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OXFORD

EST. 1999

Oxford Institute of Technology

5530 Corbin Ave #120,
Tarzana, CA 91356
Office: (818) 457-4226   Fax: (818) 346-6441
www.oittech.com

Catalog of Courses
January 1, 2020, to December 31, 2020

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Mission and Goal Statement

The mission of this institution is to provide a high-quality educational experience to each enrolled student. We strive to be the best provider of technical and application software training by providing highly qualified professionals to deliver instruction. We offer a large selection of high-quality technical training programs that include hands-on instruction, current and relevant course materials, practice exams, and certification exams to assure the highest rate of satisfaction and achievement possible by our students. We also offer a certificate program to train all program. Our goal is to have each student acquire the essential analytical and critical abilities, attributes, and skills necessary to obtain employment as professionals in their chosen field, empowering individuals with the professional skills and development of values necessary to achieve higher levels of career excellence.

Objectives

- Providing our students quality education by focusing on the importance of labor market trends and technological advancements.
- Establishing a comfortable learning environment by providing students spacious classrooms and establishing a realistic workplace setting to enable a successful transition to their new professions.
- Having the most qualified administrative staff and educational instructors with appropriate work experience and educational background.
- Encouraging external projects, employer visits, and evaluations of classroom and teaching methods to better prepare students in a competitive labor market

School Location

Oxford Institute of Technology
5530 Corbin Ave #120,
Tarzana, CA 91356

BPPE Approval

OIT is a private institution and is approved to operate by the Bureau for Private Postsecondary Education. (BPPE) "Approved" means the school operates in compliance with state standards as set forth in Chapter 8, Part 59, Division 10, Title 3 of the California Education Code and does not imply any endorsement or recommendation by the State of California.

BPPE Contact Information

BPPE Questions

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 1747 N. Market . Ste 225 Sacramento, CA 95834 P.O. Box 980818, West Sacramento, CA 95798-0818, Website Address: www.bppe.ca.gov Telephone (888) 370-7589/ (916) 574-8900 or by fax (916) 263-1897

Review Documents

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

Complaints

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/ (916) 574-8900 or by completing a complaint form, which can be obtained on the bureau's Internet web site www.bppe.ca.gov.

Organizational and Facility Structure

Address of Instructional Location

Oxford Institute of Technology

5530 Corbin Ave #120,
Tarzana, CA 91356

Institute History

OIT was established in 1999 as a divest corporation with a focus as a post-secondary education and consulting service. As a post-secondary learning institution, the focus is on providing high quality education in the Southern California Region. Our targeted consumers are private individuals looking to expand their skill sets, corporate entities wanting to position themselves for future growth and government program.

Financial Stability

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor 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

Description of the Facilities

The school occupies approximately 1200 square feet of space on the first floor of a 30-year-old four-story high-rise building located at 5530 Corbin Ave, Suite #120 Tarzana, California. Ample parking is available in the back of the building and in a parking, garage located on the premises.

Staff and Faculty

Administrative Staff

Name	Position
Naved Nizami	Chief Operations Office Admissions & Student Services Director
Naved Nizami	Chief Academic Office

Faculty

Name Of Instructor	Qualified Course Facilitation
Steve Corbin Attentive Computer Information and Business Management teacher with excellent communication skills. Organized and driven with the innate ability to stay on task. Effective and efficient methods of teaching while focusing on the individual needs of each student. Deep and diverse hands-on technology experience ranging from infrastructure, security, systems management, networks, and databases. Excellent leadership, communication, and interpersonal abilities, including superb technical, analytical, research and public speaking. **Degrees and Certifications:** BA, Management, CSULB, Long Beach, CA. MBA, Operation Research, CSULB, Long Beach, CA. Microsoft Certified Systems Engineer (MCSE), Microsoft Certified Trainer, (MCT), Certified Novell Engineer, (CNE). ITIL Certified Project Management Professional, (PMP) TESOL Certificate, CompTIA A+ Certified Cisco Certified CCNA R/S, Security+, CTE Cisco and Microsoft Certified Instructor (CCSI, MCT)	• Cisco Networking Specialist • Database Administrator / Oracle Specialist / MCSE SQL • Network Specialist I1 CCNP/WAN Cisco • Network Specialist I1 MCSE/MS Windows • Information System Technology • Certified Project Management Professional, (PMP) • CompTIA A+ • CEH • CompTIA Security+ • ITIL Cisco and Microsoft Certified Instructor (CCSI, MCT)

Name Of Instructor	Qualified Course Facilitation
Ravinder Soni Highly skilled Professional with twenty-four years of working experience with a focus on multimedia graphic design, web design, dot-net software development, well versed on medical processes and procedures, digital imaging technologies, EMR/EHR procedure and requirements, and office productivity tools. For the last five years, Mr. Saini has been an instructor and subject matter expert at OIT. Degrees and Certifications: Bachelor of Science, Computer Science Master of Science, Quality Assurance and ISO 9000 Microsoft Certified IT Professional (MCITP) Microsoft Certified Solution Provider Adobe Creative Cloud	• Document Imaging Specialist • Electronic Medical Records (EMR)/ Electronic Health Records (EHR) • Microsoft .Net MCSD Solution Developer / C# and VB • Microsoft Office User Specialist/QuickBooks • Multimedia Graphics Design –Adobe/ Web Page Development • Project Management and Business Processes and Business Processes (Six Sigma/ITIL/PMP)
Charlene Decoff Highly skilled professional with twenty years of working experience with a focus on staffing management, Project Management and Business Processes, process improvement, extensive knowledge of paralegal policies and procedures, and office productivity tools. For the last five years, Ms. DeCoff has had been an instructor and subject matter expert at OIT. **Degrees and Certifications:** Bachelor of Science, Business Administration Bachelor of Science, Information Technology Interior Design Certification Management (PMP) Studies Certified Associate of And Business Processes **(CAPM)**	• Microsoft Office User Specialist/QuickBooks • Project Management and Business Processes (Six Sigma/ITIL/PMP)

Name Of Instructor	Qualified Course Facilitation
Parminder (Paul) Saini Highly skilled professional with twenty years of working experience with a focus on server administration, network administration, network security, database administration, and database development. For the last five years, Mr. Saini has been an instructor and subject matter expert at OIT. Degrees and Certifications: Bachelor of Sciences, Mathematics, and Sciences Master of Sciences, Applied Mechanics Cisco Certified Network Professional (CCNP) Cisco Certified Network Associate (CCNA) CompTIA Security+ Microsoft Certified Systems Engineer (MCSE) • Certified Novell Engineer (CNE) • Cisco Networking Specialist IT Security Professional (CCNA/Security+/CISSP) Network Specialist I1 CCNP/WAN Cisco CCNP, CCNA, CompTIA Security+ Certified	• Cisco Networking Specialist • IT Security Professional (CCNA/Security+/CISSP) • Network Specialist I1 CCNP/WAN Cisco
Nicholas Razo A highly skilled IT professional with a focus on Desktop support, server administration, network administration, and cybersecurity. Certifications: • CompTIA A+ ... • CompTIA CASP+, Advanced Security Practitioner (• CompTIA CIOS, stackable certification • CompTIA CSIS, Secure Infrastructure Specialist • CompTIA Linux+ ... • CompTIA Network+ ... • CompTIA Security+ ... • CompTIA Server+ ... • EC-Council CEH, Certified Ethical Hacker	• Network Specialist I1 Network+, MS Windows • Information System Technology • CompTIA A+ • CEH • CompTIA Security+

Name Of Instructor	Qualified Course Facilitation
Emmanuel Henshaw Highly skilled professional with over twenty years of working experience in the Information Technology Industry with specialization in Server Administration, Network Administration and Security, and hardware support. During the last fifteen years Mr. Henshaw has taught Information Technology classes to at OIT, sharing his "real world" knowledge and experience. Current Certifications: Microsoft Certified Systems Engineering (MCSE) Cisco Certified Network Associate (CCNA) Cisco Certified Network Professional (CCNP) Cisco Certified Internetwork Expert (CCIE) CompTIA A+ CompTIA Network+ • Cisco Networking Specialist Computer Network Administrator /A+, Network+ Microsoft Office User Specialist/QuickBooks Multimedia Graphics Design –Adobe/ Web Page Development Network Specialist I1 MCSE/MS Windows VMware/Cloud/SharePoint MCSE, CCNA, MS Office expert	• Cisco Networking Specialist • Computer Network Administrator /A+, Network+ • Microsoft Office User Specialist/QuickBooks • Multimedia Graphics Design –Adobe/ Web Page Development • Network Specialist I1 MCSE/MS Windows • VMware/Cloud/SharePoint

Name Of Instructor	Qualified Course Facilitation
Gordon Lee Thirty years of experiences in a combination of Information Technology, Information Sciences, and staff management. Has spent the last eight years with OIT as an instructor and subject matter expert with a focus on process improvement, server administration, database administration, database development, network administration, Project Management and Business Processes, and Microsoft office productivity tools (e.g., Access, Excel, Word, Project) Degrees and Certifications: Associate Arts, Architecture Microsoft Certified IT Professional (MCITP) Microsoft Certified Technology Specialist (MCTS) Microsoft Certified Professional (MCP) Teradata Certified Professional Six Sigma Green Belt	• Microsoft Office User Specialist/QuickBooks • Network Specialist I1 MCSE/MS Windows • Project Management and Business Processes (Six Sigma/ITIL/PMP) • VMware/Cloud/SharePoint • Microsoft Certified Systems Engineering (MCSE) •
Ayman Azzam Highly skilled professional with over five years of working experience in the Information Technology Industry with specialization in Server Administration, Network Administration and Security, hardware support, and virtualization. During the last five years Mr. Azzam has taught Information Technology classes at OIT, sharing his "real world" knowledge and experience. Degrees and Certifications: Microsoft Certified Systems Engineering (MCSE) Cisco Certified Network Associate (CCNA) Cisco Certified Network Professional (CCNP) Cisco Certified Internetwork Expert (CCIE) Certified Information Systems Security Professional (CISSP)	• Cisco Networking Specialist • IT Security Professional (CCNA, CompTIA Security+, CISSP) • Network Specialist I1 CCNP/WAN Cisco • Information System Technology

Library and Learning Resources, and Access Procedures

Our learning resources used by instructors and provided to students are available through the internet for student access. Students can use these resources while they are on the school's campus by accessing the Internet through our or gain access to the school's resources from home. In addition to Instructor led training resources for each program, OIT has also installed and prepared Lab Stations that have exam preparations software, which will assist students to prepare for certification exams if they choose to take them. These tests are also an useful tool in assessment tool to assessing the student's progress and how much they much knowledge they have gained and retained from class. Students are directed to use these resources while they are in class by their instructors. The Learning Center also contain projects students must complete in order to graduate certain courses.

With technology in a constant state of revolution OIT has choose NOT to house a physical library in order to provide the most current and update knowledge to our instructors and students.

Program Policies, and Procedures

Privacy Act

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

Faculty Competency Policy

All OIT faculty members are considered to be subject matter experts in their area of expertise. To maintain this status each faculty member is expect to stay current with the technology and maintain current certification in their area of specialty. This can be achieved, but not limited to: reading technical journals papers, enrolling in continuing education offerings by technology vendors and formal education institutes, and computer-based training sessions. If possible, a certificate of completion or proof of completion should be presented to OIT administration for verification.

Nondiscrimination Policy

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religious beliefs, nationality, ethnical, gender, sexual orientation or preference, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

Academic Freedom

OIT is committed to assuring full academic freedom to all faculty staff. OIT has full confident in the qualifications and expertise of its faculty members. OIT encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

OIT encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

Sexual Harassment

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

Instructional Methodology

Distance Education Learning

OIT DOES NOT offer distance educational, or distant learning programs at this time or are there any plans to support these learning programs in the future. We specialize in hands on training and provide all instructional hours and classes at OIT.

Method of Instruction

All programs are instructor led in a small classroom to provide a more in personal learning environment and designed to quickly adapt to any learning challenges that may be encountered.

Attendance Policy

Students are required to attend more than 85% of the scheduled sessions throughout the entire program. When a student falls below 90% attendance, they will be given a verbal warning by their instructor. When a student falls below 85% attendance they will be placed on probation for the remainder of the program. The student will be notified of their probation status and they will be required to meet with the Program Director. The instructor tracks late arrival and early departures.

Attendance will be graded as follows:

No absences	A+
One absence	A
Two absences	B
Three absences	C
Four or more absences	F

Leaves of Absence

Should circumstances be such that a leave of absence is to be requested, a student must submit an application for a leave of absence. At the discretion of the Chief Academic Office, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Chief Academic Office may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

Grade and Grading Standard for Student Achievement Policies

These classes are on pass/fail basis.

To complete this program, the student must:

- Attend at least 85% of the scheduled hours of instruction
- Maintain at least 80% average on assigned quizzes or tests
- If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.
- **I Incomplete** If the course has not been completed, the instructor may grant I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.
- **W Withdraw --** The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.
- Coursework will be weighted as follows:

1. Quizzes	45%		
2. Final exam	45%		
3. Attendance		10%	
	90%	10%	100%

Quizzes:

There will be many quizzes (probably one almost every class period). Quizzes will relate to current and previous topics. A quiz may be given at any time during any class period -- immediately after a lecture, at the beginning or end of a class, etc. There `will be no make-

up quizzes -- none even later during the same class period. Quizzes will be given only to those students who are present when the quizzes are passed out.

Final Exam:
The final exam will be given at the time shown at the end of class.

Failure to Satisfactory Meet Academic Standards
Students on probation who fail to meet the schools satisfactory academic progress by the conclusion of the probationary period will be terminated at the discretion of the institution.

Requirements for Eligibility for Licensure
None of the educational services offered lead to occupations that require licensure. However, the institution does provide training that leads to certifications issued by private industry.

Instructional Material, Equipment and Policies
All OIT classrooms have a maximum of 6 working computers in each class. Our classes have up to 6 students or less and as such each student gets an assigned workstation to work with. This is sufficient as most of our programs use labs, which can be conducted on one computer as prescribed by employers and vendors. At OIT all our programs are taught in an instructor-led training approach. This is an efficient method for presenting a large body of materials to large or small groups of students. It is more interactive and personal as it ensures that everyone gets the same quality information in a comprehensive manner. This approach is found to be more efficient towards having successful graduates and proper student placement. Instructor-led training approach makes use of certain standard materials, which are used in every class as instructor aids. These common materials include:

Computers equipped with high-speed internet access for each student in the classroom.

- Whiteboard – This is the most "old-fashioned" method, but it is still found to be effective as instructors use the whiteboard to highlight major points and draw attention towards main topics and objectives of the lessons being covered.
- PowerPoint Presentations – Our instructors use PowerPoint presentations in many programs. For many programs, course overheads are provided in the form of PowerPoint slides to assist with program delivery. These overhead slides ease delivery by listing major course points.
- Overhead Projectors – Our classrooms are equipped with Overhead projectors to allow instructors to connect their computers with the overhead projector and demonstrate labs that are taught in the classes.

Additionally, course materials used in our programs are in the form of courseware books. Exam preparation materials directly correspond to learning outcomes laid out for each program by the respective vendor and industry standard of the subject matter. Program course materials are carefully selected through the course materials suggested by major program vendors such as Microsoft, Cisco, and Oracle. While selecting course materials we keep in mind that these materials not only cover the theoretical concepts but also cover hands-on labs or guide towards practical concepts and knowledge that relate to real-world job-related skills and tasks.

Students Seeking Reasonable Accommodations
In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) as amended, OIT abides by the regulation that "no otherwise handicapped individual" shall be excluded from participation in the programs and services offered by OIT "solely by reason of the disability". A student is eligible for consideration for accommodations and/or auxiliary aid and services if the student has a disability and has consulted with the Campus Director who has determined that the functional limitations of the disability require such accommodation, auxiliary aid and/or services. OIT is committed to providing reasonable accommodations including auxiliary aid and/or services to qualified individuals with a disability, unless providing such accommodations would result in undue burden or fundamentally alter the nature of the relevant program, benefit or service provided by OIT. To request auxiliary aid or services, please contact the Student Services Coordinator. Students should submit requests with supporting documentation at least six weeks prior to the beginning of the first day of classes or as soon as practical program specific instructional material are listed with each program.

Admissions Policies and Recognition of Credits

Admissions Policy

Language Proficiency
The general criteria for admission are:
- Student must have graduated from high school or earned a GED.

- Student must pay all applicable fees, as per the current published fee schedule prior to the issuance of an enrollment contract or make other arrangements acceptable to the school.

No Ability to Benefit Students will be admitted. At least a high school graduation or its equivalent is required.

The following apply to students for whom English is not their primary language:

For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, we will seek a score of 500 on a paper based TOEFL test or a score of 70 on the internet based test. The TOEFL requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution, which has provided the instruction in the English language. Similarly, the TOEFL requirement does not apply to students who have completed coursework, in English, at the OIT level.

Language of Instruction
Instructions will be given in no language other than English language

International Students and Visa Related Services
This institution does not accept students from other countries. OIT does not provide or offer visa services. OIT is not authorized to vouch for a student status or any associated charges.

Recognition of Credit Policies
This institution does not award credit for satisfactory completion of CLEP or other comparable examinations.

This institution has not entered into an articulation or transfer agreement with any other institution.

Allowance for Experiential Learning Credits
This institution does not award or except credit for prior experiential learning or experience.

Codes of Conduct and Expectations

Student Code of Conducts
To maintain an environment of social, moral and intellectual excellence, OIT expects each student to behave in a mature and professional manner.

In essence, students need to display the following:

- Conduct that is orderly at all times
- Honesty & professionalism
- Respect for OIT and/or another student's property
- Professional attire Disciplinary Dismissal Any student who violates the following is liable for dismissal from her/his program:
- Student codes of conduct
- Cheating & Drug/alcohol abuse
- Failure to meet financial obligations
- Failure to maintain satisfactory academic progress

Failure to comply with the School's policies (attendance, tardiness, etc.) However, any student who has been dismissed may appeal the action, in writing, to the Director. The appeal must contain supporting, verifiable documentation that the unacceptable performance was the result of mitigating circumstances.

Instructors' Expectations:
- Show respect to your teacher and s1choolmates.
- Follow the classroom rules and procedures.
- Be prepared to learn daily.
- Participate in activities as directed.

Policies and Procedures Regarding Financial Aid (Title IV)
The school does not participate in either State or Federal financial aid programs, nor does it provide financial aid directly to its students.

Financial Aid
The school does not provide either State or Federal financial aid nor does it provide financial aid directly to its students. Students enrolled in an unaccredited institution is not eligible for federal financial aid programs.

Student Loans

If a student obtains a loan to pay for an educational program, 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 moneys not paid from federal financial aid funds.

Student Services

This institution does not provide orientations, airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services.

Housing Services policy and information

Oxford Institute of Technology does not control nor maintain dormitory facilities. Housing is available reasonably near the institution's facilities, but the cost of housing may vary according to a student's needs. Oxford Institute of Technology has no responsibility to find or assist a student in finding housing.

Placement Services

This institution does not provide placement assistance.

Student Records and Transcript

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student might request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of $25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

Experiential Learning Credits Policy

This institution does not award or except credit for prior experiential learning or experience.

Accreditation, Degree and Programs Policies

This institution does not award credit for satisfactory completion of CLEP or other comparable examinations.

This institution has not entered into an articulation or transfer agreement with any other institution.

Degree Programs

OIT does not offer any Degree Programs and none of our programs are accredited by accreditation agencies recognized by United States Department of Education.

