switches and Cisco routers, connecting to a WAN and implementing network security.
ISQL	Introduction to SQL This course introduces technology and the relational database concepts and the powerful SQL programming language. This course provides the learners with the essential SQL skills of querying the database, the meta data and creating database objects. In addition, the course also delves into the advanced querying and reporting techniques, data warehousing concepts and manipulating large data sets in different time zones.
ISQL1	SQL I The students will learn one of the most fundamental tasks that a database developer must perform, the creation of a database and its major components, such as creating databases, setting database options, creating filegroups, schemas, and database snapshots.
ISQL2	SQL II This three-day instructor-led course provides students with the knowledge and skills to design server-side solutions for Microsoft SQL Server 2005T. The course focuses on teaching database developers who work in enterprise environments to identify and place database technologies during design to achieve a suitable solution that meets the needs of an organization. Students will also learn to consider the solution from a system-wide view instead of from a single database or server perspective.
ISQL3	SQL III The purpose of this five-day workshop is to teach database administrators working in enterprise environments how to determine and troubleshoot performance issues using

	<p>Microsoft SQL Server 2005. The primary focus of this workshop is to teach the overall process of troubleshooting. It includes learning how to establish monitoring standards and baselines, determining performance thresholds, and focusing the investigation on specific issues.</p> <p>Provides students with the knowledge and skills to administer and automate Microsoft SQL Server 2005 databases and servers. This course focuses on the need to maintain administration and automation information.</p>
ITIL	<p>ITIL Foundation</p> <p>IT organizations are faced with a rapidly evolving environment coupled with a more headcount-constrained staff, where standardization on optimal systems and procedures is a critical success factor. The Information Technology Infrastructure Library (ITIL) has become the de facto world standard for delivery of high quality IT services. ITIL Version 3 (V3) is the latest evolution which puts heavy emphasis on integration of IT in the business. ITIL V3 covers the entire IT Service Lifecycle of Strategy, Design, Transition, Operation, and Continuous Improvement.</p>
JS	<p>Today's web sites can include a wealth of features. JavaScript provides one of the easiest ways to spice up a Web Page by replacing your static HTML content with exciting dynamic content. By the end of this class you will be able to: Use JavaScript to build dynamic Web pages, Create rollovers and simple animations, Write scripts that work in Internet Explorer and Netscape, Use JavaScript to verify Web-based forms</p> <p>Create a shopping cart script, Build your own JavaScript game, Control cascading style sheets with Simple JavaScript, Create dynamic pages with layers, Debug JavaScript applications, Understand and use variables, Understand the basic Document Object Model (DOM), Create loops and arrays, Understand Object Methods and Properties, Use the Math Object, Use the Date Object, Create String Objects, Create and use functions, Add conditions to your JavaScript, Find and use pre-written JavaScript, Create Framesets using JavaScript, Validate Forms, Understand Event Handlers, and Create Custom Objects.</p>
LIN033	<p>Red Hat Linux Essentials: An introduction to fundamental end user and system administration skills in Red Hat Enterprise Linux, students learn to properly manage a Linux workstation or server, including installation and configuration of local components and services as well as connections to existing network services.</p>
LIN131	<p>Red Hat Linux System Administration: A course designed to start building skills in systems administration on Red Hat Linux. Students learn to properly manage a Linux workstation or server, including installation and configuration of local components and services as well as connections to existing network services.</p>
LIN253	<p>Linux Troubleshooting Techniques and Tools: Designed to learn the most appropriate methodology and tools to troubleshoot a Red Hat Enterprise Linux network.</p>
LIN300	<p>Red Hat Linux Networking and Security Administration: Designed to understand how to set up a Red Hat Enterprise Linux server and configure its network services and security. This course covers core system administration and knowledge to use Linux as part of more complex services infrastructure.</p>
LIN500	<p>Red Hat Enterprise RHCE Exam and Preparation: Red Hat Enterprise Linux has gained considerable momentum as the operating system of choice for deploying network services such as web, ftp, email, and file sharing. This is an intensive course that provides instruction and labs on how to use the latest technologies to secure your services.</p>
LPLUS	<p>This course is a practical introduction to the use of the Linux operating system. This Linux course focuses on the underlying principles of Linux in a system-independent way, ensuring that delegates learn the core concepts, which apply throughout Unix and are present in all versions, no matter whom the vendor may be. At the end of the course delegates will be well-positioned to become serious users, developers and administrators of any Linux system and will fully understand the application of Linux in serious commercial and other environments.</p>
MS-AC-O	<p>At the end of the course, students will be able to create Access databases. Open database objects in multiple views. Move among records. Format datasheets. Create and modify tables. Add a predefined input mask to a field. Create Lookup fields. Modify field properties. Create and modify Select queries. Add calculated fields to select queries. Create and display forms. Modify form properties. Enter, edit, and delete records. Create queries. Sort records. Filter</p>