Academic Accreditation

This institution is not accredited by an accrediting agency recognized by the United States Department of Education. These programs do not lead to licensure in California or other states

Transfer of credit to and from other institutions Policy

Notice concerning transferability of credits and credentials earned at our institution

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

Process of Evaluation of Transfer of Credit

OIT primarily offers vendor-based programs. Most of the curriculum and syllabi are developed from leading vendors in the IT industry. Many post-secondary schools offering computer education have developed similar programs from the same vendors. However, some schools have either modified the curriculum or updates are not fairly applied. As a result, OIT performs a topic by topic evaluation of the curriculum completed at the other

schools. The other school's reputation is also taken into consideration. In some cases, if the Director of Education does not find satisfactory evidence of course completion, the Director may request an additional assessment test from the student to determine the transfer of credit. The school has the right to deny the transfer of credit if the school does not find satisfactory evidence of course completion by the student from the other school. The student has the right to appeal the decision of transfer credit by the Director of the Education, at which point the management team will review and make the decision. The School Director will make the final decision. The Director of Education will provide a detailed report along with a comparison report of the student's course topics to the Admissions for enrollment.

Charges to Evaluate the Transfer of Credit

OIT DOES NOT charge for evaluation and assessments of Transfer of Credits at this time

Process of Evaluation of Transfer of Credit

OIT primarily offers vendor-based programs. Most of the curriculum and syllabi are developed from leading vendors in the IT industry. Many post-secondary schools offering computer education have developed similar programs from the same vendors. However, some schools have either modified the curriculum or updates are not fairly applied. As a result, OIT performs a topic by topic evaluation of the curriculum completed at the other schools. The other school's reputation is also taken into consideration. In some cases, if the Director of Education does not find satisfactory evidence of course completion, the Director may request an additional assessment test from the student to determine the transfer of credit. The school has the right to deny the transfer of credit if the school does not find satisfactory evidence of course completion by the student from the other school. The student has the right to appeal the decision of transfer credit by the Director of the Education, at which point the management team will review and make the decision. The School Director will make the final decision. The Director of Education will provide a detailed report along with a comparison report of the student's course topics to the Admissions for enrollment.

Student's Right to Cancel

Without any penalty or obligations, the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. Each student that a notice of cancellation shall be in writing and a withdrawal will 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. OIT, will provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance. OIT will refund 100 percent of the amount paid for institutional charges, less a registration 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.

Procedure to Cancel from the Program

A notice of cancellation shall be in writing, and 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. Notice of Cancellation is enclosed in the student's packet for student's convenience, student may sign and date the notice of cancellation and send directly to the school at the address: Attn: Registrar – 5530 Corbin Ave #120 Tarzana Ca 91356 or fax at 818-346-6441. Student may contact school for a withdrawal or cancellation from the program, via email or by submitting signed notice of cancellation.

Withdrawal from the Program

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.

There fund will be less a registration or administration fee not to exceed $250.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was

Charged, the tuition is considered earned and the student will receive no refund. For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later. The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution;

absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.

The student has failed to attend class for fourteen [14] consecutive days. The student fails to return from a leave of absence.

Refunds Terms and Student Tuition Recovery Fund (STRF) Policies

The policy applied on the students paid from personal funds or Private pay students. Following refund procedures applies; (1) upon receipt of the notice of cancellation from student, OIT will send student a written acknowledgment of student's withdrawal or cancellation from the program. (2) OIT will calculate student's refund and will do all of the following: (a) OIT shall advise each student that 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) OIT will refund 100 percent of the amount paid for total charges due upon enrollment, less a registration charges as per the first page of student's enrollment agreement, not to exceed two hundred fifty dollars ($250), if notice of cancellation is made through attendance at the first class session, or the seventh class 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) The institution shall have a refund policy for the return of unearned total charges due upon enrollment 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) OIT will inform student within 45 days with the details of the refund moneys owed and the itemized breakdown of refund. All refund will be paid in 45 days after the date of determination as per the student's completion of the withdrawal form or the educational program in which the student was enrolled.

Student Tuition Recovery Fund (STRF) Disclosure

"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." 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
1747 North Market Blvd., Suite 225
Sacramento, California, 95834
(916) 574-8900 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 non-collection 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."

Refund Calculations

OIT will make refunds that are no less than the refund policies. OIT will not enforce any refund policy that is not specified in catalog and will refund all institutional charges upon a student's withdrawal. Any discounts given to students are non-refundable. In cases of withdrawal from the program refunds will be

calculated from the total charges due upon enrollment as on the first page of enrollment agreement. -A pro rata refund shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

1) The amount owed equals the daily charges for the program - (total charges due upon enrollment, divided by the number of days in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

2) Except as provided, all amounts paid by the student in excess of what is owed as calculated in subdivision (1) shall be refunded.

3) Except as provided, all amounts that the student has paid will be subject to refund. -OIT will deduct non-refundable registration fees (not to exceed $250.00) the student tuition recovery funds as stated on the first page of the student's enrollment agreement, in addition any specified tuition amount(s) in amendments of student's enrollment agreement or prior accommodations provided and agreed upon by the student and school official are also non-refundable.

Refund for Books, Supplies and Materials

Cost of books, supplies and materials is non-refundable after 10 days, from the date issued by the school or 10 days after withdrawal, whichever occurs earlier.

Student Grievance Procedures – Student Rights

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor or a counselor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus:

Oxford Institute of Technology

5530 Corbin Ave #120

Tarzana, CA 91356

Office of Student Assistance and Relief

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief option. The office may be reached by calling Toll-free telephone #: (888) 370-7589 or by visiting Web site Address: www.bppe.ca.gov

Academic Probation and Dismissal Policies

OIT has established a list of educational standards, which apply to students and faculty. Failure of these standards will result in student probation. Egregious/repeat offenders may be terminated from their program of study. The following violations may be considered as grounds for probation or termination from OIT

Grounds for Probation:

At the end of the first academic evaluation period students whose cumulative grade point average (CGPA) falls below 70% and/or they fail to complete 66.67% of all coursework taken in the program at the end of the academic evaluation period, fails to meet Satisfactory Academic Progress(SAP). The end of the first academic evaluation period is at the point the student successfully completes 1⁄2 of the program clock hours (earned a passing grade or otherwise received credit associated with those hours in completed modules) and at least 1⁄2 the weeks in the program. Students will be notified of their status. Students, who fail to meet SAP, will be placed on an Academic Probation.

Students will be put on Academic Probation at the start of the following module. As part of the probation the student must agree with and sign a written academic plan developed and approved by the appeal committee which documents that the student will be required to Maintain CGPA and rate of progress milestones by the next valuation point or designated point in time. The probation period will typically be the duration of one module, during which time the student will be given the opportunity to raise his or her CGPA to a minimum of 70% and/or meet the 66.67% completion requirement. The academic plan will enable the student to return to satisfactory academic progress status. The plan must be of definite duration that may not extend beyond the number of modules remaining in the student's maximum time frame for the program. The student must be able to achieve a 70 cumulative GPA by the end of the academic plan period. Upon completion of the academic plan the student must still be able to complete the program within the maximum time frame.

The academic plan must detail courses to be taken and grades expected. The academic plan may also provide expectations related to attendance, remediation, conduct, and other measures intended to lead to academic success.

Grounds for Dismissal:

Failure to meet the stated CGPA and rate of progress milestones at the end of the probation period /evaluation point will result in a permanent dismissal from the program with no right to appeal.

Reinstatement:

A terminated student must re-enroll and have a session with the School Counselor prior to enrollment.

The School Director and the Director of Education must approve the enrollment before it takes effect.

Provision to Appeal

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

Distribution of Catalog and Program Brochures Policy

The policy of this institution is to update the official school catalog annually, in January of each year.

Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

Beginning and End Dates of Current Catalog

January 1, 2020 through December 31, 2020

This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office.

Renewal of Catalog

The policy of this institution is to update the official school catalog annually, in January of each year. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

Academic Programs Overview

Overview

Program	Cost
Cisco Networking Specialist	
1. Total Charges for Current Period of Attendance	$2,001.00
2. Estimated Total Charges for the Entire Educational Program	$2,001.00
Computer Network Administrator/A+, Network+	
1. Total Charges for Current Period of Attendance	$3,942.00
2. Estimated Total Charges for the Entire Educational Program	$3,942.00
IT Security Professional (CCNA/Security+/CISSP)	
1. Total Charges for Current Period of Attendance	$5,503.00
2. Estimated Total Charges for the Entire Educational Program	$5,503.00
Database Administrator/Oracle Specialist /MCSE SQL	
1. Total Charges for Current Period of Attendance	$4,802.50
2. Estimated Total Charges for the Entire Educational Program	$4,802.50
Document Imaging Specialist/ Electronic Medical Records (EMR)/ Electronic Health Records (EHR)	
1. Total Charges for Current Period of Attendance	$4,152.00
2. Estimated Total Charges for the Entire Educational Program	$4,152.00
Information System Technology	
1. Total Charges for Current Period of Attendance	$7,153.50
2. Estimated Total Charges for the Entire Educational Program	$7,153.50
Microsoft .Net MCSD Solution Developer / C# And VB	
1. Total Charges for Current Period of Attendance	$6,003.00
2. Estimated Total Charges for the Entire Educational Program	$6,003.00
Microsoft Office User Specialist/QuickBooks	
1. Total Charges for Current Period of Attendance	$3,001.50
2. Estimated Total Charges for the Entire Educational Program	$3,001.50

Multimedia Graphics Design –Adobe/ Web Page Development	
1. Total Charges for Current Period of Attendance	$6,503.50
2. Estimated Total Charges for the Entire Educational Program	$6,503.50
Network Specialist Ii CCNP/Wan Cisco	
1. Total Charges for Current Period of Attendance	$4,002.00
2. Estimated Total Charges for the Entire Educational Program	$4,002.00
Network Specialist 11 MCSE/MS Windows	
1. Total Charges for Current Period of Attendance	$4,002.00
2. Estimated Total Charges for the Entire Educational Program	$4,002.00
Project Management and Business Processes (Six Sigma/ITIL/PMP) Business Processes	
1. Total Charges for Current Period of Attendance	$5,803.50
2. Estimated Total Charges for the Entire Educational Program	$5,803.50
VMware/Cloud/SharePoint	
1. Total Charges for Current Period of Attendance	$5,302.50
2. Estimated Total Charges for the Entire Educational Program	$5,302.50

Course Schedule

Each vocational program consists of structured modules of instruction. Subject matter is based on solid educational principles to assure that high standards are maintained. The design is flexible to provide for the integration of new technologies and techniques as they are developed. The teaching, learning methods and materials are competency based. These methods allow an individual to progress as they gain competency in specific subjects. Individualized instructional techniques are employed so that each student receives the attention required to achieve their goals. The combination of methods, techniques, and appropriate scheduling assures that each student is able to achieve their goals in an efficient and effective manner. The school has an open-enrollment policy. Therefore, the classes are run all year round.

Schedule of Classes

- A new course cycle starts every 8 weeks.
- Morning: 9:00AM -2:00 PM
- Days of Instruction: M, T, W, TH, F
- Evening: 6:00PM - 10:00 PM*
- Days of Instruction: M, T, W, TH, F
- Saturday: 9:00AM - 5 :00 PM*
- *When Available
- Class schedules may vary Typical Schedule

Maximum Allowable Completion Time for Programs

- A student is not allowed more than 1.5 times or 150% of the standard length of the program in which to complete the requirements for graduation.
- The requirements for rate of progress are to ensure that students are progressing at a rate at which they will be able to complete their program within the maximum time frame. If a student does not complete the program within the maximum time frame, the student will be dropped from the program. See section List of Programs, Clock Hours and maximum completion times for each program.

Make-up Work / Grades and Percentage

- The students may be assigned additional make-up work to cover absences up to 2 days per month.
- Arrangements to take any tests missed because of absences must be made with the instructor: however,
- Absences will remain on record. This Re-Test Policy requires full student compliance. For more
- Information on Satisfactory Academic Progress Requirements, please contact Student Services.

Academic Calendar.

OIT has established an academic calendar of 912 Hours / 38 weeks for a regular student full time. Full time is defined as 24 Hours per week including lectures and labs. Part time is 18 hours per week including lectures and labs. All program durations are calculated based upon the academic calendar schedule

School Holiday Observances

OIT observes the following holidays during which the school is closed and there are no classes held:

- New Year's Day
- Martin Luther King's Birthday
- George Washington's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

Fee Schedule

All fees are subject to change from time to time, without notice.

Program Name	Tuition	Registration Fee	STRF	Books & Materials	Total Program Charges
Cisco Networking Specialist	1,390.00	100.00	1.00	510.00	$2,001.00
Computer Network Administrator/A+, Network+	2,520.00	100.00	2.00	1,320.00	$3,942.00
IT Security Professional (CCNA/Security+/CISSP)	4,000.00	100.00	3.00	1,400.00	$5,503.00
Database Administrator/Oracle Specialist /MCSE SQL	3,500.00	100.00	2.50	1,200.00	$4802.50
Document Imaging Specialist/ Electronic Medical Records (EMR)/ Electronic Health Records (EHR)	3,500.00	100.00	2.00	550.00	$4,152.00
Information System Technology	4,900.00	100.00	3.50	2,150.00	$7,153.50
Microsoft .Net MCSD Solution Developer / C# and VB	4,325.00	100.00	3.00	1,575.00	$6,003.00
Microsoft Office User Specialist/QuickBooks	2,000.00	100.00	1.50	900.00	$3,001.50
Multimedia Graphics Design – Adobe/ Web Page Development	4,825.00	100.00	3.50	1575.00	$6,503.50
Network Specialist 11 CCNP/Wan Cisco	2,900.00	100.00	2.00	1,000.00	$4,002.00
Network Specialist 11 MCSE/MS Windows	2,175.00	100.00	2.00	1,725.00	$4,002.00
Project Management and Business Processes (Six Sigma/ITIL/PMP)	4,500.00	100.00	3.00	1,200.00	$5,803.00
VMware/Cloud/SharePoint	4,000.00	100.00	2.50	1,200.00	$5,302.50

Academic Program Syllabus
CISCO Networking Specialist

Program Description
This instructor led program with a combination of lecture and hands on laboratory exercises validates the ability to install, configure, operate, and troubleshoot medium size route and switched networks, including implementation and verification of connections to remote sites in a WAN. CCNA curriculum includes basic mitigation of security threats, introduction to wireless networking concepts and terminology, and performance-based skills. This new curriculum also includes (but is not limited to) the use of these protocols: IP, Enhanced Interior Gateway Routing Protocol (EIGRP), Serial Line Interface Protocol Frame Relay, Routing Information Protocol Version 2 (RIPv2), VLANs, Ethernet, access control lists (ACLs).

Duration in Months	Clock Hours	Duration in Weeks	Max Completion Time
2	120	6	16

Program Sequencing and Cycle Schedule
- This Course start every 8 weeks.
- Morning: 9:00AM -2:00 PM
- Days of Instruction: M, T, W, TH, F
- Evening: 6:00PM - I0:00 PM*
- Days of Instruction: M, T, W, TH, F
- Saturday: 9:00AM - 5 :00 PM*
- *When Available
- Class schedules may vary Typical Schedule

Maximum Allowable Completion Time for Programs
- A student is not allowed more than 1.5 times or 1
- 50% of the standard length of the program in which to
- Complete the requirements for graduation. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will be able to complete their program within the maximum time frame. If a student does not complete the program within the maximum time frame, the student will be dropped from the program. See section List of Programs, Clock Hours and maximum completion times for each program.

Graduation Requirements
Complete the requirements for graduation. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will be able to complete their program within the maximum time frame. If a student does not complete the program within the maximum time frame and pass each module with a passing grade. Students failing to meet these requirements will be placed on academic probation.

Make-up Work / Grades and Percentage
- The students may be assigned additional make-up work to cover absences up to 2 days per month.
- Arrangements to take any tests missed because of absences must be made with the instructor: however,
- Absences will remain on record. This Re-Test Policy requires full student compliance. For more
- Information on Satisfactory Academic Progress Requirements, please contact Student Services.

Pre-requisites for this Program:
- ▪ High School Diploma or equivalent and working knowledge of the PC and the Internet
  -
- ▪ Basic computer literacy
- ▪ Basic PC operating system navigation skills
- ▪ Basic Internet usage skills
- ▪ Basic IP address knowledge
- ▪ Good understanding of network fundamentals

	Course No.	Course Name	Hours	Duration In Weeks
Module I	100-105	ICND1 Interconnecting Cisco Networking Devices Part 1	60	3
Module II	200-105	ICND2 Interconnecting Cisco Networking Devices Part 2	60	3
		Total	**120**	**6**

Course Description

This instructor led program student Learn how to install, operate, configure, and verify a basic IPv4 and IPv6 network, including configuring a LAN switch, configuring an IP router, identifying basic security threats, understanding redundant topologies, troubleshooting common network issues, connecting to a WAN, configuring EIGRP and OSPF in both IPv4 and IPv6, understanding wide-area network technologies, and getting familiar with device management and Cisco licensing. Learners will encounter more troubleshooting, and more lab time than with the previous version of CCNAX, preparing learners for Cisco CCNA certification.

Module I: 100-105: Interconnecting Cisco Networking Devices Part 1

In this module the student will learn how to install and configure medium-size routed and switched networks.

Course Outline

Lesson	Lesson Description	Hours
Lesson 1	Building a Simple	10
Lesson 2	Establishing Internet Connectivity	10
Lesson 3	Summary Challenge	10
Lesson 4	Building a Medium-Sized Network	10
Lesson 5	Network Device Management and Security	10
Lesson 6	Summary Challenge	10
	Total	**60**

Module II: 200-105: Interconnecting Cisco Networking Devices Part 2

In this module the student will learn how to operate and troubleshoot medium-size routed and switched networks.

Course Outline

Lesson	Lesson Description	Hours
Lesson 1	Implementing Scalable Medium-Sized Networks	10
Lesson 2	Troubleshooting Basic Connectivity	10
Lesson 3	Implementing an EIGRP-Based Solution	10
Lesson 4	Summary Challenge	10
Lesson 5	Implement a Scalable OSPF-Based Solution	10
Lesson 6	Wide-Area Networks	10
	Total	**60**

Educational Goals and Objectives:

Cisco Networking Specialist training course provides students with the knowledge and skills that are needed to install, configure, operate, and troubleshoot medium-size routed and switched networks, including implementation and verification of connections to remote sites in a WAN. Oxford Institute's new CCNA training course curriculum includes basic mitigation of security threats, introduction to wireless networking concepts and terminology, and performance-based skills. The curriculum also includes the use of these protocols: IP, Enhanced Interior Gateway Routing Protocol (EIGRP), Serial Line Interface

Protocol Frame Relay, Routing Information Protocol Version 2 (RIPv2), VLANs, Ethernet, and Access Control Lists (ACLs).

This educational program is designed to prepare students for employment as an entry-level position.

Instructional Materials
Books:
- CCNA Routing and Switching Complete Study Guide: Exam 100-105,
- Exam 200-105, Exam 200-125 2nd Edition

Supplies: Simulation Software
Materials: Test Preparation Material for Exam
Handouts for projects will be provided to students on a project basis.

Students' Learning Outcomes:
At the completion of this program the student will be able:
- Describe how networks function, identifying major components, function of network components and the Open System Interconnection (OSI) reference model.
- Using the host-to-host packet delivery process, describe issues related to increasing traffic on an Ethernet Describes the reasons for extending the reach of a LAN and the methods that can be used with a focus on RF wireless access through networks using TCP / IP o Describe the function of Wide Area Networks (WANs), the major devices of WANs, and configure PPP encapsulation, static and dynamic routing, PAT and RIP routing.

Employment Opportunities upon Completion:
Students who successfully complete this program will be prepared for entry to midlevel professional opportunities in the IT field with emphasis on installation, configuration and maintenance of Local Area Network (LAN) infrastructure. Although titles may vary by hiring organizations, students with these credentials are qualified to meet the requirements of positions such as

ONET	Position
15-1152.00	Technology Specialists
15-1152.00	IT field Engineers
15-1152.00	WAN Engineers
15-1152.00	WAN Administrators.
15-1152.00	Network Engineer
15-1152.00	Network Support Specialist
15-1152.00	Local Area Network Engineer
15-1152.00	Network Systems Engineer.

Description of the Equipment to be used During the Educational Program.
- Desktop Computer Dell Intel Core 4 GB RAM, 500GB DVD +/RW Intel HD Graphics, Microsoft Windows 10 Professional 64-bit
- Dell 17" Monitor/Keyboard
- Routers, switches, bridges, and hubs

Requirements to Obtain Certification from Cisco:
Student may pass the following exams offered   Cisco to further their career:

Exam	Exam Description
100-105	Interconnecting Cisco Networking Devices Part 1
200-105	Interconnecting Cisco Networking Devices Part 2

Program Policies

Attendance Policy
Students are required to attend more than 85% of the scheduled sessions throughout the entire program. When a student falls below 90% attendance, they will be given a verbal warning by their instructor. When a student falls below 85% attendance they will be placed on probation for the remainder of the program. The student will be notified of their

probation status and they will be required to meet with the Program Director. The instructor tracks late arrival and early departures.

Attendance will be graded as follows:

No absences	A+
One absence	A
Two absences	B
Three absences	C
Four or more absences	F

Grade and Grading Standard for Student Achievement Policies

These classes are on pass/fail basis.

To complete this program the student must:

Attend at least 85% of the scheduled hours of instruction

Maintain at least 80% average on assigned quizzes or tests

If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.

I Incomplete If the course has not been completed, the instructor may grant I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

W Withdraw -- The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

Coursework will be weighted as follows:

1. Quizzes	45%		
2. Final exam	45%		
3. Attendance		10%	
	90%	10%	100%

Failure to Satisfactory Meet Academic Standards

Students on probation who fail to meet the schools satisfactory academic progress by the conclusion of the probationary period will be terminated at the discretion of the institution.

Failure to comply with the School's policies (attendance, tardiness, etc.) will result in termination of the student from the program and separation from Oxford Institute. However, any student who has been dismissed may appeal the action, in writing, to the Director. The appeal must contain supporting, verifiable documentation that the unacceptable performance was the result of mitigating circumstances.

Student Code of Conducts

To maintain an environment of social, moral and intellectual excellence, the OIT expects each student to behave in a mature and professional manner**.**

In essence, students need to display the following:

- Conduct that is orderly at all times
- Honesty and professionalism
- Respect for OIT and/or another student's property
- Professional attire Disciplinary Dismissal Any student who violates the following is liable for dismissal from her/his program:
- Student codes of conduct
- Cheating § Drug/alcohol abuse
- Failure to meet financial obligations

Teacher's expectations:
- Show respect to your teacher and schoolmates.
- Follow the classroom rules and procedures.
- Be prepared to learn daily.
- Participate in activities as directed.

Type of Document Received Upon Graduation

Upon successful completion of all program requirements, each student will be awarded a

Computer Network Administrator/A+, Network+

Program Description

This instructor led program student lean validates foundation-level knowledge and skills necessary for a career in PC support. It is the starting point for a career. The international, vendor-neutral certification proves competence in areas such as installation, preventative maintenance, networking, security, and troubleshooting. The exam covers maintenance of PCs, mobile devices, laptops, operating systems, and printers.

Duration in Months	Clock Hours	Duration in Weeks	Max Completion Time
2.1	175	8.75	22

Program Sequencing and Cycle Schedule

- This Course start every 8 weeks.
- Morning: 9:00AM -2:00 PM
- Days of Instruction: M, T, W, TH, F
- Evening: 6:00PM - I0:00 PM*
- Days of Instruction: M, T, W, TH, F
- Saturday: 9:00AM - 5 :00 PM*
- *When Available
- Class schedules may vary Typical Schedule

Graduation Requirements

Complete the requirements for graduation. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will be able to complete their program within the maximum time frame. If a student does not complete the program within the maximum time frame and pass each module with a passing grade. Students failing to meet these requirements will be placed on academic probation.

Maximum Allowable Completion Time for Programs

- A student is not allowed more than 1.5 times or 150% of the standard length of the program in which to
  - Complete the requirements for graduation. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will be able to complete their program within the maximum time frame. If a student does not complete the program within the maximum time frame, the student will be dropped from the program. See section List of Programs, Clock Hours and maximum completion times for each program.

Make-up Work / Grades and Percentage

- The students may be assigned additional make-up work to cover absences up to 2 days per month.
- Arrangements to take any tests missed because of absences must be made with the instructor: however,
- Absences will remain on record. This Re-Test Policy that requires full student compliance. For more
- Information on Satisfactory Academic Progress Requirements, please contact Student Services.

Pre-requisites for this Program

There are no prerequisites required to attend this course.

Module Overview

Module	Course No.	Course Name	Hours	Duration In Weeks
Module I	220-1001	CompTIA A+	50	2.5
Module II	220-1002	CompTIA A+	50	2.5

Module III	NI0-007	CompTIA Network+	75	3.75
		Total	**175**	**8.75**

This instructor-led program with a combination of lecture and hands-on laboratory exercises covers the fundamentals of computer technology, installation and configuration of PCs, laptops and related hardware, and basic networking. Covers the skills required to install and configure PC operating systems, as well as configuring common features (e.g. network connectivity and email) for mobile operating systems Android and Apple iOS. Address virtual networking and give increased attention to network security and coverage of the seven-layer OSI (Open System Interconnection) model.

Module I: CompTIA   220-1001

In this module the student will learn the fundamentals of computer technology, installation and configuration of PCs, laptops and related hardware, and basic networking

Lesson	Lesson Description	Hours
Lesson 1	Hardware Fundamentals	5
Lesson 2	Operating System Fundamentals	5
Lesson 3	Networking and Security Fundamentals	5
Lesson 4	Safety and Operational Procedures	5
Lesson 5	Supporting Display Devices	5
Lesson 6	Installing and Configuring Peripheral Components	5
Lesson 7	Managing System Components	5
Lesson 8	Managing Data Storage	5
Lesson 9	Installing and Configuring Microsoft Windows	5
Lesson I0	Optimizing and Maintaining Microsoft Windows	5
	Total	**50**

Module II; CompTIA   220-1002

In this module the student will learn the skills required to install and configure PC operating systems, as well as configuring common features (e.g. network connectivity and email) for mobile operating systems Android and Apple iOS

Lesson	Lesson Description	Hours
Lesson I	Working With Other Operating Systems	5
Lesson 2	Customized Client Environments	5
Lesson 3	Networking Technologies	5
Lesson 4	Installing and Configuring Networking Capabilities	5
Lesson 5	Supporting Mobile Digital Devices	5
Lesson 6	Supporting Printers	5
Lesson 7	Security Threats, Vulnerabilities, and Controls	5
Lesson 8	Implementing Security Controls	5
Lesson 9	Troubleshooting System-Wide Issues	5
Lesson I0	Supporting Multifunction Devices	5
	Total	**50**

Module III; N10-007 Network+

In this module the student will learn about virtual networking, network security and coverage of the seven-layer OSI (Open System Interconnection) model.

Lesson	Lesson Description	Hours
Lesson 1	Network Theory	7.5
Lesson 2	Bounded Network Media	7.5
Lesson 3	Unbounded Network Media	7.5
Lesson 4	Network Implementations	7.5
Lesson 5	TCP/IP Addressing and Data Delivery	7.5
Lesson 6	Routing	7.5
Lesson 7	TCP/IP Services	7.5
Lesson 8	WAN Infrastructure	7.5
Lesson 9	Cloud and Virtualization Technologies	7.5
Lesson I0	Network Security Basics	7.5
	Total	**75**

Educational Goals and Objectives:

COMPUTER NETWORK ADMINISTRATOR/A+, NETWORK+ training is intended to provide to the student a non–degree level of education. The program objectives are to enable students to seek an entry-level position as Computer Service Technician, Computer

Repair Technician, and Desktop Support Technician and to gain the knowledge and understanding of computer operating systems, processors, memory, storage media, applications and peripherals.

This educational program is designed to prepare students for employment as Systems Administrator, Network Administrator, Network Engineer, Information Technology Specialist (IT Specialist), Local Area Network Administrator (LAN Administrator), Information Technology Manager (IT Manager), Information Technology Director (IT Director), Systems Engineer, Network Manager, Network Specialist. (ONET I5-II42.00)

You will learn to:
- Identify the hardware components of personal computers and mobile digital devices.
- Identify the basic components and functions of operating systems.
- Identify networking and security fundamentals.
- Identify the operational procedures that should be followed by professional PC technicians.
- Install, configure, and troubleshoot display devices.
- Install and configure peripheral components.
- Manage system components.
- Manage data storage.
- Install and configure Microsoft Windows.
- Optimize and maintain Microsoft Windows.
- Work with other operating systems.
- Identify the hardware and software requirements for client environment configurations.
- Identify network technologies.
- Install and configure networking capabilities.
- Support mobile digital devices.
- Support printers and multifunction devices.
- Identify security threats, vulnerabilities, and controls.
- Implement security controls.
- Troubleshoot system-wide issues.

Instructional Materials Books:
- CompTIA A+ Certification All-in-One Exam Guide, Ninth Edition (Exams 220-1001 & 220-1002)
- CompTIA Network+ All-In-One Exam Guide, Sixth Edition (Exam NI0-007)
- Supplies: PC Tool Kit, A+ Passport CD, Windows Operating system Evaluation Software, Windows operating system VMware Image on computers.
- Materials: Exam Simulation Question using Exam interface software.
- Handouts for projects will be provided to students on a project basis.

Students' Learning Outcomes:
At the completion of this program the student will be able:
- Identify the hardware components of personal computers and mobile digital devices.
- Identify the basic components and functions of operating systems.
- Identify networking and security fundamentals.
- Identify the operational procedures that should be followed by professional PC technicians.
- Install, configure, and troubleshoot display devices.
- Install and configure peripheral components.
- Manage system components.
- Manage data storage.
- Install and configure Microsoft Windows.
- Optimize and maintain Microsoft Windows.
- Work with other operating systems.
- Identify the hardware and software requirements for client environment configurations.
- Identify network technologies.
- Install and configure networking capabilities.
- Support mobile digital devices.
- Support printers and multifunction devices.
- Identify security threats, vulnerabilities, and controls.
- Implement security controls.

- ▪ Troubleshoot system-wide issues.
- ▪ Identify basic network theory concepts and major network communications methods.
- ▪ Describe bounded network media.
- ▪ Identify unbounded network media.
- ▪ Identify the major types of network implementations.
- ▪ Identify TCP/IP addressing and data delivery methods.
- ▪ Implement routing technologies.
- ▪ Identify the major services deployed on TCP/IP networks.
- ▪ Identify the infrastructure of a WAN implementation.
- ▪ Identify the components used in cloud computing and virtualization.
- ▪ Describe basic concepts related to network security.
- ▪ Prevent security breaches.
- ▪ Respond to security incidents.
- ▪ Identify the components of a remote network implementation.
- ▪ Identify the tools, methods, and techniques used in managing a network.
- ▪ Describe troubleshooting of issues on a network.

Employment Opportunities upon Completion:

Students who successfully complete this program will be prepared for entry to midlevel professional opportunities in the IT field with emphasis on client workstation or desktop hardware, software and operating system support. Although titles may vary by hiring organizations, students with these credentials are qualified to meet the requirements of positions such as:

ONET	Job Title
15-1142.00	Desktop Support Technician
15-1142.00	PC Technician
15-1142.00	Helpdesk Support
15-1142.00	Computer Hardware Engineer or similar designations.

In addition, A+ Certification is part of the certification track for corporations such as Microsoft, HP and Cisco. Other technology companies, including Dell, Intel, Lenovo and Ricoh, have made A+ certification mandatory for their service technicians. The U.S. Department of Defense recognizes A+ Certification and the Department of Homeland Security requires it as part of their computer forensics program.

Description of the Equipment to be used During the Educational Program.

- • Desktop Computer Dell Intel Core 4 GB RAM, 500GB DVD +/RW Intel HD Graphics, Microsoft Windows I0 Professional 64-bit
- • Dell I7" Monitor/Keyboard

Requirements to Obtain Certification from CompTIA

Student may pass the following exams offered CompTIA to further their career:

Exam	Exam Name
220-1001	CompTIA A+
220-1002	CompTIA A+
NI0-007	CompTIA Network+,

Program Policies

Attendance Policy

Students are required to attend more than 85% of the scheduled sessions throughout the entire program. When a student falls below 90% attendance they will be given a verbal warning by their instructor. When a student falls below 85% attendance they will be placed on probation for the remainder of the program. The student will be notified of their probation status and they will be required to meet with the Program Director. The instructor tracks late arrival and early departures.

Attendance will be graded as follows:

No absences	A+
One absence	A
Two absences	B

Three absences	C
Four or more absences	F

Grade and Grading Standard for Student Achievement Policies

These classes are on pass/fail basis.

To complete this program the student must:

- Attend at least 85% of the scheduled hours of instruction
- Maintain at least 80% average on assigned quizzes or tests
- If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.
- I Incomplete   If the course has not been completed, the instructor may grant I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.
- W Withdraw -- The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

Coursework will be weighted as follows:

I. Quizzes	45%		
2. Final exam	45%		
3. Attendance		10%	
	90%	10%	I00%

Failure to Satisfactory Meet Academic Standards

Students on probation who fail to meet the schools satisfactory academic progress by the conclusion of the probationary period will be terminated at the discretion of the institution.

Failure to comply with the School's policies (attendance, tardiness, etc.) will result in termination of the student from the program and separation from Oxford Institute. However, any student who has been dismissed may appeal the action, in writing, to the Director. The appeal must contain supporting, verifiable documentation that the unacceptable performance was the result of mitigating circumstances.

Student Code of Conducts

To maintain an environment of social, moral and intellectual excellence, the OIT expects each student to behave in a mature and professional manner**.**

In essence, students need to display the following:

- Conduct that is orderly at all times
- Honesty and professionalism
- Respect for OIT and/or another student's property
- Professional attire Disciplinary Dismissal Any student who violates the following is liable for dismissal from her/his program:
- Student codes of conduct
- Cheating § Drug/alcohol abuse
- Failure to meet financial obligations

Teacher's expectations:
- Show respect to your teacher and schoolmates.
- Follow the classroom rules and procedures.
- Be prepared to learn daily.
- Participate in activities as directed.

Type of Document Received Upon Graduation

Upon successful completion of all program requirements, each student will be awarded a Certificate of Completion (CoC).

IT Security Professional (CCNA Security/Security+/CISSP)

Program Description

This instructor-led program with a combination of lecture and hands-on laboratory exercises covers the most important foundational principles for securing a network and managing risk this training covers critical knowledge of communication security, infrastructure security, cryptography, operational security, and general security concepts.

This Training covers the skills required to develop a security infrastructure, recognize threats and vulnerabilities to networks, and mitigate security threats. The Security curriculum emphasizes core security technologies, the installation, troubleshooting and monitoring of network devices to maintain integrity, confidentiality and availability of data and devices, and competency in the technologies that Cisco uses in its security structure.

This training covers defining the architecture, design, management and/or controls that assure the security of business environments. Covers critical topics in security today, including cloud computing, mobile security, application development security, risk management and more

Duration in Months	Clock Hours	Duration in Weeks	Max Completion Time
4	320	I6	40

Program Sequencing and Cycle Schedule

- This Course start every 8 weeks.
- Morning: 9:00AM -2:00 PM
- Days of Instruction: M, T, W, TH, F
- Evening: 6:00PM - I0:00 PM*
- Days of Instruction: M, T, W, TH, F
- Saturday: 9:00AM - 5 :00 PM*
- *When Available
- Class schedules may vary Typical Schedule

Graduation Requirements

Complete the requirements for graduation. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will be able to complete their program within the maximum time frame. If a student does not complete the program within the maximum time frame and pass each module with a passing grade. Students failing to meet these requirements will be placed on academic probation.

Maximum Allowable Completion Time for Programs

- A student is not allowed more than 1.5 times or 150% of the standard length of the program in which to
- Complete the requirements for graduation. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will be able to complete their program within the maximum time frame. If a student does not complete the program within the maximum time frame, the student will be dropped from the program. See section List of Programs, Clock Hours and maximum completion times for each program.

Make-up Work / Grades and Percentage

- The students may be assigned additional make-up work to cover absences up to 2 days per month.
- Arrangements to take any tests missed because of absences must be made with the instructor: however,
- Absences will remain on record. This Re-Test Policy that requires full student compliance. For more

- Information on Satisfactory Academic Progress Requirements, please contact Student Services.

Pre-requisites for this Program:

To ensure your success in your course, you should possess basic Windows user skills and a fundamental understanding of computer and networking concepts. You can obtain this level of skills and knowledge by taking one of the following courses:

- Using Microsoft® Windows10
- Microsoft® Windows® 8.I Transition from Windows® 10
- CompTIA A+ and Network+ certifications, or equivalent knowledge, and six to nine months experience in networking, including configuring security parameters, are strongly recommended.

Module Overview

Module	Course No.	Course Name	Hours	Duration In Weeks
Module I	SY0-50I	CompTIA Security+	110	5
Module II	200-260	Cisco CCNA Security	110	5.5
Module III	CISSP-I0I	CISSP	I00	5.5
		Total	**320**	**I6**

Module Name	Module Description
Module I: The Security+ SY0-501 Duration:110	In this module the student will learn the most important foundational principles for securing a network and managing risk.
Module II:200-260: Cisco Certified Network Associate Security (CCNA Security)/ Implementing Cisco IOS Network Security Duration:110	In this module the student will have their existing associate-level knowledge and skills that are required to secure Cisco networks validated. In this module the student will learn more about defining the architecture, design, management and/or controls that assure the security of business environments
Module III: CISSP 101, Certified Information Systems Security Professional Duration: I00	CISSP Training covers critical topics in security today, including cloud computing, mobile security, application development security, risk management and more. CISSP credential holders are decision makers who possess expert knowledge and technical skills necessary to develop, guide and then manage security standards, policies and procedures within their organizations. The CISSP continues to be highly sought-after by IT professionals and well recognized by IT organizations.

Module I: SY0-50I: CompTIA Security+
Course Outline

Lesson	Lesson Description	Hours
Lesson I	Security Fundamentals	15
Lesson 2	Identifying Security Threats and Vulnerabilities	15
Lesson 3	Managing Data, Application, and Host Security	10
Lesson 4	Implementing Network Security	10
Lesson 5	Implementing Access Control, Authentication, and Account Management	10
Lesson 6	Managing Certificates	10
Lesson 7	Implementing Compliance and Operational Security	10
Lesson 8	Risk Management	10

Lesson 9	Troubleshooting and Managing Security Incidents	10
Lesson I0	Business Continuity and Disaster Recovery Planning	10
	Total	**110**

Course Objectives

In this course, you will implement, monitor, and troubleshoot infrastructure, application, information, and operational security.

You will:

- Identify the fundamental concepts of computer security.
- Identify security threats and vulnerabilities.
- Manage data, application, and host security.
- Implement network security.
- Identify and implement access control and account management security measures.
- Manage certificates.
- Identify and implement compliance and operational security measures.
- Manage risk.
- Troubleshoot and manage security incidents.
- Plan for business continuity and disaster recovery.

Module II:200-260: CCNA Security) - Implementing IOS Network Security

Course Outline

Lesson	Lesson Description	
Lesson I	Operation of IP Data Networks	10
Lesson 2	LAN Switching Technologies	10
Lesson 3	IP addressing (IPv4 / IPv6)	10
Lesson 4	IP Routing Technologies	10
Lesson 5	IP Services Network Device Security	10
Lesson 6	Troubleshooting	10
Lesson 7	LAN Switching Technologies	10
Lesson 8	IP Routing Technologies	10
Lesson 9	IP Services	10
Lesson I0	Troubleshooting	10
Lesson II	WAN Technologies	10
	Total	**II0**

Course Objectives

Upon successful completion of this course, students will be able to:

- Analyze information systems access control.
- Analyze security architecture and design.
- Analyze network security systems and telecommunications.
- Analyze information security management goals.
- Analyze information security classification and program development.
- Analyze risk management criteria and ethical codes of conduct.
- Analyze software development security.
- Analyze cryptography characteristics and elements.
- Analyze physical security.
- Analyze operations security.
- Apply Business Continuity and Disaster Recovery Plans.
- Identify legal issues, regulations, compliance standards, and investigation practices relating to information systems security.