	records. Create one-to-many relationships. Enforce referential integrity. Create and format reports. Add calculated controls to reports. Preview and print reports. Import data to Access. Export data from Access. Create a simple data access page.
MS-EC-O	At the end of the course, students will be able to insert, delete and move cells. Enter and edit cell data including text, numbers, and formulas. Check spelling. Find and replace cell data and formats. Work with a subset of data by filtering lists. Manage workbook files and folders. Create workbooks using templates. Save workbooks using different names and file formats. Apply and modify cell formats. Modify row and column settings. Modify row and column formats. Apply styles. Use automated tools to format worksheets. Modify Page Setup options for worksheets. Preview and print worksheets and workbooks. Insert and delete worksheets. Modify worksheet names and positions. Use 3-D references. Create and revise formulas. Use statistical, date and time, financial, and logical functions in formulas. Create, modify, position, and print charts. Create, modify, and position graphics. Convert worksheets into Web pages. Create hyperlinks. View and edit comments.
MS-OC-O	Microsoft Outlook
MS-OS-1	MS Operating Systems (6292) -70-680 This three-day instructor-led course is intended for IT professionals who are interested in expanding their knowledge base and technical skills about Windows 7 Client. In this course, students learn how to install, upgrade, and migrate to Windows 7 client. Students then configure Windows 7 client for network connectivity, security, maintenance, and mobile computing.
MS-OS-2	MS Operating Systems (50322) -70-680
MSP	Microsoft Project Level 1-3 This three-day instructor-led course provides students with the knowledge and skills to build, maintain, and control well-formed project plans. This is the first course in the Microsoft Office Project Official Curriculum series and serves as the entry point for other Microsoft Official Curriculum (MOC) courses covering Microsoft Office Project and the Microsoft Enterprise Project Management (EPM) Solution.
MS-PC-O	At the end of the course, students will be able to create presentations (manually and using automated tools). Add slides to and delete slides from presentations. Modify headers and footers in the Slide Master. Import text from Word. Insert, format, and modify text. Add tables, charts, clip art, and bitmap images to slides. Customize slide backgrounds. Add Office Art elements to slides. Apply custom formats to tables. Apply formats to presentations. Apply animation schemes. Apply slide transitions. Customize slide formats. Customize slide templates. Manage a Slide Master. Rehearse timing. Rearrange slides. Modify slide layout. Add links to a presentation. Preview and print slides, outlines, handouts, and speaker notes. Import Excel charts into slides. Add sound and video to slides. Insert Word tables on slides. Export a presentation as an outline. Set up slide shows. Deliver presentations. Manage files and folders for presentations. Work with embedded fonts. Publish presentations to the Web. Use Pack and Go. Set up a review cycle. Review presentation comments. Schedule and deliver presentation broadcasts.
MS-V	Microsoft Visio Level 1-2 Visio training classes are offered to businesses that have several students requiring Visio training. Students learn how to use Visio and receive personal attention from a certified instructor. This course will cover topics from beginner to immediate.
MS-WC-O	At the end of the course, students will be able to insert, modify, and move text and symbols. Apply and modify text formats. Correct spelling and grammar usage. Apply font and text effects. Enter and format Date and Time. Apply character styles. Modify paragraph formats. Set and modify tabs. Apply bullet, outline, and numbering format to paragraphs. Apply paragraph styles. Create and modify a header and footer. Apply and modify column settings. Modify document layout and Page Setup options. Create and modify tables Preview and Print documents, envelopes, and labels. Manage files and folders for documents. Create documents using templates. Save documents using different names and file formats. Insert images and graphics. Create and modify diagrams and charts. Compare and Merge documents. Insert, view and edit comments. Convert documents into Web pages.
Network+	Network+ Certification The CompTIA Network+ certification is the worldwide standard of competency for professionals with nine months experience in network support or administration.