Module III: CISSP-I0I - CISSP, Certified Information Systems Security Professional

You will analyze a wide range of information systems security subjects that are organized into I0 domains for CISSP

Course Objectives

Upon successful completion of this course, students will be able to:
- Analyze information systems access control.
- Analyze security architecture and design.
- Analyze network security systems and telecommunications.
- Analyze information security management goals.
- Analyze information security classification and program development.
- Analyze risk management criteria and ethical codes of conduct.
- Analyze software development security.
- Analyze cryptography characteristics and elements.
- Analyze physical security.
- Analyze operations security.
- Apply Business Continuity and Disaster Recovery Plans.
- Identify legal issues, regulations, compliance standards, and investigation practices relating to information systems security.

Course Outline

Lesson	Lesson Description	Hours
Lesson 1	Information Systems Access Control	10
Lesson 2	Security Architecture and Design	10
Lesson 3	Network and Telecommunications Security	10
Lesson 4	Information Security Management Goals	10
Lesson 5	Information Security Classification and Program Development	10
Lesson 6	Risk Management and Ethics	10
Lesson 7	Software Development Security	10
Lesson 8	Cryptography	10
Lesson 9	Physical Security	10
Lesson I0	Operations Security	10
	Total	**100**

CISSP Training covers critical topics in security today, including cloud computing, mobile security, application development security, risk management and more. CISSP credential holders are decision makers who possess expert knowledge and technical skills necessary to develop, guide and then manage security standards, policies and procedures within their organizations. The CISSP continues to be highly sought-after by IT professionals and well recognized by IT organizations.

Educational Goals and Objectives:

IT Security+ Professional Training Course from Oxford Institute measures the necessary competencies for an IT professional. Students will learn the knowledge and skills needed to protect your business from the theft or destruction of information or disruption of communication

This educational program is designed to prepare students for employment as:

ONET	Job Title
15-II22	Information Technology Specialist
15-II22	Data Security Administrator
15-II22	Information Security Analyst
15-II22	Information Security Office
15-II22	Computer Specialist
15-II22	Information Security Specialist
15-II22	Information Systems Security Analyst
15-II22	Computer Security Specialist
15-II22	Information Security Manager
15-II22	Information Technology Security Analyst

Instructional Materials
Books:
- CCNA Security (2I0-260) Portable Command Guide (2nd Edition)
- CISSP All-in-One Exam Guide, Seventh Edition
- CompTIA Security+ Study Guide: SY0-50I

Materials: Exam Simulation Question using Exam interface software.
Handouts for projects will be provided to students on a project basis.

Students' Learning Outcomes:
- At the completion of this program the student will be able
- Analyze information systems access control.
- Analyze security architecture and design.
- Analyze network security systems and telecommunications.
- Analyze information security management goals.
- Analyze information security classification and program development.
- Analyze risk management criteria and ethical codes of conduct.
- Analyze software development security.
- Analyze cryptography characteristics and elements.
- Analyze physical security.
- Analyze operations security.
- Apply Business Continuity and Disaster Recovery Plans.
- Identify legal issues, regulations, compliance standards, and investigation practices relating to information systems security
- Identify the fundamental concepts of computer security.
- Identify security threats and vulnerabilities.
- Manage data, application, and host security.
- Implement network security.
- Identify and implement access control and account management security measures.
- Manage certificates.
- Identify and implement compliance and operational security measures.
- Manage risk.
- Troubleshoot and manage security incidents.
- Plan for business continuity and disaster recovery.

Employment Opportunities upon Completion:
Upon successful completion of the program students will be able to seek gainful employment in the following positions:

ONET	Job Title
15-II22	Information Technology Specialist
15-II22	Data Security Administrator
15-II22	Information Security Analyst
15-II22	Information Security Office
15-II22	Computer Specialist
15-II22	Information Security Specialist
15-II22	Information Systems Security Analyst
15-II22	Computer Security Specialist
15-II22	Information Security Manager

IT Security+ Certification Training Course from Oxford Institute measures the necessary competencies for an IT professional. Students will learn the knowledge and skills needed to protect your business from the theft or destruction of information or disruption of communication

Description of the Equipment to be used During the Educational Program.
- Desktop Computer Dell Intel Core 4 GB RAM, 500GB DVD +/RW Intel HD Graphics, Microsoft Windows I0 Professional 64-bit
- Dell I7" Monitor/Keyboard, Routers, switches, bridges and hubs

Requirements to Obtain Certification from CompTIA Security+, Cisco Security, CISSP.
Student may pass the following exams offered CompTIA, Cisco, and CISSP to further their career

Exam	Exam Name
SY0-501	CompTIA Security+
200-260	CCNA Security
CISSP	Certified Information Systems Security Professional

Program Policies

Attendance Policy

Students are required to attend more than 85% of the scheduled sessions throughout the entire program. When a student falls below 90% attendance they will be given a verbal warning by their instructor. When a student falls below 85% attendance they will be placed on probation for the remainder of the program. The student will be notified of their probation status and they will be required to meet with the Program Director. The instructor tracks late arrival and early departures.

Attendance will be graded as follows:

No absences	A+
One absence	A
Two absences	B
Three absences	C
Four or more absences	F

Grade and Grading Standard for Student Achievement Policies

These classes are on pass/fail basis.

To complete this program the student must:

- Attend at least 85% of the scheduled hours of instruction
- Maintain at least 80% average on assigned quizzes or tests
- If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.
- **I Incomplete** If the course has not been completed, the instructor may grant I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.
- **W Withdraw --** The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

Coursework will be weighted as follows:

I. Quizzes	45%		
2. Final exam	45%		
3. Attendance		10%	
	90%	10%	100%

Failure to Satisfactory Meet Academic Standards

Students on probation who fail to meet the schools satisfactory academic progress by the conclusion of the probationary period will be terminated at the discretion of the institution.

Failure to comply with the School's policies (attendance, tardiness, etc.) will result in termination of the student from the program and separation from Oxford Institute. However, any student who has been dismissed may appeal the action, in writing, to the Director. The appeal must contain supporting, verifiable documentation that the unacceptable performance was the result of mitigating circumstances.

Student Code of Conducts

To maintain an environment of social, moral and intellectual excellence, the OIT expects each student to behave in a mature and professional manner.

In essence, students need to display the following:

- Conduct that is orderly at all times
- Honesty and professionalism
- Respect for OIT and/or another student's property
- Professional attire Disciplinary Dismissal Any student who violates the following is liable for dismissal from her/his program:
- Student codes of conduct
- Cheating § Drug/alcohol abuse
- Failure to meet financial obligations

Teacher's expectations:
- • Show respect to your teacher and schoolmates.
- • Follow the classroom rules and procedures.
- • Be prepared to learn daily.
- • Participate in activities as directed.

Type of Document Received Upon Graduation

Upon successful completion of all program requirements, each student will be awarded a Certificate of Completion (CoC).

Database Administrator/Oracle Specialist /Microsoft SQL

Program Description

This instructor-led program with a combination of lecture and hands-on laboratory exercises provides the essential SQL skills that allow developers to write queries against single and multiple tables, manipulate data in tables, and create database objects. Provide a firm foundation in basic database administration. The concepts and architecture that support backup and recovery, along with the steps of how to carry it out in various ways and situations, are covered in detail. This includes how to define and test your own backup and recovery scenarios.

Duration in Months	Clock Hours	Duration in Weeks	Max Completion Time
4	320	16	40

Program Sequencing and Cycle Schedule
- This Course start every 8 weeks.
- Morning: 9:00AM -2:00 PM
- Days of Instruction: M, T, W, TH, F
- Evening: 6:00PM - I0:00 PM*
- Days of Instruction: M, T, W, TH, F
- Saturday: 9:00AM - 5 :00 PM*
- *When Available
- Class schedules may vary Typical Schedule

Graduation Requirements
Complete the requirements for graduation. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will be able to complete their program within the maximum time frame. If a student does not complete the program within the maximum time frame and pass each module with a passing grade. Students failing to meet these requirements will be placed on academic probation.

Maximum Allowable Completion Time for Programs
- A student is not allowed more than I.5 times or I50% of the standard length of the program in which to
- Complete the requirements for graduation. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will be able to complete their program within the maximum time frame. If a student does not complete the program within the maximum time frame, the student will be dropped from the program. See section List of Programs, Clock Hours and maximum completion times for each program.

Make-up Work / Grades and Percentage
- The students may be assigned additional make-up work to cover absences up to 2 days per month.
- Arrangements to take any tests missed because of absences must be made with the instructor: however,
- Absences will remain on record. This Re-Test Policy that requires full student compliance. For more
- Information on Satisfactory Academic Progress Requirements, please contact Student Services.

Pre-requisites for this Program:
- Basic knowledge of the Microsoft Windows operating system and its core functionality.
- Working knowledge of Transact-SQL.
- Working knowledge of relational databases.
- Some experience with database design.

Module Overview

Module	Course No.	Course Name	Hours	Duration In Weeks
Module I	IZ0-051	Oracle Database SQL Fundamentals	110	5.5
Module II	IZ0-052	Oracle Database Administration I	110	5.5
Module III	IZ0-053	Oracle Database Administration I 1	100	5
		Total	320	16

Module I IZ0-05I :Oracle Database SQL Fundamentals

This instructor-led program with a combination of lecture and hands-on laboratory exercises introduces students to the fundamentals of SQL using Oracle Database IIg database technology. In this course students learn the concepts of relational databases and the powerful SQL programming language. This course provides the essential SQL skills that allow developers to write queries against single and multiple tables, manipulate data in tables, and create database objects.

Course Outline

Lesson	Lesson Description	Hours
Lesson 1	Introduction To Oracle	10
Lesson 2	Retrieving Data	20
Lesson 3	SQL Functions	20
Lesson 4	Subqueries	20
Lesson 5	Data Manipulation Language	20
Lesson 6	Data Control Language	20
	Total	II0

Module II IZ0-052: Database Administrator I

Course Outline

Lesson	Lesson Description	Hours
Lesson 1	Data Definition Language	10
Lesson 2	Query multiple tables	20
Lesson 3	Program with T-SQL	20
Lesson 4	Implement SQL Server agent security, proxy accounts and credentials.	20
Lesson 5	Troubleshoot SQL Server databases.	20
Lesson 6	Design and implement a data warehouse.	20
	Total	110

Module III   IZ0-053: Database Administrator II

Course Outline

Lesson	Lesson Description	Hours
Lesson 1	Integrate cloud data into a data warehouse ecosystem infrastructure	25
Lesson 2	Implement Master Data Services to enforce data integrity at source	25
Lesson 3	Work with Central Management Servers and Multi-Server queries, Virtualization	25
Lesson 4	Create database maintenance plans.	25
	Total	100

Educational Goals and Objectives:

This program teaches students how to design and create a server using the Optimal Flexible Architecture (OFA), configure logical and physical structures, set up database and user security, add and administer users, monitor and tune main server areas, and handle issues in

supporting Oracle® 8i and Oracle 9i databases. Students will develop the fundamental skills necessary to be an effective Oracle DBA.

Instructional Materials
    Books:

      ▪   Study Guide for: Oracle Database SQL Expert: Oracle Certification Prep
    Supplies: VMware Image of Oracle IIg installed on a Microsoft Windows 2008 Server
    Materials:

    Handouts for projects will be provided to students on a project basis.

Students' Learning Outcomes:
    At the completion of this program the student will be able:

- Install system, startup and shutdown an Oracle database.
- Explain the internal architecture of data, memory and process structures.
- Administer a security policy for the database. Configure a basic backup & recovery strategy.
- Control physical storage of tables and indexes. Build efficient databases with clusters and bitmap indexes.
- Back and recover a database (and its parts) with RMAN (command-line and Enterprise Manager).
- Use flashback technology to view past states of data and to revert either objects or the entire database back to a past state. Use an appropriate and flexible memory configuration for your database.
- Identify burdensome database sessions and poorly performing SQL o Configure the Oracle Database for optimal recovery.
- Configure the database instance such that resources are appropriately allocated among sessions and tasks. Schedule jobs to run inside or outside of the database. Use compression to optimize database storage and duplicate a database.

Upon successful completion of the program students will be able to seek gainful employment in the following positions

ONET	Job Title
15-1142.00	Oracle Database Administrator
15-1142.00	System Analyst
15-1142.00	Database Planner

Description of the Equipment to be used During the Educational Program.
- Desktop Computer Dell Intel Core 4 GB RAM, 500GB DVD +/RW Intel HD Graphics,
- Microsoft Windows I0 Professional 64-bit
- Dell I7" Monitor/Keyboard
- Microsoft SQL

Requirements to Obtain Certification from Oracle
    Student may pass the following exams offered by Oracle: to become Oracle Database Administrator Certified Associate and Oracle Database Administrator Certified Professional to further their career:

Exam	Exam Name
IZ0-001	Introduction to Oracle: SQL and PL/SQL
IZ0-052	Administration I
IZ0-053	Administration II

Program Policies

Attendance Policy
    Students are required to attend more than 85% of the scheduled sessions throughout the entire program. When a student falls below 90% attendance, they will be given a verbal warning by their instructor. When a student falls below 85% attendance they will be placed on probation for the remainder of the program. The student will be notified of their probation status and they will be required to meet with the Program Director. The instructor tracks late arrival and early departures.

Attendance will be graded as follows:

No absences	A+
One absence	A
Two absences	B
Three absences	C
Four or more absences	F

Grade and Grading Standard for Student Achievement Policies

These classes are on pass/fail basis.

To complete this program the student must:

- Attend at least 85% of the scheduled hours of instruction
- Maintain at least 80% average on assigned quizzes or tests
- If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.
- **I Incomplete** If the course has not been completed, the instructor may grant I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.
- **W Withdraw --** The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

Coursework will be weighted as follows:

I. Quizzes	45%		
2. Final exam	45%		
3. Attendance		10%	
	90%	10%	100%

Failure to Satisfactory Meet Academic Standards

Students on probation who fail to meet the schools satisfactory academic progress by the conclusion of the probationary period will be terminated at the discretion of the institution.

Failure to comply with the School's policies (attendance, tardiness, etc.) will result in termination of the student from the program and separation from Oxford Institute. However, any student who has been dismissed may appeal the action, in writing, to the Director. The appeal must contain supporting, verifiable documentation that the unacceptable performance was the result of mitigating circumstances.

Student Code of Conducts

To maintain an environment of social, moral and intellectual excellence, the OIT expects each student to behave in a mature and professional manner**.**

In essence, students need to display the following:

- Conduct that is orderly at all times
- Honesty and professionalism
- Respect for OIT and/or another student's property
- Professional attire Disciplinary Dismissal Any student who violates the following is liable for dismissal from her/his program:
- Student codes of conduct
- Cheating § Drug/alcohol abuse
- Failure to meet financial obligations

Teacher's expectations:
- Show respect to your teacher and schoolmates.
- Follow the classroom rules and procedures.
- Be prepared to learn daily.
- Participate in activities as directed.

Type of Document Received Upon Graduation

Upon successful completion of all program requirements, each student will be awarded a Certificate of Completion (CoC).

ONET	Job Title
15-1141.00	Data Administrator
15-1141.00	Data Analyst -
15-1141.00	Data Mining Analyst
15-1141.00	Data Processing Specialist
15-1141.00	Data Warehouse Analyst
15-1141.00	Database Administrator (DBA)
15-1141.00	Database Analyst
15-1141.00	Database Analyst
15-1141.00	Database Architect
15-1141.00	Database Architect (DBA)
15-1141.00	Database Designer
15-1141.00	EDP Analyst
15-1141.00	EDP Data Analyst

Document Imaging Specialist (EMR/EHR)

Program Description
This instructor-led program with a combination of lecture and hands-on laboratory exercises prepares the student's expertise in the technologies and best practices used to plan, design, and specify a document imagining and management system. This program prepares the student for CompTIA's CDIA + (certified document imaging architect) certification, which validates the knowledge of professionals who deliver document-imaging solutions.

Duration in Months	Clock Hours	Duration in Weeks	Max Completion Time
2	160	8	20

Program Sequencing and Cycle Schedule
- This Course start every 8 weeks.
- Morning: 9:00AM -2:00 PM
- Days of Instruction: M, T, W, TH, F
- Evening: 6:00PM - I0:00 PM*
- Days of Instruction: M, T, W, TH, F
- Saturday: 9:00AM - 5 :00 PM*
- *When Available
- Class schedules may vary Typical Schedule

Graduation Requirements
Complete the requirements for graduation. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will be able to complete their program within the maximum time frame. If a student does not complete the program within the maximum time frame and pass each module with a passing grade. Students failing to meet these requirements will be placed on academic probation.

Maximum Allowable Completion Time for Programs
- A student is not allowed more than 1.5 times or 150% of the standard length of the program in which to
- Complete the requirements for graduation. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will be able to complete their program within the maximum time frame. If a student does not complete the program within the maximum time frame, the student will be dropped from the program. See section List of Programs, Clock Hours and maximum completion times for each program.

Make-up Work / Grades and Percentage
- The students may be assigned additional make-up work to cover absences up to 2 days per month.
- Arrangements to take any tests missed because of absences must be made with the instructor: however,
- Absences will remain on record. This Re-Test Policy that requires full student compliance. For more
- Information on Satisfactory Academic Progress Requirements, please contact Student Services.

Pre-requisites for this Program:
High School Diploma or equivalent and working knowledge of the PC and the Internet Microsoft Office Skills

Module Overview

Session	Course No.	Course Name	Hours	Duration In Weeks

Session I	CDIA 101	CompTIA CDIA+ /Document Imaging	80	4
Session II	EMR-001	EMR (Electronic Health Records)/EHR	80	4
		Total	I60	8

Module I: CD0-00I- CompTIA CDIA+

This instructor-led program with a combination of lecture and hands-on laboratory exercises ensures the competency of a professional related to electronic document imaging management solutions, which would include skills in document imaging, document management, and enterprise content management. It identifies ensures the knowledge and skills that are required for one to develop systems for the purpose of scanning, storing, and retrieving electronic documents. The CDIA+ certification a unique solution provided by CompTIA and is the only industry recognized certification which currently exists in this field and can be considered an industry standard.

Document Imaging In this module the student will learn about all major areas in the technologies and best practices used to plan, design, and specify a digital imaging and content management system.

Course Objective:
- Document Storage and Retention
- Workflow Processing
- Document Indexing
- COLD (Computer Output to Laser Disk)
- Document Security Requirements
- Business Process Re-engineering
- Document Scanning
- Document Output Format

Course Outline:

Lesson	Lesson Description	
Lesson I	Gather Business Requirements	20
Lesson 2	Analyze Business Process	20
Lesson 3	Recommend Solution	20
Lesson 4	Design Solution	20
	Total	**80**

Module II: EMR-I0I(Electronic Health Records) /EHR

In this module the student will learn about the use of databases in streamlining existing paper medical records. The student will learn to adapt a set of databases to fit an organizational standards and clinical delivery processes, such as pharmacy data and preventive care delivery

Objectives

The main objectives include the following:
- Gathering the Business Requirement
- Analyzing the Business Processes
- Recommending Solutions
- Designing Solutions

Course Outline

Lesson	Lesson Name	Hours
Lesson I	Gathering the Business Requirement	20
Lesson 2	Analyzing the Business Processes	20
Lesson 3	Recommending Solutions	20
Lesson 4	Designing Solutions	10
Lesson 5	Planning for the Implementation	10
	Total	**80**

Educational Goals and Objectives:

This educational program is designed to prepare students for employment as Business Process Analyst; Business Records Manager; Document Control Manager; Document Control, Electronic Content, and Records Manager; Document Management Consultant; IT Project Manager; Implementation Specialist; Manager, Enterprise Content Management; Record Systems Analyst; Records Manager (ONET I5-II99.I2)

At the completion of this course the student will be competent in performing the following
- Document Storage and Retention
- Workflow Processing
- Document Indexing
- COLD (Computer Output to Laser Disk)
- Document Security Requirements
- Business Process Re-engineering
- Document Scanning
- Document Output Formats
- Medical Billing and Coding
- Microsoft Office software
- Computerized practice management including medical billing software and medical record management software
- Electronic health record administration
- Systems management
- Laws and codes of healthcare privacy
- Electronic library and archival requirements
- HIPPA Requirements and Medical Record Privacy laws

Instructional Materials
Books:
- CompTIA CDIA+ (CD0-00I) Certification Handbook
- Electronic Health Records: Understanding and Using Computerized Medical Records (2nd Edition)

Materials: Exam Simulation Question using Exam interface software.

Handouts for projects will be provided to students on a project basis.

Students' Learning Outcomes:
At the completion of this course the student will be competent in performing the following
- Document Storage and Retention
- Workflow Processing
- Document Indexing
- COLD (Computer Output to Laser Disk)
- Document Security Requirements
- Business Process Re-engineering
- Document Scanning
- Document Output Formats

Employment Opportunities upon Completion:
Upon successful completion of the program students will be able to seek gainful employment in the following positions

ONET	Job Title
15-1199.12	Business Process Analyst;
15-1199.12	Business Records Manager;
15-1199.12	Document Control Manager;
15-1199.12	Document Control
15-1199.12	Electronic Content and Records Manager;
15-1199.12	Document Management Consultant;
15-1199.12	IT Project Manager;
15-1199.12	Implementation Specialist;
15-1199.12	Manager
15-1199.12	Enterprise Content Management;
15-1199.12	Record Systems Analyst;

<div style="text-align: center;">15-1199.12   Records Manager</div>

Description of the Equipment to be used During the Educational Program.
- Desktop Computer Dell Intel Core 4 GB RAM, 500GB DVD +/RW Intel HD Graphics,
- Microsoft Windows I0 Professional 64-bit
- Dell I7" Monitor/Keyboard
- Microsoft Office

Requirements to Obtain Certification from CompTIA

Student may pass the following exams offered by CompTIA to further their career

CDIA+CDO-001

Program Policies

Attendance Policy

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Attendance will be graded as follows:

No absences	A+
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Three absences	C
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Grade and Grading Standard for Student Achievement Policies

These classes are on pass/fail basis.

To complete this program the student must:

- Attend at least 85% of the scheduled hours of instruction
- Maintain at least 80% average on assigned quizzes or tests
- If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.
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Coursework will be weighted as follows:

I. Quizzes	45%		
2. Final exam	45%		
3. Attendance		10%	
	90%	10%	I00%

Failure to Satisfactory Meet Academic Standards

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- Professional attire Disciplinary Dismissal Any student who violates the following is liable for dismissal from her/his program:
- Student codes of conduct
- Cheating § Drug/alcohol abuse
- Failure to meet financial obligations

Teacher's expectations:
- Show respect to your teacher and schoolmates.
- Follow the classroom rules and procedures.
- Be prepared to learn daily.
- Participate in activities as directed.

Type of Document Received Upon Graduation

Upon successful completion of all program requirements, each student will be awarded a Certificate of Completion (CoC).

Information System Technology

Program Description

This instructor-led program with a combination of lecture and hands-on laboratory exercises covers the new features and enhancements for transforming virtualization and cloud computing, which have been made available with Windows Server. It is designed to assist the student in gaining a level of proficiency that can only be taught through hands-on labs, simulations, and the real-world application of skills.

Design for student interested in pursuing a career in networking fundamental computer knowledge is a prerequisite. The course are designed around the job-related tasks a support specialist must perform Using Microsoft windows operating systems. The course covers the latest networking topics in Microsoft and Cisco Technologies.

Duration in Months	Clock Hours	Duration in Weeks	Max Completion Time
9	720	36	62

Program Sequencing and Cycle Schedule

- This Course start every 8 weeks.
- Morning: 9:00AM -2:00 PM
- Days of Instruction: M, T, W, TH, F
- Evening: 6:00PM - I0:00 PM*
- Days of Instruction: M, T, W, TH, F
- Saturday: 9:00AM - 5 :00 PM*
- *When Available
- Class schedules may vary Typical Schedule

Graduation Requirements

Complete the requirements for graduation. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will be able to complete their program within the maximum time frame. If a student does not complete the program within the maximum time frame and pass each module with a passing grade. Students failing to meet these requirements will be placed on academic probation.

Maximum Allowable Completion Time for Programs

- A student is not allowed more than 1.5 times or 150% of the standard length of the program in which to
- Complete the requirements for graduation. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will be able to complete their program within the maximum time frame. If a student does not complete the program within the maximum time frame, the student will be dropped from the program. See section List of Programs, Clock Hours, and maximum completion times for each program.

Make-up Work / Grades and Percentage

- The students may be assigned additional make-up work to cover absences up to 2 days per month.
- Arrangements to take any tests missed because of absences must be made with the instructor: however,
- Absences will remain on record. This Re-Test Policy that requires full student compliance. For more
- Information on Satisfactory Academic Progress Requirements, please contact Student Services.

Pre-requisites for this Program:

- An understanding of networking fundamentals.
- An understanding of basic AD DS concepts.

- An awareness and understanding of security best practices.
- Basic knowledge of server hardware

Module Overview

Module	Module No.	Course Name	Hours	Duration In Weeks
Module I	70-410	Installing and Configuring Windows Server 2012	80	4
Module 2	70-411	Administering Windows Server 2012	80	4
Module 3	70-412	Configuring Advanced Windows Server 2012 Services	80	4
Module 4	70-413	Designing and Implementing a Server Infrastructure	80	4
Module 5	70-414	Implementing an Advanced Server Infrastructure	80	4
Module 6	70-687	Installing and Configuring Windows I0	80	4
Module 7	70-462	implementing a Data Warehouse with Microsoft SQL Server 2012	80	4
Module 8	70-698	Installation & configuration windows I0	80	4
Module 9	I00-101	ICND1 Interconnecting Cisco Networking Devices Part I	40	2
Module I0	200-I01	ICND2 Interconnecting Cisco Networking Devices Part 2	40	2
		Total	**720**	**36**

Module I: 70-410 Installing and Configuring Windows Server 2012

At Course Completion

After completing this course, students will be able to:
- Install and configure Windows Server 2012.
- Describe AD DS.
- Manage Active Directory objects.
- Automate Active Directory administration.
- Implement IPv4.
- Implement Dynamic Host Configuration Protocol (DHCP).
- Implement Domain Name System (DNS).
- Implement IPv6.
- Implement local storage.
- Implement file and print services.
- Implement Group Policy.
- Secure Windows servers by using Group Policy Objects (GPOs).
- Implement server virtualization by using Hyper-V.

Course Outline

Lesson	Lesson Description	Hours
Lesson 1	Deploying and Managing Windows Server 2012	6
Lesson 2	Introduction to Active Directory Domain Services	6
Lesson 3	Managing Active Directory Domain Services Objects	6
Lesson 4	Automating Active Directory Domain Services Administration	6
Lesson 5	Implementing IPv4	6
Lesson 6	Implementing Dynamic Host Configuration Protocol	6
Lesson 7	Implementing DNS	6
Lesson 8	Implementing IPv6	6
Lesson 9	Implementing Local Storage	6

Lesson I0	Implementing File and Print Services		6
Lesson 11	Implementing Group Policy		7
Lesson I2	Securing Windows Servers Using Group Policy Objects		7
Lesson I3	Implementing Server Virtualization with Hyper-V		6
		Total	**80**

Module II 70-4II: Administering Windows Server 2012 R2

The 70-4II: Administering Windows Server 2012 R2 training course is part two of a series of three Instructor led training courses which provide the skills and knowledge necessary to implement a core Windows Server 2012 Infrastructure in an existing enterprise environment. The three Instructor led training courses in total will collectively cover implementing, managing, maintaining, and provisioning services and infrastructure in a Windows Server 2012 environment.

Upon Completion

After completing this course, the student should be able to:
- Implement a Group Policy infrastructure.
- Manage user desktops with Group Policy.
- Manage user and service accounts.
- Maintain Active Directory Domain Services (AD DS).
- Configure and troubleshoot Domain Name System (DNS).
- Configure and troubleshoot Remote Access.
- Install, configure, and troubleshoot the Network Policy Server (NPS) role.
- Implement Network Access Protection (NAP).
- Optimize file services.
- Configure encryption and advanced auditing.
- Deploy and maintain server images.
- Implement Update Management.
- Monitor Windows Server 2012.
- Understand appropriate command-line, PowerShell and applicable management shell commands

Prerequisites
- Before attending this Instructor led training course, students must have:
- Knowledge and skills concerning the initial implementation and configuration of core Windows Server services including Active Directory Domain Services (AD DS), Networking Services and Microsoft Hyper-V.
- Attended the Installing and Configuring Windows Server 2012 R2 (4I0) course.

Course Outline

Lesson	Lesson Description	Hours
Lesson 1	Implementing a Group Policy Infrastructure	6
Lesson 2	Managing User Desktops with Group Policy	6
Lesson 3	Managing User and Service Accounts	6
Lesson 4	Maintaining AD DS	6
Lesson 5	Configuring and Troubleshooting DNS	6
Lesson 6	Configuring and Troubleshooting Remote Access	6
Lesson 7	Installing, Configuring, and Troubleshooting the NPS Role	6
Lesson 8	Implementing NAP	6
Lesson 9	Optimizing File Services	6
Lesson I0	Configuring Encryption and Advanced Auditing	6
Lesson 11	Deploying and Maintaining Server Images	7
Lesson I2	Implementing Update Management	7

Lesson I3	Monitoring Windows Server 2012	6
	Total	80

Module III: 70-412 Configuring Advanced Windows Server 2012 Services

At Course Completion
- After completing this course, students will be able to:
- Configure and Troubleshoot Domain Name System
- Maintain Active Directory Domain Services
- Manage User and Service Accounts
- Implement Group Policy Infrastructure
- Manage User Desktops using Group Policy

Install, Configure and Troubleshoot Network Policy Server
- Implement Network Access Protection
- Implement Remote Access
- Optimize File Services
- Configure Encryption and Advanced Auditing
- Deploy and Maintain Server Images
- Implement Update Managements
- Monitor Windows Server 2012

Course Outline

Lesson	Lesson Description	Hours
Lesson I	Implementing Advanced Network Services	6
Lesson 2	Implementing Advanced File Services	6
Lesson 3	Implementing Dynamic Access Control	6
Lesson 4	Implementing Distributed Active Directory Domain Services Deployments	6
Lesson 5	Implementing Active Directory Domain Services Sites and Replication	6
Lesson 6	Implementing AD CS	6
Lesson 7	Implementing Active Directory Rights Management Services	6
Lesson 8	Implementing and Administering AD FS	6
Lesson 9	Implementing Network Load Balancing	6
Lesson I0	Implementing Failover Clustering	6
Lesson 11	Implementing Failover Clustering with Hyper-V	10
Lesson I2	Implementing Business Continuity and Disaster Recovery	10
	Total	80

Module IV: 70-413 Installing and Configuring Windows Server 2012

At Course Completion
After completing this course, students will be able to:
- Install and configure Windows Server 2012.
- Describe AD DS.
- Manage Active Directory objects.
- Automate Active Directory administration.
- Implement IPv4.
- Implement Dynamic Host Configuration Protocol (DHCP).
- Implement Domain Name System (DNS).
- Implement IPv6.
- Implement local storage.
- Implement file and print services.
- Implement Group Policy.
- Secure Windows servers by using Group Policy Objects (GPOs).
- Implement server virtualization by using Hyper-V.

Course Outline

This course will cover the following subjects:

Lesson	Lesson Description	Hours
Lesson I	Planning Server Upgrade and Migration	6
Lesson 2	Planning and Implementing a Server Deployment Strategy	6
Lesson 3	Planning and Deploying Servers Using Virtual Machine Manager	6
Lesson 4	Designing and Maintaining an IP Configuration and Address Management Solution	6
Lesson 5	Designing and Implementing Name Resolution	6
Lesson 6	Designing and Implementing an Active Directory Domain Services Forest and Domain Infrastructure	6
Lesson 7	Designing and Implementing an AD DS Organizational Unit Infrastructure	6
Lesson 8	Designing and Implementing a Group Policy Object Strategy	6
Lesson 9	Designing and Implementing an AD DS Physical Topology	6
Lesson I0	Planning and Implementing Storage and File Services	6
Lesson II	Designing and Implementing Network Protection	10
Lesson I2	Designing and Implementing Remote Access Services	10
	Total	80

Module V: 70-4I4 Implementing an Advanced Server 2012 R2 Infrastructure
This training course is intended for IT professionals who are responsible for planning, designing, and deploying Windows Server 2012 enterprise infrastructures including Active Directory and network services. Candidates would typically have experience with previous versions of Windows Server and have an MCSA: Windows Server 2012 certification or equivalent skills.

Skills acquired at completion of Course
After completing this Instructor led training course, students will be able to:

- Describe the considerations for managing an enterprise data center.
- Plan and implement a server virtualization strategy using Microsoft System Center 2012.
- Plan and Implement networks and storage for virtualization.
- Plan and deploy virtual machines.
- Manage a virtual machine deployment.
- Plan and implement a server monitoring strategy.
- Plan and implement high availability for file services and applications.
- Plan and implement a high availability infrastructure by using failover clustering.
- Plan and implement a server-updates infrastructure.
- Plan and implement a business continuity strategy.
- Plan and implement a public key infrastructure (PKI).
- Plan and implement an Identity Federation Infrastructure.
- Plan and implement an Information Rights Management (IRM) infrastructure.
- Understand appropriate command-line, PowerShell and applicable management shell commands
- Prerequisites
- Implementing Server 2012 R2 Infrastructure (4I3) Instructor led training course.
- TCP/IP and networking concepts.
- Windows Server 2012 and AD DS, including planning, designing and deploying AD DS and network infrastructure.
- Using scripts and batch files.
- Security concepts, such as authentication and authorization.
- Deployment, packaging, and imaging tools.

Course Outline
This course will cover the following subjects:

Lesson	Lesson Description	Hours

Lesson 1	Overview of Management in an Enterprise Data Center	6
Lesson 2	Planning and Implementing a Server Virtualization Strategy	6
Lesson 3	Planning and Implementing Networks and Storage for Virtualization	6
Lesson 4	Planning and Deploying Virtual Machines	6
Lesson 5	Planning and Implementing a Virtualization Administration Solution	6
Lesson 6	Planning and Implementing a Server Monitoring Strategy	6
Lesson 7	Planning and Implementing High Availability for Files Services and Applications	6
Lesson 8	Planning and Implementing a High Availability Infrastructure Using Failover Clustering	6
Lesson 9	Planning and Implementing a Business Continuity Strategy	6
Lesson I0	Planning and Implementing an Public Key Infrastructure	6
Lesson II	Planning and Implementing an Identity Federation Infrastructure	7
Lesson I2	Planning and Implementing Data Access for Users and Devices	7
Lesson I3	Planning and Implementing an Information Rights Management Infrastructure	6
	Total	80

Module VI: 70-697- Configuring Windows Devices

The 70-697: Configuring Windows Devices Instructor led training course will provide IT Professionals with the knowledge and skills required to install and configure Windows I0 desktops and devices in a Windows Server domain corporate environment. Students will be walked through device planning, deployment, and management; network and storage configuration; access, data, app, and recovery management, and much more.

At Completion
The student will have the skills to successfully perform the following tasks:

- Describe the important new features of Windows 10.
- Install Windows I0.
- Configure network connectivity and a device running Windows 10.
- Manage storage in Windows I0.
- Manage files and printers.
- Manage apps.
- Manage data security.
- Manage device security.
- Implement Windows I0 features to improve network security.
- Monitor and update Windows 10 devices.
- Restore files, roll back drivers, and recover Windows I0 devices.

Prerequisites
- Before attending this Instructor led training course, students must have:
- At least two years of experience in the IT field
- Knowledge of networking fundamentals, including Transmission Control Protocol /Internet Protocol (TCP/IP), User Datagram Protocol (UDP), and Domain Name System (DNS)
- Knowledge of Microsoft Active Directory Domain Services (AD DS) principles and fundamentals of AD DS management
- Understanding of the certificate-based security.
- Understanding of Windows Server 2008 or Windows Server 2012 fundamentals

- Understanding of Windows client operating system essentials, such as working knowledge of Windows Vista, Windows I0, and/or Windows 8

Course Outline

This course will cover the following subjects:

Lesson	Lesson Description	Hours
Lesson 1	Installing Windows 10	8
Lesson 2	Automating Windows 10 Deployments	8
Lesson 3	Configuring Storage and Security	8
Lesson 4	Managing Data Access	8
Lesson 5	Managing the Windows 10 Environment	8
Lesson 6	Planning and Managing Microsoft Intune	8
Lesson 7	Configuring Applications	8
Lesson 8	Managing Identity and Authorization	8
Lesson 9	Configuring Network Connectivity	8
Lesson I0	Configuring Recovery	8
	Total	80

Module VII: 70-462 Administering Microsoft SQL Server 2012

The 70-462: Administering Microsoft SQL Server 2012 Instructor led training course provides students with the knowledge and skills to maintain a Microsoft SQL Server 2012 database. The course focuses on teaching individuals how to use SQL Server 2012 product features and tools related to maintaining a database.

At Course Completion

- After completing this course, the student should be able to:
- Plan, install, and troubleshoot SQL Server 2012 and SQL Server databases
- Working knowledge of SQL Databases, the concept of the transaction log, SQL Server 2012 database recovery, backup, and restoration
- SQL Server 2012 security models, logins, and users
- Fixed server roles, user-defined server roles, fixed database roles and permissions and the assignment of permissions, user-defined database roles
- Partial database containment option provided by SQL Server 2012
- SQL Profiler
- Virtualization of SQL Server 2012 and Data-Tier Applications, Central Management Servers, and Multi-Server queries
- Auditing SQL Server 2012 environments
- Monitoring and maintaining SQL Server 2012 databases
- Managing and working with multiple servers including virtualizing SQL Server 2012and deploying and upgrading data-tier applications

- Prerequisites
- In addition to their professional experience, students who attend this course should already have the following technical knowledge:
- Basic knowledge of the Microsoft Windows operating system and its core functionality.
- Working knowledge of Transact-SQL.
- Working knowledge of relational databases.
- Some experience with database design.

Course Outline

Lesson	Lesson Description	Hours
Lesson I	Introduction to SQL Server 2012 and Its Toolset	4
Lesson 2	Installing and Configuring SQL Server 2012	4
Lesson 3	Working with Databases	4
Lesson 4	Understanding SQL Server 2012 Recovery Models	4
Lesson 5	Backup of SQL Server 2012 Databases	4
Lesson 6	Restoring SQL Server 2012 Databases	4

Lesson 7	Importing and Exporting Data	4
Lesson 8	Authenticating and Authorizing Users	4
Lesson 9	Assigning Server and Database Roles	4
Lesson I0	Authorizing Users to Access Resources	4
Lesson 11	Auditing SQL Server 2012 Environments	4
Lesson I2	Automating SQL Server 2012 Management	4
Lesson I3	Configuring Security for SQL Server Agent	4
Lesson I4	Monitoring SQL Server 2012 with Alerts and Notifications	4
Lesson I5	Performing Ongoing Database Maintenance	4
Lesson I6	Tracing Access to SQL Server 2012	4
Lesson I7	Monitoring SQL Server 2012	4
Lesson I8	Managing Multiple Servers	4
Lesson I9	Troubleshooting Common SQL Server 2012 Administrative Issues	4
Lesson 20	SQL Server 2012 and Its function	4
	Total	80

Module VIII: 70-698 - Installing and Configuring Windows 10

The 70-698 training course is the first of two MCSA: Windows I0 courses. This instructor-led training course includes a deep dive into installing and customizing Windows I0 operating systems and apps and configuring local and remote network connectivity and storage.