	The Network+ certification validates technical competency in networking administration and support. Those holding Network+ certification demonstrate critical knowledge of media and topologies, protocols and standards, network implementation and network support. This certification is geared toward those with nine months field experience in network administration and support.
NPLUS	Network+ Certification The CompTIA Network+ certification is the worldwide standard of competency for professionals with nine months experience in network support or administration. The Network+ certification validates technical competency in networking administration and support. Those holding Network+ certification demonstrate critical knowledge of media and topologies, protocols and standards, network implementation and network support. This certification is geared toward those with nine months field experience in network administration and support.
NPLUSP	Network+ Certification (Test Prep) The CompTIA Network+ certification is the worldwide standard of competency for professionals with nine months experience in network support or administration. The Network+ certification validates technical competency in networking administration and support. Those holding Network+ certification demonstrate critical knowledge of media and topologies, protocols and standards, network implementation and network support. This certification is geared toward those with nine months field experience in network administration and support.
PA	Peachtree Accounting During class participants will review basic company set-up procedures and transaction entry. They will learn to set-up payroll and will study some of the advanced features, functions & procedures used in data entry throughout the system.
PC-INTRO	PC Intro- Windows Operating Systems To begin, participants will learn some basic computer terms, about the types of computers available, and the basic parts of a PC. We will also take a brief look at how a PC works and what can impact its performance. This section will focus on basic terms related to software, the differences between operating systems and applications, types of software available, and legal issues related to software. We will also take a fascinating look at how software is built.
PMP	Project Management Professional This accelerated three-day course covers Microsoft Office Project basics, as well as how to use Microsoft Office Project with Microsoft Office Project Server to manage enterprise projects. Normally a four-day learning track, our condensed course teaches you how to use Microsoft Project Professional and Microsoft Project Server through each stage of the project management life cycle.
Practice	Practice Labs and Miscellaneous Projects.
PROJ	Projects Project takes you through the core competencies you need to build schedules with Microsoft Project. Learn to master the fundamental scheduling engine behaviors and programming bias and, finally, take command of your project plans.
PROJECT+	CompTIA Project+ CompTIA Project+ covers the business and technical project management skills needed to successfully manage business projects. It emphasizes getting buy-in from stakeholders, proper scheduling and budget control.
PROJECTS	This is the capstone class to most programs. Students will incorporate all that they have learned throughout the program and transfer it into a web project of their own. This class will concentrate on helping the student develop a portfolio piece that will target perspective employers.
QB	QuickBooks Accounting In this course, you will learn about new and improved tools that are important to your practice, as well as important features that your clients will benefit from. As a trusted advisor, streamlining your procedures, becoming more efficient in your office, as well as being well informed for your clients is important to growing a successful practice. The information you will gain from this course can help you separate your firm from others by learning how to customize QuickBooks to meet each client's unique reporting needs, as well as maximizing the power of QuickBooks in your own accounting.