At Course Completion:

After completing this course, the student should be able to:

- Describe the important new features of Windows I0.
- Install Windows I0.
- Configure network connectivity and a device running Windows 10.
- Manage storage in Windows I0.
- Manage files and printers.
- Manage apps.
- Manage data security.
- Manage device security.
- Implement Windows I0 features to improve network security.
- Monitor and update Windows I0 devices.
- Restore files, roll back drivers, and recover Windows 10 devices.

Prerequisites

Before attending this Instructor led training course, students must have:

- At least two years of experience in the IT field
- Knowledge of networking fundamentals, including Transmission Control Protocol /Internet Protocol (TCP/IP), User Datagram Protocol (UDP), and Domain Name System (DNS)
- Knowledge of Microsoft Active Directory Domain Services (AD DS) principles and fundamentals of AD DS management
- Understanding of the certificate-based security.
- Understanding of Windows Server 2008 or Windows Server 2012 fundamentals
- Understanding of Windows client operating system essentials, such as working knowledge of Windows Vista, Windows I0, and/or Windows 8

Course Outline

Lesson	Lesson Description	Hours
Lesson I	Windows I0 Installation	8
Lesson 2	Installing in an Enterprise Environment	8
Lesson 3	Configuring Devices and Drivers	8
Lesson 4	Configuring Storage	8
Lesson 5	Configuring the Windows I0 Environment	8

Lesson 6	Configuring Data Security	8
Lesson 7	Windows I0 Networking	8
Lesson 8	Installing Applications	8
Lesson 9	Managing Authorization and Authentication	8
Lesson I0	Configuring Monitoring and Recovery	8
	Total	80

Module IX: Cisco CCENT R&S: ICND1

Course Overview

The ICND1: Cisco CCENT R&S course is the first step into Cisco networking. The goal of this Instructor led training course is to provide students with the fundamental skills needed to successfully install, operate, configure, and maintain Cisco routers and switches. Students who have attended the ICND1 Instructor led training course will gain competency with Cisco IOS-based devices and ISR-capable routers. Crucial elements of this course include the coverage of IPv4 subnetting, ACLs, VLANs, as well as Static and Dynamic Routing that are all needed for success at all levels of Cisco certification.

At Course Completion:

After completing this course, the student should be able to:
- Module Network fundamentals and how to build simple LANs
- Establish Internet connectivity
- Manage network device security
- Expand small to medium-sized networks with WAN connectivity
- IPv6 basics
- Describe how networks function, identifying major components, function of network components, and the OSI reference model
- Describe the reasons for extending the reach of a LAN and the methods that can be used, with a focus on RF wireless access
- Describe the reasons for connecting networks with routers and how routed networks transmit data through networks using TCP/IP
- Describe the function of WANs, the major devices of WANs, and configure PPP encapsulation, static and dynamic routing, PAT, and RIP routing
- Use the command-line interface to discover neighbors on the network and manage the router start up and configuration

Prerequisites
- Basic computer literacy
- Basic Microsoft Windows navigation skills
- Basic Internet usage skills
- Basic e-mail usage skills
- Completion of CompTIA Network+ is highly recommended

Course Outline

Lesson	Lesson Description	Hours
Lesson I	Building a Simple Network	8
Lesson 2	Establishing Internet Connectivity	8
Lesson 3	Managing Network Device Security	8
Lesson 4	Building a Medium-Sized Network	8
Lesson 5	Introducing IPv6	8
	Total	40

Module X: Cisco CCNA R&S: ICND2

Course Overview

The Cisco CCNA R&S: ICND2 course is the second half of the CCNA Routing & Switching curriculum associated with the CCNA Routing and Switching certification. The goal of this Instructor led training course is to provide students with the key skills needed to successfully install, configure, operate, and troubleshoot a small enterprise network.

At Course Completion:

After completing this course, the student should be able to:

- Operate a medium-sized LAN with multiple switches, supporting VLANs, trunking, and spanning tree
- Troubleshoot IP connectivity
- Configure and troubleshoot EIGRP in an IPv4 environment
- Configure EIGRP for IPv6
- Configure and troubleshoot OSPF in an IPv4 environment
- Configure OSPF for IPv6
- Define characteristics, functions, and components of a WAN
- SNMP, syslog, and NetFlow
- Manage Cisco device configurations, Cisco IOS images, and licenses

Prerequisites

ICND1: Interconnecting Cisco Networking Devices Part I is a recommended prerequisite to this Instructor led training course.

To get the most out of the classroom experience, students new to computer and network architectures should consider taking the CompTIA Network+ course prior to entry into this challenging Cisco curriculum.

- Understanding of network fundamentals
- Experience implementing local area networks and Internet connectivity
- Experience managing network device security
- Experience implementing WAN and basic IPv6 connectivity

Course Outline

Lesson	Lesson Description	Hours
Lesson I	Implementing Scalable Medium-Sized Networks	8
Lesson 2	Troubleshooting Basic Connectivity	8
Lesson 3	Implementing an EIGRP-Based Solution	8
Lesson 4	Implementing a Scalable, Multi-Area Network, OSPF-Based Solution	8
Lesson 5	Wide-Area Networks	4
Lesson 6	Network Device Management	4
	Total	40

Educational Goals and Objectives:

This program covers the new features and enhancements for transforming virtualization and cloud computing, which have been made available with Windows Server. It is designed to assist you in gaining a level of proficiency that can only be taught through hands-on labs, simulations, and the real-world application of skills.

This educational program is designed to prepare students for employment as

Instructional Materials

Books:
- Windows Server 2012 R2 Complete Study Guide: Exams 70-410
- Windows Server 2012 R2 Complete Study Guide: Exams 70-411
- Microsoft SQL Server 2012 Step by Step (Step by Step Developer)
- Exam Ref 70-698 Installing and Configuring Windows I0
- CCNA Routing and Switching Complete Study Guide: Exam I00-105, Exam 200-105, Exam 200-I25 2nd Edition

Materials: Exam Simulation Question using Exam interface software.

Handouts for projects will be provided to students on a project basis.

Students' Learning Outcomes:

At the completion of this program the student will be able confidently plan, deliver, operate, and manage Microsoft & Cisco server infrastructure solutions across multiple solution areas in a business environment that includes planning, installing, administering, configuring and managing Windows Server 2012 environments, including advanced design and implementation concepts.

Employment Opportunities upon Completion:

Upon successful completion of the program students will be able to seek gainful employment in the following ONET I5-II42.00 positions: Systems Administrator, Network Administrator, "Network Engineer,", Information Technology Specialist (IT Specialist),Local Area Network Administrator (LAN Administrator),"Information Technology Manager (IT Manager),",Information Technology Director (IT Director),Systems Engineer, and Network Manager, Network Specialist.

Description of the Equipment to be used During the Educational Program.

Desktop Computer Dell Intel Core 4 GB RAM, 500GB DVD +/RW Intel HD Graphics, Microsoft Windows I0 Professional 64-bit
Routers, switches, bridges and hubs

Requirements to Obtain Certification from Microsoft & Cisco

Student may pass the following exams offered Microsoft & Cisco to further their career:

Microsoft

70-410	Installing and Configuring Windows Server 2012
70-411	Administering Windows Server 2012
70-412	Configuring Advanced Windows Server 2012 Services
70-413	Designing and Implementing a Server Infrastructure
70-414	Implementing an Advanced Server Infrastructure
70-687	Installing and Configuring Windows I0
70-462	implementing a Data Warehouse with Microsoft SQL Server 2012
70-698	Installing and Configuring Windows I0

Cisco

I00-101	ICND1 Interconnecting Cisco Networking Devices Part 1
200-101	ICND2 Interconnecting Cisco Networking Devices Part 2

Program Policies

Attendance Policy

Students are required to attend more than 85% of the scheduled sessions throughout the entire program. When a student falls below 90% attendance, they will be given a verbal warning by their instructor. When a student falls below 85% attendance they will be placed on probation for the remainder of the program. The student will be notified of their probation status and they will be required to meet with the Program Director. The instructor tracks late arrival and early departures.

Attendance will be graded as follows:

No absences	A+
One absence	A
Two absences	B
Three absences	C
Four or more absences	F

Grade and Grading Standard for Student Achievement Policies

These classes are on pass/fail basis.

To complete this program the student must:

- Attend at least 85% of the scheduled hours of instruction
- Maintain at least 80% average on assigned quizzes or tests
- If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.
- **I Incomplete** If the course has not been completed, the instructor may grant I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

- **W Withdraw --** The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

Coursework will be weighted as follows:

I. Quizzes	45%		
2. Final exam	45%		
3. Attendance		10%	
	90%	10%	100%

Failure to Satisfactory Meet Academic Standards

Students on probation who fail to meet the schools satisfactory academic progress by the conclusion of the probationary period will be terminated at the discretion of the institution.

Failure to comply with the School's policies (attendance, tardiness, etc.) will result in termination of the student from the program and separation from Oxford Institute. However, any student who has been dismissed may appeal the action, in writing, to the Director. The appeal must contain supporting, verifiable documentation that the unacceptable performance was the result of mitigating circumstances.

Student Code of Conducts

To maintain an environment of social, moral and intellectual excellence, the OIT expects each student to behave in a mature and professional manner**.**

In essence, students need to display the following:

- Conduct that is orderly at all times
- Honesty and professionalism
- Respect for OIT and/or another student's property
- Professional attire Disciplinary Dismissal Any student who violates the following is liable for dismissal from her/his program:
- Student codes of conduct
- Cheating § Drug/alcohol abuse
- Failure to meet financial obligations

Teacher's expectations:
- Show respect to your teacher and schoolmates.
- Follow the classroom rules and procedures.
- Be prepared to learn daily.
- Participate in activities as directed.

Type of Document Received Upon Graduation

Upon successful completion of all program requirements, each student will be awarded a Certificate of Completion (CoC).

Microsoft .net MCSD Solution Developer C# and VB

Program Description

This instructor-led program with a combination of lecture and hands-on laboratory exercises comprehensive set of skills necessary to deploy, build, optimize, and operate applications successfully by using Microsoft Visual Studio and the Microsoft .NET Framework. The student learning outcomes are consistent with the skills requirements and objectives of the program as stated by Microsoft and several employers within the community. They reflect the required occupational and academic knowledge, skills and competencies

Duration in Months	Clock Hours	Duration in Weeks	Max Completion Time
4	320	16	40

Program Sequencing and Cycle Schedule

- This Course start every 8 weeks.
- Morning: 9:00AM -2:00 PM
- Days of Instruction: M, T, W, TH, F
- Evening: 6:00PM - I0:00 PM*
- Days of Instruction: M, T, W, TH, F
- Saturday: 9:00AM - 5 :00 PM*
- *When Available
- Class schedules may vary Typical Schedule

Graduation Requirements

Complete the requirements for graduation. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will be able to complete their program within the maximum time frame. If a student does not complete the program within the maximum time frame and pass each module with a passing grade. Students failing to meet these requirements will be placed on academic probation.

Maximum Allowable Completion Time for Programs

- A student is not allowed more than 1.5 times or 150% of the standard length of the program in which to Complete the requirements for graduation. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will be able to complete their program within the maximum time frame. If a student does not complete the program within the maximum time frame, the student will be dropped from the program. See section List of Programs, Clock Hours and maximum completion times for each program.

Make-up Work / Grades and Percentage

- The students may be assigned additional make-up work to cover absences up to 2 days per month.
- Arrangements to take any tests missed because of absences must be made with the instructor: however,
- Absences will remain on record. This Re-Test Policy that requires full student compliance. For more
- Information on Satisfactory Academic Progress Requirements, please contact Student Services.

Pre-requisites for this Program:

Students who attend this training should have a combination of practical and conceptual knowledge related to HTML5 programming.

Module Overview

Module	Course No.	Course Name	Hours	Duration In Weeks
Module I	70-480	Programming in HTML5 with JavaScript and CSS3	110	5.5
Module II	70-481	Essentials of Developing Windows Store Apps Using HTML5 and JavaScript	100	5.5
Module III	70-482	Advanced Windows Store App Development Using HTML5 and JavaScript	110	5
		Total	320	16

Module	Module Description	Hours
Module I	**70-480 - Programming in HTML5 with JavaScript and CSS3** This instructor-led course introduces HTML5, CSS3, and JavaScript. This course helps students gain basic HTML5/CSS3/JavaScript programming skills. This course is an entry point into both the Web application and Windows Store apps training paths. The course focuses on using HTML5/CSS3/JavaScript to implement programming logic, define and use variables, perform looping and branching, develop user interfaces, capture and validate user input, store data, and create well-structured application.	110
Module II	**70-48I - Developing Windows Store Apps Using HTML5 and JavaScript** This instructor-led course, students will learn essential programming skills and techniques that are required to develop Windows Store apps. This includes a combination of both design and development skills, as well as ensuring that students are comfortable using and making the most of the Microsoft Visual Studio and Expression Blend tools.	100
Module III	**70-482 - Advanced Windows Store App Development Using HTML5 and JavaScript** This instructor-led course will teach you advanced programming practices and techniques that will help you develop Windows Store apps. In this course, you will learn how design and develop Windows Store apps, as well as implement advanced features, such as using location information, streaming media to external devices, and integrating with other services. You will also learn how to use Microsoft Visual Studio 20I3 and Expression Blend tools.	110

Module I: 70-480 - Programming in HTML5 with JavaScript and CSS3

This instructor-led course introduces HTML5, CSS3, and JavaScript. This course helps students gain basic HTML5/CSS3/JavaScript programming skills. This course is an entry point into both the Web application and Windows Store apps training paths. The course focuses on using HTML5/CSS3/JavaScript to implement programming logic, define and use variables, perform looping and branching, develop user interfaces, capture and validate user input, store data, and create well-structured application.

At course completion

After completing this course, students will be able to:
- Explain how to use Visual Studio 2012 to create and run a Web application.
- Describe the new features of HTML5 and create and style HTML5 pages.
- Add interactivity to an HTML5 page by using JavaScript.
- Create HTML5 forms by using different input types and validate user input by using HTML5 attributes and JavaScript code.
- Send and receive data to and from a remote data source by using XMLHTTP Request objects and jQuery AJAX operations.
- Style HTML5 pages by using CSS3.

- Create well-structured and easily maintainable JavaScript code.
- Use common HTML5 APIs in interactive Web applications.
- Create Web applications that support offline operations.
- Create HTML5 Web pages that can adapt to different devices and form factors.
- Add advanced graphics to an HTML5 page by using Canvas elements, and by using and Scalable Vector Graphics.
- Enhance the user experience by adding animations to an HTML5 page.
- Use Web Sockets to send and receive data between a Web application and a server.
- Improve the responsiveness of a Web application that performs long-running operations by using Web Worker processes.

Course Outline

Lesson	Lesson Description	Hours
Lesson I	Overview of HTML and CSS	10
Lesson 2	Creating and Styling HTML5	10
Lesson 3	Introduction to JavaScript language	10
Lesson 4	Creating Forms to Collect Data and Validate User Input	10
Lesson 5	Communicating with a Remote Data	10
Lesson 6	Styling HTML5 by Using	10
Lesson 7	Creating Objects and Methods by Using .	10
Lesson 8	Creating Interactive Pages using HTML5	10
Lesson 9	Adding Offline Support to Web	10
Lesson I0	Implementing an Adaptive User Interface	10
Lesson II	Creating Advanced Graphics	10
	Total	110

Module II: 70-48I - Essentials of Developing Windows Store Apps Using C#

About this course

This instructor-led course, students will learn essential programming skills and techniques that are required to develop Windows Store apps. This includes a combination of both design and development skills, as well as ensuring that students are comfortable using and making the most of the Microsoft Visual Studio and Expression Blend tools.

At course completion

After completing this course, students will be able to:

- Describe the Windows 8 platform and features and explore the basics of a Windows app interface.
- Create the User Interface layout and structure.
- Apply the MVVM pattern to application design.
- Implement the AppBar and layout controls.
- Use templates to create the UI.
- Use data binding to present data in the UI.
- Handle files and streams.
- Design and implement Process Lifetime Management (PLM).
- Handle navigation scenarios in a Windows Store app.
- Implement Semantic Zoom.
- Design and implement contracts such as Search, Share and Settings.
- Implement tiles and toast notifications in a Windows Store app.
- Respond to mouse, keyboard and touch events, including gestures.

Course Outline

Lesson	Lesson Description	Hours
Lesson I	Overview of the Windows 8.I Platform and Windows Store Apps	10
Lesson 2	Single-Page Apps and the MVVM Design Pattern	10
Lesson 3	Using WinJS	10
Lesson 4	Implementing Layout Using Windows 8.I Controls	10

Lesson 5	Presenting Data	10
Lesson 6	Implementing Tiles and User Notifications	10
Lesson 7	Landling Files in Windows Store Apps	10
Lesson 8	Windows Store App Process Lifetime Management	10
Lesson 9	Designing and Implementing Navigation in a Windows StoreApp	10
Lesson I0	Implementing Windows 8.I Contracts	10
	Total	100

Module III: 70-482 Advanced Windows® Store App Development Using HTML5 and JavaScript

About this course

This instructor-led course will teach you advanced programming practices and techniques that will help you develop Windows Store apps. In this course, you will learn how design and develop Windows Store apps, as well as implement advanced features, such as using location information, streaming media to external devices, and integrating with other services. You will also learn how to use Microsoft Visual Studio 20I3 and Expression Blend tools.

At course completion

After completing this course, students will be able to:

- Add animations and transitions in a Windows Store app to improve the user experience.
- Localize the Windows Store app UI.
- Brand the Windows Store app and improve the loading experience with a splash screen.
- Use various storage mechanisms, choose a suitable caching strategy for their Windows Store app, and use advanced file access methods.
- Create custom controls, extend template controls, and create and consume WinMD components.
- Implement the Print and Settings contracts and the Play to API.
- Work with the Push Notification Service (WNS).
- Capture media with the camera and microphone.
- Create and consume background tasks.
- Discover device capabilities, interact with devices, and act upon sensor data.
- Implement Windows Store trial licensing and in-app purchasing and advertising.
- Understand how to manage Windows authentication and web authentication in Windows Store apps.
- Diagnose problems and monitor application behavior by using tracing and profiling tools and APIs.

Course Outline

Lesson	Lesson Description	Hours
Lesson I	Windows Store App Essentials	10
Lesson 2	Implementing Animations and Transitions	10
Lesson 3	Implementing Globalization and Localization	10
Lesson 4	Implementing Branding and a Seamless UI for Windows Store Apps	10
Lesson 5	Advanced Data Scenarios in a Windows Store App	10
Lesson 6	Creating Reusable Controls and Components	10
Lesson 7	Implementing Advanced Contract Scenarios	10
Lesson 8	The Windows Push Notification Service	10
Lesson 9	Capturing Media	10
Lesson I0	Background Tasks	10
Lesson II	Working with Sensors and Devices	10
	Total	110

Educational Goals and Objectives:

Students will have the skills to complete the Microsoft Certified Professional Developer exams and earn the credential therewith. Students may seek entry-level positions as Computer Programmers, Web Programmers, Software Developers, Program Designers and Web Developers.

MCSD: Web Applications certification validates the ability to build innovative solutions across multiple technologies, both on-premises and in the cloud, with expertise in creating and deploying modern web applications and services.

This educational program is designed to prepare students for employment as: Programmer Analyst, Programmer, Analyst Programmer, Computer Programmer, Software Developer, Applications Developer, Computer Programmer Analyst, Internet Programmer, Java Developer, Web Programmer

Instructional Materials

Book:
- HTML5 with JavaScript and CSS3 Study Guide
- Essentials of Developing Windows Store Apps Using HTML5 and JavaScript Study Guide
- Advanced Windows Store App Development Using HTML5 and JavaScript

Supplies: VMware image with Visual Studio 20I0 installed on Windows I0 Image Web based projects using C# - Student Data Files Study Guide

Materials: Exam simulation files using VCE

Handouts for projects will be provided to students on a project basis

Students' Learning Outcomes:

After completing this course, students will be able to:
- Explain how to use Visual Studio 2012 to create and run a Web application.
- Describe the new features of HTML5 and create and style HTML5 pages.
- Add interactivity to an HTML5 page by using JavaScript.
- Create HTML5 forms by using different input types and validate user input by using HTML5 attributes and JavaScript code.
- Send and receive data to and from a remote data source by using XMLHTTP Request objects and jQuery AJAX operations.
- Style HTML5 pages by using CSS3.
- Create well-structured and easily maintainable JavaScript code.
- Use common HTML5 APIs in interactive Web applications.
- Create Web applications that support offline operations.
- Create HTML5 Web pages that can adapt to different devices and form factors.
- Add advanced graphics to an HTML5 page by using Canvas elements, and by using and Scalable Vector Graphics.
- Enhance the user experience by adding animations to an HTML5 page.
- Use Web Sockets to send and receive data between a Web application and a server.
- Improve the responsiveness of a Web application that performs long-running operations by using Web Worker processes.

After Completing this Course, Students will be able to:

- Describe the Windows 8.I platform and features and explore the basics of a Windows app interface.
- Create the User Interface layout and structure by using XAML.
- Use data binding to present data in the UI.
- Implement the AppBar and layout controls.
- Handle files and streams.
- Respond to application lifecycle events using Process Lifetime Management and the PLM extensibility points provided by the Visual Studio 20I3 templates.
- Use templates to create the UI.
- Handle navigation scenarios in a Windows Store app.
- Design and implement contracts such as Search, Share and Settings.
- Implement tiles and toast notifications in a Windows Store app.
- Respond to mouse, keyboard and touch events, including gestures.
- Deploy a Windows Store app to the Windows Store or an enterprise store.

Employment Opportunities upon Completion:

Upon successful completion of the program students will be able to seek gainful employment in the following positions:

ONET	Job Title	
I5-II3I.00	Computer Programmer	
I5-II3I.00	Software Developer Web Developer	
I5-II3I.00	Software Developer, Database	
I5-II3I.00	Software Developer / Business Analyst, Database	
I5-II3I.00	NET Software Developer / Programmer	
I5-II3I.00	Software Developer, Client Applications	
I5-II3I.00	Software Developer / Business Analyst, Web Applications	
15-II3I.00	Application Developer	

Description of the Equipment to be Used During The Educational Program.
- Desktop Computer Dell Intel Core 4 GB RAM, 500GB DVD +/RW Intel HD Graphics, Microsoft Windows I0 Professional 64-bit
- Microsoft Visual Basic &C#
-

Requirements to Obtain Certification from Microsoft MCSD
Student may pass the following exams offered Microsoft to further their career:

70-480	Programming in HTML5 with JavaScript and CSS3
70-48I	Essentials of Developing Windows Store Apps Using HTML5 and JavaScript
70-482	Advanced Windows Store App Development Using HTML5 and JavaScript

Program Policies

Attendance Policy
Students are required to attend more than 85% of the scheduled sessions throughout the entire program. When a student falls below 90% attendance, they will be given a verbal warning by their instructor. When a student falls below 85% attendance they will be placed on probation for the remainder of the program. The student will be notified of their probation status and they will be required to meet with the Program Director. The instructor tracks late arrival and early departures.

Attendance will be graded as follows:

No absences	A+
One absence	A
Two absences	B
Three absences	C
Four or more absences	F

Grade and Grading Standard for Student Achievement Policies
These classes are on pass/fail basis.

To complete this program the student must:

- Attend at least 85% of the scheduled hours of instruction
- Maintain at least 80% average on assigned quizzes or tests
- If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.
- **I Incomplete** If the course has not been completed, the instructor may grant I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.
- **W Withdraw --** The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is

administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.
Coursework will be weighted as follows:

I. Quizzes	45%		
2. Final exam	45%		
3. Attendance		10%	
	90%	10%	100%

Failure to Satisfactory Meet Academic Standards

Students on probation who fail to meet the schools satisfactory academic progress by the conclusion of the probationary period will be terminated at the discretion of the institution.

Failure to comply with the School's policies (attendance, tardiness, etc.) will result in termination of the student from the program and separation from Oxford Institute. However, any student who has been dismissed may appeal the action, in writing, to the Director. The appeal must contain supporting, verifiable documentation that the unacceptable performance was the result of mitigating circumstances.

Student Code of Conducts

To maintain an environment of social, moral and intellectual excellence, the OIT expects each student to behave in a mature and professional manner.

In essence, students need to display the following:

- Conduct that is orderly at all times
- Honesty and professionalism
- Respect for OIT and/or another student's property
- Professional attire Disciplinary Dismissal Any student who violates the following is liable for dismissal from her/his program:
- Student codes of conduct
- Cheating § Drug/alcohol abuse
- Failure to meet financial obligations

Teacher's expectations:

- Show respect to your teacher and schoolmates.
- Follow the classroom rules and procedures.
- Be prepared to learn daily.
- Participate in activities as directed.

Type of Document Received Upon Graduation

Upon successful completion of all program requirements, each student will be awarded a Certificate of Completion (CoC).

Microsoft Office User Specialist/QuickBooks/Computerized *Accounting*

Microsoft User and Quickbook Specialist

Program Description
This instructor led program with a combination of lecture and hands on laboratory exercises is designed to learn Microsoft Office from a beginner level to an advanced level. The student will become proficient using MS Word, Excel, Access, PowerPoint, and Outlook. In addition, this program provides basic training in QuickBooks

Duration in Months	Clock Hours	Duration in Weeks	Max Completion Time
2	120	6	15

Program Sequencing and Cycle Schedule
- This Course start every 8 weeks.
- Morning: 9:00AM -2:00 PM
- Days of Instruction: M, T, W, TH, F
- Evening: 6:00PM - I0:00 PM*
- Days of Instruction: M, T, W, TH, F
- Saturday: 9:00AM - 5 :00 PM*
- *When Available
- Class schedules may vary Typical Schedule

Graduation Requirements
Complete the requirements for graduation. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will be able to complete their program within the maximum time frame. If a student does not complete the program within the maximum time frame and pass each module with a passing grade. Students failing to meet these requirements will be placed on academic probation.

Maximum Allowable Completion Time for Programs
- A student is not allowed more than I.5 times or I50% of the standard length of the program in which to
- Complete the requirements for graduation. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will be able to complete their program within the maximum time frame. If a student does not complete the program within the maximum time frame, the student will be dropped from the program. See section List of Programs, Clock Hours and maximum completion times for each program.

Make-up Work / Grades and Percentage
- The students may be assigned additional make-up work to cover absences up to 2 days per month.
- Arrangements to take any tests missed because of absences must be made with the instructor: however,
- Absences will remain on record. This Re-Test Policy that requires full student compliance. For more
- Information on Satisfactory Academic Progress Requirements, please contact Student Services.

Pre-requisites for this Program:
To ensure your success in this course, you should have end-user skills with any current version of Windows®, including being able to start programs, switch between programs, locate saved files, close programs, and access websites using a web browser

Module Overview

Module	Course No.	Course Name	Hours	Duration in Weeks
Module I	Word 101	Microsoft Word	20	1
Module II	Excel 101	Microsoft Excel	20	I

Module III	PowerPoint 101	Microsoft PowerPoint	20	I
Module IV	Outlook 101	Microsoft Outlook	20	I
Module V	Access 101	Microsoft Access	20	I
Module VI	QuickBooks 101	QuickBooks	20	I
		Total	**120**	**6**

Module	Module Name	Module Description	Hours
Module I:	Microsoft Word- 101	In this module the student will learn to use Microsoft Word, a word processing program which allows the user to create letters and documents, reports and create flyers.	20
Module II	Microsoft Excel -101	In this module the student will learn to use Microsoft Excel, a spreadsheet program that is used for numbers. Student will create lists, invoices and financial statements. Students will use this program to keep track of inventory	20
Module III	Microsoft Powerpoint-101	In this module the student will learn to use Microsoft PowerPoint Students will create presentations, slides, overheads, handouts, organizational charts, etc. Microsoft Outlook is included in Microsoft Office. It is like a personal organizer. It allows the user to manage contacts, schedule appointments, send and receive email, manage notes, and more. Microsoft Access is a database program. It allows you to keep lists and perform queries on data. An example of a query is a client list or mailing labels according to a particular zip code.	20
Module IV	Microsoft Outlook- 101	In this module the student will learn to use Microsoft Outlook, The student will learn to manage contacts, schedule appointments, send and receive email, manage notes	20
Module V	Microsoft Access -101	In this module the student will learn to use Microsoft Access. The student will learn to keep lists and perform queries on data. Zip code.	20
Module VI	QuickBooks -101	In this module the student will learn the fundamentals of QuickBooks. Basic Accounting principles are covered in addition to basic keyboarding skills.	20

Module I Word 101: Word 20I6 Introduction

Microsoft® Word 20I6 is designed to help you move smoothly through the task of creating professional-looking documents. Its rich features and powerful tools can make your work easy, and even fun. In this course, you will learn how to use Word 20I6 to create and edit simple documents: format documents: add tables and lists: add design elements and layout options: and proof documents.

Course Objectives

In this course, you will learn fundamental Word 20I6 skills.

You will:

- Navigate and perform common tasks in Word, such as opening, viewing, editing, saving, and printing documents, and configuring the application.

- Format text and paragraphs.
- Perform repetitive operations efficiently using tools such as Find and Replace, Format Painter, and Styles.
- Enhance lists by sorting, renumbering, and customizing list styles.
- Create and format tables.
- Insert graphic objects into a document, including symbols, special characters, illustrations, pictures, and clip art.
- Format the overall appearance of a page through page borders and colors, watermarks, headers and footers, and page layout.
- Use Word features to help identify and correct problems with spelling, grammar, readability, and accessibility.

Course Outline

Lesson	Lesson Description	Hours
Lesson I	Getting Started with Word	2
Lesson 2	Formatting Text and Paragraphs	2
Lesson 3	Working More Efficiently	2
Lesson 4	Managing Lists	2
Lesson 5	Adding Tables	2
Lesson 6	Inserting Graphic Objects	2
Lesson 7	Controlling Page Appearance	4
Lesson 8	Preparing to Publish a Document	4
	Total	20

Module II: Excel 101: Excel 20I6 Introduction

Learn the basics of creating spreadsheets in Excel. Enter data, formulas, format and print workbooks.

Course Outline

Lesson	Lesson Description	Hours
Lesson I	Getting Started	2
Lesson 2	Entering Data	2
Lesson 3	Using Formulas	2
Lesson 4	Working with Constant Values and Formulas	2
Lesson 5	Formatting Worksheets	2
Lesson 6	Modifying Columns and Rows	2
Lesson 7	Editing Workbooks	4
Lesson 8	Printing Worksheets	4
	Total	20

Module III: PowerPoint 101: PowerPoint 20I6 Introduction

PowerPoint 20I6 you will gain the ability to organize your content, enhance it with high-impact visuals, and deliver it with a punch. In this course, you will use PowerPoint 20I6 to begin creating engaging, dynamic multimedia presentations.

Course Objectives

Upon completing this course, you will be able to create and deliver engaging multimedia presentations that convey the key points of your message through the use of text, graphics, and animations.
You will:
- Charts to your presentation.
- Identify the basic features and functions of PowerPoint 20I6.
- Develop a PowerPoint presentation.
- Perform advanced text editing operations.
- Add graphical elements to your presentation.
- Modify objects in your presentation.
- Add tables to your presentation.

- Add to deliver your presentation.

Course Outline

Lesson	Lesson Description	Hours
Lesson I	Getting Started with PowerPoint	2
Lesson 2	Developing a PowerPoint Presentation	2
Lesson 3	Performing Advanced Text Editing Operations	2
Lesson 4	Adding Graphical Elements to Your Presentation	2
Lesson 5	Modifying Objects in Your Presentation	2
Lesson 6	Adding Tables to Your Presentation	2
Lesson 7	Adding Charts to Your Presentation	4
Lesson 8	Preparing to Deliver Your Presentation	4
	Total	20

Module IV: Outlook 101: Outlook Introduction

In this course, you will explore the Outlook interface and when you are familiar with it, you will use Outlook to manage all aspects of email communications: use the Outlook calendar to manage appointments and meetings: use Outlook's People workspace to manage your contact information: create Tasks and Notes for yourself in Outlook: and customize the Outlook interface to serve your own personal needs.

Course Outline

Lesson	Lesson Description	Hours
Lesson I	Getting Started With Outlook 20I3	2
Lesson 2	Composing Messages	2
Lesson 3	Reading and Responding to Messages	2
Lesson 4	Managing Your Messages	2
Lesson 5	Managing Your Calendar	2
Lesson 6	Managing Your Contacts	2
Lesson 7	Working With Tasks and Notes	4
Lesson 8	Customizing the Outlook Environment	4
	Total	20

Module V: Access 101: Access 20I6 Introduction

In this course, you will use Access 20I6 to manage your data, including creating a new database: constructing tables: designing forms and reports: and creating queries to join, filter, and sort data.

Course outline

Lesson	Lesson Description	Hours
Lesson I	Getting Started with Access	2
Lesson 2	Working with Table Data	2
Lesson 3	Querying a Database	2
Lesson 4	Using Forms	2
Lesson 5	Generating Reports	4
Lesson 6	Designing a Relational Database	4
Lesson 7	Sharing Data Across Applications	4
	Total	20

Module VI: QuickBooks 101

In the QuickBooks class you will learn how write and print checks, create many types of reports including Profit and Loss, keep track of income and expenses, bank account reconciliation, accounts payable and receivable, invoicing, inventory, payroll, estimating, purchase order

Course Outline

Lesson	Lesson Description	Hours
Lesson I	Getting Started	2
Lesson 2	Setting Up and Managing QuickBooks Data Files	2
Lesson 3	Working with List and Items	2

Lesson 4	Working with Bank Accounts	2
Lesson 5	Entering Sales Information	4
Lesson 6	Receiving Payments & Making Deposits	4
Lesson 7	Entering and Paying Bills	4
	Total	20

Educational Goals and Objectives:

This educational program is designed to prepare students for employment entry level position, accounts, medical billing, insurance agents etc. However, the primary objective of the program is to enable students to seek employment as Administrative Assistants, Executive Assistants, Computer Operators, General Office Supervisors, and Microsoft Office Specialists.

Upon successful completion of the program students will be able to seek gainful employment in the following positions:

ONET	Job Title
43-303I.00	Administration Assistant,
43-303I.00	Clerk, Office Manager,
43-303I.00	Receptionist, Secretary,
43-303I.00	Office Assistant,
43-303I.00	Customer Service Representative,
43-303I.00	Office Coordinator,
43-303I.00	Accounting Assistant,
43-303I.00	Accounts Payables Clerk,
43-303I.00	Bookkeeper,
43-303I.00	Accounts Payable Clerk,
43-303I.00	Accounts Receivable Clerk,
43-303I.00	Accounts Payable Specialist.

Instructional Materials
Books:
- Microsoft Word 20I6 Step by Step
- Microsoft Excel 20I6 Step by Step
- Microsoft PowerPoint 20I6 Step by Step
- Microsoft Access 20I6 Step by Step
- QuickBooks Step by Step

Supplies: Microsoft Office CD-ROM Academic version

Handouts for projects will be provided to students on a project basis.

Students' Learning Outcomes:
At the completion of this program the student will be able confidently

- Review and practice basic MS Office features
- Schedule appointments, request meetings, and filter incoming messages.
- Develop charts to meet audience request.
- Employ features to automatically update chart content from the internet.
- Adopt practice of creating, sorting, and querying tables.
- Demonstrate knowledge and understanding of form and report creation.
- Use macros, switchboards, pivot tables, and pivot charts to produce easily accessible and retrievable reports.
- Employ graphics and work art features to create professional newsletters.
- Create data sources to set up mail merge.
- Build keyboarding speed and accuracy techniques.
- Continue development of document editing and revising.
- Create presentations to aid in audience understanding.
- Devise advanced Excel formulas for creating and maintains significant, easy-to-digest data for diverse audiences.
- Construct financial and logical functions in Excel to calculate office expenses, costs, and earnings.
- Integrate internet research into easily digested Excel worksheets, charts, and graphs to aid in audience understanding.
- Combine Excel functions to link to outside sources and calculate presentation data
- Formulate advanced Access functions to create and maintain significant, easy-to-digest data.
  - Formulate analysis techniques to differentiate and assign data in Access to create specialized reports to aid in audience understanding.
  - Synthesize and link data imported from external sources into Access documents to create and maintain continual updates.
  - Integrate data from Word, Excel, Access, and PowerPoint in case studies to prepare students for "real world" scenarios.
  - Refine proofreading, editing, and revising techniques.
  - Improve communication skills.

- Prioritize workload to accomplice goals and meet deadlines.
- Develop "solutions" that utilize office management skills to produce quality "solutions".

Employment Opportunities upon Completion:
Upon successful completion of the program students will be able to seek gainful employment in the following positions:

ONET	Job Title
43-303I.00	Administration Assistant,
43-303I.00	Clerk, Office Manager,
43-303I.00	Receptionist, Secretary,
43-303I.00	Office Assistant,
43-303I.00	Customer Service Representative,
43-303I.00	Office Coordinator,
43-303I.00	Accounting Assistant,
43-303I.00	Accounts Payables Clerk,
43-303I.00	Bookkeeper,
43-303I.00	Accounts Payable Clerk,
43-303I.00	Accounts Receivable Clerk,
43-303I.00	Accounts Payable Specialist.

Description of the Equipment to be Used During the Educational Program.
- Desktop Computer Dell Intel Core 4 GB RAM, 500GB DVD +/RW Intel HD Graphics, Microsoft Windows I0 Professional 64-bit
- Microsoft Word, Excel, PowerPoint, Access, Outlook, QuickBooks

Program Policies

Attendance Policy

Students are required to attend more than 85% of the scheduled sessions throughout the entire program. When a student falls below 90% attendance, they will be given a verbal warning by their instructor. When a student falls below 85% attendance they will be placed on probation for the remainder of the program. The student will be notified of their probation status and they will be required to meet with the Program Director. The instructor tracks late arrival and early departures.

Attendance will be graded as follows:

No absences	A+
One absence	A
Two absences	B
Three absences	C
Four or more absences	F

Grade and Grading Standard for Student Achievement Policies

These classes are on pass/fail basis.

To complete this program the student must:

- Attend at least 85% of the scheduled hours of instruction
- Maintain at least 80% average on assigned quizzes or tests
- If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.
- **I Incomplete** If the course has not been completed, the instructor may grant I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.
- **W Withdraw --** The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is

insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

Coursework will be weighted as follows:

I. Quizzes	45%		
2. Final exam	45%		
3. Attendance		10%	
	90%	10%	100%

Failure to Satisfactory Meet Academic Standards

Students on probation who fail to meet the schools satisfactory academic progress by the conclusion of the probationary period will be terminated at the discretion of the institution.

Failure to comply with the School's policies (attendance, tardiness, etc.) will result in termination of the student from the program and separation from Oxford Institute. However, any student who has been dismissed may appeal the action, in writing, to the Director. The appeal must contain supporting, verifiable documentation that the unacceptable performance was the result of mitigating circumstances.

Student Code of Conducts

To maintain an environment of social, moral and intellectual excellence, the OIT expects each student to behave in a mature and professional manner.

In essence, students need to display the following:

- Conduct that is orderly at all times
- Honesty and professionalism
- Respect for OIT and/or another student's property
- Professional attire Disciplinary Dismissal Any student who violates the following is liable for dismissal from her/his program:
- Student codes of conduct
- Cheating § Drug/alcohol abuse
- Failure to meet financial obligations

Teacher's expectations:

- Show respect to your teacher and schoolmates.
- Follow the classroom rules and procedures.
- Be prepared to learn daily.
- Participate in activities as directed.

Type of Document Received Upon Graduation

Upon successful completion of all program requirements, each student will be awarded a Certificate of Completion (CoC).