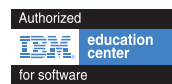
SALES -1	<p>Sales Training</p> <p>This course is designed to aid the student in moving beyond the functional responsibilities of a salesperson. Within this course, the student will learn how to sell with excellence by developing an in-depth analysis of the customer before the sales call is made and developing a closing strategy that will meet the need of the customer.</p>
Security+	<p>Security+ Certification</p> <p>CompTIA Security+ validates knowledge of communication security, infrastructure security, cryptography, operational security, and general security concepts. It is an international, vendor-neutral certification that is taught at colleges, universities and commercial training centers around the world. Although not a prerequisite, it is recommended that CompTIA Security+ candidates have at least two years on-the-job networking experience, with an emphasis on security. The CompTIA Network+ certification is also recommended.</p>
SM	<p>Social Media/Search Optimization</p> <p>Learn the fundamentals of social networking and Search optimization. Learn how to determine exactly what you're ideal buying audience is searching for. Learn the most powerful insider uses of the keyword research tool, Word tracker. How to effectively write content for your visitors & the search engines</p>
SP1	<p>Implementing and Administering SharePoint Services</p> <p>This 3-day Instructor led course shows how to fully utilize Microsoft Office system applications in your SharePoint environment. The course will be hands on walking you through all of the basic features of WSS and MOSS sites, so that after the course ends you can go back into your environment and implement a solution.</p>
SP2	<p>Implementing Microsoft Office SharePoint Server</p> <p>This 5-day Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities. course Every aspect of managing a SharePoint Server farm. This includes integration with applications like IRM, ForeFront, and Performance Point. Learn the many ways to back up and restore SharePoint environments.</p>
SP3	<p>Introduction to Microsoft Business Intelligence from SQL through SharePoint and Office</p> <p>This course is designed for individuals who access information on a Windows SharePoint team site or SharePoint site owners who are responsible for creating and managing a team website. This includes managers, developers, designers, and every day knowledge workers, anyone that uses SharePoint sites and lists on an everyday basis.</p>
SP4	<p>Microsoft Office SharePoint Designer</p> <p>This 2-day instructor-led course discusses how to navigate and use the new Ribbon interface, what new things you can do from Designer, what changes have been made to the actions and conditions of workflows, how to build external content types, and how to modify Out Of the Box Workflows.</p>
SP5	<p>Microsoft Office SharePoint Server for the Site Owner/Power User</p> <p>This 3-day instructor-led course explores all the new end user features exposed in SharePoint and advance features for power users.</p>
SPLUS	<p>Server+ Certification</p> <p>CompTIA Security+ validates knowledge of communication security, infrastructure security, cryptography, operational security, and general security concepts. It is an international, vendor-neutral certification that is taught at colleges, universities and commercial training centers around the world. Although not a prerequisite, it is recommended that CompTIA Security+ candidates have at least two years on-the-job networking experience, with an emphasis on security. The CompTIA Network+ certification is also recommended.</p>
SPLUSP	<p>Server+ Certification (Test Prep)</p> <p>CompTIA Security+ validates knowledge of communication security, infrastructure security, cryptography, operational security, and general security concepts. It is an international, vendor-neutral certification that is taught at colleges, universities and commercial training centers around the world. Although not a prerequisite, it is recommended that CompTIA Security+ candidates have at least two years on-the-job networking experience, with an emphasis on security. The CompTIA Network+ certification is also recommended.</p>
SS	<p>Six Sigma Lean Black Belt</p> <p>Upon completion of the training Lean Six Sigma Black Belts will have driven business results through the application of Lean and Six Sigma tools on projects. Understand the Lean Six Sigma methodology. Be able to utilize the Lean Six Sigma improvement model on all facets</p>

	of healthcare. Be able to apply Lean Six Sigma methods in a disciplined approach to capture business opportunities.
TM	Time Management/Effective Presentation This course is designed to provide the student with an understanding of how time can be quantified to identify and avoid "time traps," to prioritize daily work schedules and develop a personalized time management program.
VM	VMWARE This hands-on training course explores installation, configuration, and management of VMware® vSphere™, which consists of VMware ESXi/ESX™ and VMware vCenter™ Server. Students who complete this course may enroll in any of several more-advanced vSphere courses.
VP	Microsoft Virtual PC This two-hour clinic provides in-depth knowledge of Windows Server virtualization scenarios, the features that support the scenarios, and a high-level overview of the Windows Virtualization architecture and virtual PC

IT Training for:



(ISC)² Education Affiliate
(CISSP)



Other IT Vendor Affiliations:



stop saying
"i can't" and start believing
"in your dreams"

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