Multimedia Graphics Design –Adobe/ Web Page Development

Program Description

This instructor-led program with a combination of lecture and hands-on laboratory exercises covers how to configure and use several different Internet and computer systems. Student will learn how to manage photographs and graphics, importing them, editing them, etc. Student will also learn about digital video editing and various methods of desktop publishing.

Duration in Months	Clock Hours	Duration In Weeks	Max Completion Time
2	I60	8	20

Program Sequencing and Cycle Schedule

- This Course start every 8 weeks.
- Morning: 9:00AM -2:00 PM
- Days of Instruction: M, T, W, TH, F
- Evening: 6:00PM - I0:00 PM*
- Days of Instruction: M, T, W, TH, F
- Saturday: 9:00AM - 5 :00 PM*
- *When Available
- Class schedules may vary Typical Schedule

Graduation Requirements

Complete the requirements for graduation. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will be able to complete their program within the maximum time frame. If a student does not complete the program within the maximum time frame and pass each module with a passing grade. Students failing to meet these requirements will be placed on academic probation.

Maximum Allowable Completion Time for Programs

- A student is not allowed more than I.5 times or I50% of the standard length of the program in which to
- Complete the requirements for graduation. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will be able to complete their program within the maximum time frame. If a student does not complete the program within the maximum time frame, the student will be dropped from the program. See section List of Programs, Clock Hours and maximum completion times for each program.

Make-up Work / Grades and Percentage

- The students may be assigned additional make-up work to cover absences up to 2 days per month.
- Arrangements to take any tests missed because of absences must be made with the instructor: however,
- Absences will remain on record. This Re-Test Policy that requires full student compliance. For more
- Information on Satisfactory Academic Progress Requirements, please contact Student Services.

Pre-requisites for this Program:

It is recommended that students have a basic understanding of HTML and Cascading Style Sheets (CSS) before attending the adobe CS6 Introduction class.

Module Overview

Module	Course No.	Course Name	Hours	Duration in Weeks
Module I	Adobe 101	Adobe Flash	32	16
Module II	Adobe I02	Adobe Dreamweaver	32	16
Module III	Adobe I03	Adobe Illustrator	32	16
Module IV	Adobe I04	Adobe Photoshop	32	16
Module V	Adobe I05	Adobe In Design	32	16

			Total	160	8

Course Description

Module Name	Module Description	Hours
Module I: Adobe-:101: Flash	In this module the student will learn how to create and deploy high impact, rich Web content.	32
Module II: Adobe 102: Dreamweaver	In this module the student will learn to use this powerful web development too.	32
Module III: Adobe 103: Illustrator	In this module the student will learn the skills needed to create logos, invitations, icons, or other print or web designs.	32
Module IV: Adobe 104: Photoshop	In this module the student will learn the skills needed to improve photos and create digital artwork.	32
Module V: Adobe 105: In Design	In this module the student will learn the skills needed to design effective page layout that is central to desktop publisher and graphic designers.	32

Module I Adobe 101: Flash CS6 Introduction

In the Introduction course, students will get an overview of Flash and learn how to create new files and publish applications to SWF. Students will learn how to draw in Flash and how to create and adjust vector paths. They will learn how to use symbols and imported assets, and how to work with layers, frames, and the timeline. Finally, students will learn the basics of creating animation in Flash.

Course Outline

Lesson	Lesson Description	Hours
Lesson 1	Getting started	6
Lesson 2	Drawing in Flash	5
Lesson 3	Symbols and imported assets	5
Lesson 4	Layers and frames	8
Lesson 5	Animation	8
	Total	32

Module II Adobe 102: Dreamweaver CS6: Introduction

In this module the student will learn to use this powerful web development too.

Course Outline

Lesson	Lesson Description	Hours
Lesson 1	Getting started	4
Lesson 2	Websites and pages	4
Lesson 3	Basic editing	4
Lesson 4	CSS basics	4
Lesson 5	Images, multimedia, and links	4
Lesson 6	Code basics	6
Lesson 7	Publishing	6
	Total	32

Module III Adobe I03: Illustrator CS6 Introduction

This course covers the fundamentals of Illustrator CS6, which is used primarily to work with vector-based graphics.

Course Outline

Lesson	Lesson Description	Hours
Lesson 1	Getting started	4
Lesson 2	Drawing basics	4

Lesson 3	Transforming and combining objects	4
Lesson 4	Working with Color	4
Lesson 5	Working with Paths	4
Lesson 6	Creating and formatting text	6
Lesson 7	Painting with fills and strokes	6
	Total	32

Module IV Adobe I04: Photoshop CS6 Introduction

Photoshop CS6 Introduction, is the courses that provide instruction on how to use Photoshop CS6 to create professional-looking images for both print and the Web.

Lesson	Lesson Description	Hours
Lesson 1	Getting started	4
Lesson 2	Image selections	4
Lesson 3	Layers	4
Lesson 4	Basic image adjustments	4
Lesson 5	Repairing and retouching images	4
Lesson 6	Resizing images	6
Lesson 7	Managing files with Adobe Bridge	6
	Total	32

Module V Adobe I05: In Design CS6

Course

Lesson	Lesson Description	Hours
Lesson 1	Getting Started	4
Lesson 2	Basic documents	4
Lesson 3	Using objects	4
Lesson 4	Multi-page documents	4
Lesson 5	Working with text	4
Lesson 6	Working with graphics and colors	6
Lesson 7	Preflighting and preparing documents for final output	6
	Total	32

Educational Goals and Objectives:

In this program you will learn how to configure and use several different internet and computer systems. You will learn how to manage photographs and graphics, importing them, editing them, etc. You will also learn about digital video editing and various methods of desktop publishing.

This educational program is designed to prepare students for employment as Webmaster, Web Designer, Web Developer (ONET I5-II34.00)

Instructional Materials

- Adobe Flash Professional CC Classroom in a Book
- Adobe Dreamweaver CC Classroom in a Book
- Adobe Photoshop CC Classroom in a Book
- Adobe Illustrator CC Classroom in a Book
- Adobe In Design CC Classroom in a Book
- Handouts for projects will be provided to students on a project basis.

Students' Learning Outcomes:

At the completion of this program the student will be able confidently

- Create graphic images using Adobe Illustrator or Photoshop,
- Create attractive and engaging web sites with Dreamweaver, Flash and In Design

Employment Opportunities upon Completion:

Upon successful completion of the program students will be able to seek gainful employment in the following positions

ONET   Job Title

15-1134.00	Webmaster,
15-1134.00	Web Designer,
15-1134.00	Web Developer
15-1134.00	Graphic Designer
15-1134.00	Multimedia and Graphic Designer
15-1134.00	Multimedia Specialist

Description of the Equipment to be Used During the Educational Program.
- Desktop Computer Dell Intel Core 4 GB RAM, 500GB DVD +/RW Intel HD Graphics, Microsoft Windows I0 Professional 64-bit
- Dell I7" Monitor/Keyboard
- Adobe Flash, Dreamweaver, Photoshop, Illustrator, In Design

Program Policies

Attendance Policy
Students are required to attend more than 85% of the scheduled sessions throughout the entire program. When a student falls below 90% attendance, they will be given a verbal warning by their instructor. When a student falls below 85% attendance they will be placed on probation for the remainder of the program. The student will be notified of their probation status and they will be required to meet with the Program Director. The instructor tracks late arrival and early departures.

Attendance will be graded as follows:

No absences	A+
One absence	A
Two absences	B
Three absences	C
Four or more absences	F

Grade and Grading Standard for Student Achievement Policies
These classes are on pass/fail basis.

To complete this program the student must:

- Attend at least 85% of the scheduled hours of instruction
- Maintain at least 80% average on assigned quizzes or tests
- If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.
- **I Incomplete** If the course has not been completed, the instructor may grant I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.
- **W Withdraw --** The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

Coursework will be weighted as follows:

I. Quizzes	45%		
2. Final exam	45%		
3. Attendance		10%	
	90%	10%	100%

Failure to Satisfactory Meet Academic Standards
Students on probation who fail to meet the schools satisfactory academic progress by the conclusion of the probationary period will be terminated at the discretion of the institution.

Failure to comply with the School's policies (attendance, tardiness, etc.) will result in termination of the student from the program and separation from Oxford Institute. However, any student who has been dismissed may appeal the action, in writing, to the Director. The appeal must contain supporting, verifiable documentation that the unacceptable performance was the result of mitigating circumstances.

Student Code of Conducts

To maintain an environment of social, moral and intellectual excellence, the OIT expects each student to behave in a mature and professional manner**.**

In essence, students need to display the following:

- Conduct that is orderly at all times
- Honesty and professionalism
- Respect for OIT and/or another student's property
- Professional attire Disciplinary Dismissal Any student who violates the following is liable for dismissal from her/his program:
- Student codes of conduct
- Cheating § Drug/alcohol abuse
- Failure to meet financial obligations

Teacher's expectations:

- Show respect to your teacher and schoolmates.
- Follow the classroom rules and procedures.
- Be prepared to learn daily.
- Participate in activities as directed.

Type of Document Received Upon Graduation

Upon successful completion of all program requirements, each student will be awarded a Certificate of Completion (CoC).

Network Specialist II CCNP/WAN CISCO

Program Description
This instructor led program with a combination of lecture and hands on laboratory exercises is designed to build advanced or journeyman knowledge of both LAN and WAN infrastructure implementations in a Cisco environment. This set of courses builds on the concepts introduced in the CCNA program. Students will be exposed to more in-depth concepts relating to routing implementation and design: TCP/IP design strategies: switching concepts: WAN optimization and performance issues: as well as basic troubleshooting/support techniques and approaches. Some of the many protocols that will be studied include TCP/IP, RIP, EIGRP, OSPF, ISIS, BGP. Other topics include VLAN implementation and management: spanning tree protocol: multicast management: remote access implementation: Cisco security features including AAA: subnet concepts, design considerations, and implementation: VLSM: CIDR and more. These are advanced courses providing the skills and knowledge necessary to pass the Cisco certification exams (three exams) necessary to become a Cisco Certified Network Professional (CCNP

Duration in Months	Clock Hours	Duration In Weeks	Max Completion Time
4	320	16	40

Program Sequencing and Cycle Schedule
- This Course start every 8 weeks.
- Morning: 9:00AM -2:00 PM
- Days of Instruction: M, T, W, TH, F
- Evening: 6:00PM - I0:00 PM*
- Days of Instruction: M, T, W, TH, F
- Saturday: 9:00AM - 5 :00 PM* *When Available
- Class schedules may vary Typical Schedule

Graduation Requirements
Complete the requirements for graduation. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will be able to complete their program within the maximum time frame. If a student does not complete the program within the maximum time frame and pass each module with a passing grade. Students failing to meet these requirements will be placed on academic probation.

Maximum Allowable Completion Time for Programs
- A student is not allowed more than I.5 times or I50% of the standard length of the program in which to
- Complete the requirements for graduation. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will be able to complete their program within the maximum time frame. If a student does not complete the program within the maximum time frame, the student will be dropped from the program. See section List of Programs, Clock Hours and maximum completion times for each program.

Make-up Work / Grades and Percentage
- The students may be assigned additional make-up work to cover absences up to 2 days per month.
- Arrangements to take any tests missed because of absences must be made with the instructor: however,
- Absences will remain on record. This Re-Test Policy that requires full student compliance. For more
- Information on Satisfactory Academic Progress Requirements, please contact Student Services.

Pre-requisites for this Program:
Candidates wishing to enter this course should have completed the Cisco Certified Network Associate program or have commensurate experience WAN technologies in a Cisco environment.

Module Overview

Module	Course No.	Course Name	Hours	Duration In Weeks
Module I	300-101	Implementing Cisco IP Routing	110	5.5
Module II	300-115	Implementing Cisco IP Switched Networks	110	5.5
Module III	300-135	Troubleshooting and Maintaining Cisco IP Networks	100	5
		Total	**320**	**16**

Course Description

Module Name	Module Description	Hours
Module I	300-I0I: Implementing Cisco IP Routing In this module the student will learn the skills necessary to use advanced IP addressing and routing in implementing scalable and secure Cisco ISR routers connected to LANs and WANs	110
Module II	300-II5: Implementing Cisco IP Switched Networks In this module the student will learn the skills necessary to plan, configure and verify the implementation of complex enterprise switching solutions using Cisco's Campus Enterprise Architecture.	110
Module III	300-I35: Troubleshooting and Maintaining Cisco IP Networks In this module the student will learn the skills necessary to (I) plan and perform regular maintenance on complex enterprise routed and switched networks and (2) use technology-based practices and a systematic ITIL-compliant approach to perform network troubleshooting	100

Module I: 300-101: Implementing Cisco IP
Course Description
This instructor-led program with a combination of lecture and hands-on laboratory exercises will certify that the successful candidate has important knowledge and skills necessary to use advanced IP addressing and routing in implementing scalability for Cisco ISR routers connected to LANs and WANs. The exam covers topics on Advanced IP Addressing, Routing Principles, Multicast Routing, IPv6, Manipulating Routing Updates, configuring basic BGP, Configuring EIGRP, OSPF, and IS-IS.

Course Outline
This course will cover the following subjects:

Lesson	Lesson Description	Hours
Lesson I	Identify Cisco Express Forwarding Concepts	8
Lesson 2	Explain General Network Challenges	8
Lesson 3	Describe IP Operations	8
Lesson 4	Explain TCP Operations	8
Lesson 5	Describe UDP Operations	8
Lesson 6	Recognize Proposed Changes to the Network	8
Lesson 7	Configure and Verify PPP	8
Lesson 8	Explain Frame Relay	8
Lesson 9	Identify, Configure, and Verify IPv4 addressing and subnetting	8
Lesson I0	Identify IPv6 Addressing and Subnetting	8
Lesson II	Configure and Verify Static Routing	8
Lesson I2	Configure and Verify Default Routing	8
Lesson I3	Evaluate Routing Protocol Types	8
Lesson I4	Configure and Verify GRE	6
Lesson I5	Describe DMVPN	
	Total	110

Module II: 300-115: Implementing Cisco Switched Network (SWITCH)
Course Description

This instructor-led program with a combination of lecture and hands-on laboratory exercises will certify that the successful candidate has important knowledge and skills necessary to implement scalable multilayer switched networks. The exam includes topics on Campus Networks, describing and implementing advanced Spanning Tree concepts, VLANs and Inter-VLAN routing, High Availability, Wireless Client Access, Access Layer Voice concepts, and minimizing service Loss and Data Theft in a Campus Network.

Course Outline

This course will cover the following subjects

Lesson	Lesson description	Hours
Lesson 1	Configure and Verify Switch Administration	10
Lesson 2	Configure and Verify Layer 2 Protocols	10
Lesson 3	Configure and Verify VLANs	10
Lesson 4	Configure and Verify Trunking	10
Lesson 5	Configure and Verify Ether Channels	10
Lesson 6	Configure and Verify Spanning Tree	10
Lesson 7	Configure and Verify Other LAN Switching Technologies	10
Lesson 8	Describe Chassis Virtualization and Aggregation Technologies	10
Lesson 9	Configure and Verify Switch Security Features	10
Lesson 10	Describe Device Security Using Cisco IOS AA with TACACS+ and RADIUS	10
Lesson 11	Configure and Verify First-Hop Redundancy Protocols	10
	Total	110

Module III: 300-I35 Troubleshooting and Maintaining Cisco IP Networks

Course Description

This instructor-led program with a combination of lecture and hands-on laboratory exercises will certify that the successful candidate has important knowledge and skills necessary to secure and expand the reach of an enterprise network to (I) plan and perform regular maintenance on complex enterprise routed and switched networks and (2) use technology-based practices and a systematic ITIL-compliant approach to perform network troubleshooting.

Course Outline

This course will cover the following subjects:

Lesson	Lesson description	Hours
Lesson 1	Use Cisco IOS Troubleshooting Tools	10
Lesson 2	Apply Troubleshooting methodologies	10
Lesson 3	Troubleshoot Switch Administration	10
Lesson 4	Troubleshoot Layer 2 Protocols	10
Lesson 5	Troubleshoot VLANs	10
Lesson 6	Troubleshoot Trunking	10
Lesson 7	Troubleshoot Ether Channels	10
Lesson 8	Troubleshoot Spanning Tree	10
Lesson 9	Troubleshoot other LAN Switching Technologies	10
Lesson 10	Troubleshoot Chassis Virtualization and Aggregation Technologies	10
	Total	100

Educational Goals and Objectives:

Students who successfully complete this program will be prepared for midlevel professional opportunities in the IT field with emphasis on design, installation, and

configuration of Local Area Network (LAN) and Wide Area Network (WAN) infrastructure. Although titles may vary by hiring organizations, students with these credentials are qualified to meet the requirements of positions such as Sr. Network Engineer, Sr. Network Support Specialist, SR. WAN Engineer, Sr. LAN/WAN Engineer

Instructional Materials

Books:
- CCNP Routing and Switching ROUTE 300-101 Official Cert Guide
- CCNP Routing and Switching SWITCH 300-115 Official Cert Guide
- CCNP Routing and Switching TSHOOT 300-135 Official Cert Guide

Materials: Exam Simulation Question using Exam interface software.

Handouts for projects will be provided to students on a project basis.

Students' Learning Outcomes:

Cisco Certified Network Professional (CCNP) validates the ability to plan, implement, verify and troubleshoot local and wide-area enterprise networks and work collaboratively with specialists on advanced security, voice, wireless and video solutions.

Those who achieve CCNP have demonstrated the skills required in enterprise roles such as network technician, support engineer, systems engineer or network engineer.

Employment Opportunities upon Completion:

This educational program is designed to prepare students for employment as

ONET	Job Title
I5-II52.00	System Analyst,
I5-II52.00	Network Manager II
I5-II52.00	System Engineer,
I5-II52.00	Network Engineer,
I5-II52.00	Network Architect

Description of the Equipment to be used During the Educational Program.
- Desktop Computer Dell Intel Core 4 GB RAM, 500GB DVD +/RW Intel HD Graphics, Microsoft Windows I0 Professional 64-bit
- Dell I7" Monitor/Keyboard
- Routers, switches, bridges and hubs.

Requirements to Obtain Certification from Cisco CCNP

Student may pass the following exams offered Cisco to further their career:

300-101	Implementing Cisco Collaboration Applications
300-115	Implementing Cisco IP Routing
300-135	Troubleshooting and Maintaining Cisco IP Networks

Program Policies

Attendance Policy

Students are required to attend more than 85% of the scheduled sessions throughout the entire program. When a student falls below 90% attendance, they will be given a verbal warning by their instructor. When a student falls below 85% attendance they will be placed on probation for the remainder of the program. The student will be notified of their probation status and they will be required to meet with the Program Director. The instructor tracks late arrival and early departures.

Attendance will be graded as follows:

No absences	A+
One absence	A
Two absences	B
Three absences	C
Four or more absences	F

Grade and Grading Standard for Student Achievement Policies

These classes are on pass/fail basis.

To complete this program the student must:

- Attend at least 85% of the scheduled hours of instruction
- Maintain at least 80% average on assigned quizzes or tests
- If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.
- **I Incomplete** If the course has not been completed, the instructor may grant I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.
- **W Withdraw --** The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

Coursework will be weighted as follows:

I. Quizzes	45%		
2. Final exam	45%		
3. Attendance		10%	
	90%	10%	100%

Failure to Satisfactory Meet Academic Standards

Students on probation who fail to meet the schools satisfactory academic progress by the conclusion of the probationary period will be terminated at the discretion of the institution.

Failure to comply with the School's policies (attendance, tardiness, etc.) will result in termination of the student from the program and separation from Oxford Institute. However, any student who has been dismissed may appeal the action, in writing, to the Director. The appeal must contain supporting, verifiable documentation that the unacceptable performance was the result of mitigating circumstances.

Student Code of Conducts

To maintain an environment of social, moral and intellectual excellence, the OIT expects each student to behave in a mature and professional manner**.**

In essence, students need to display the following:

- Conduct that is orderly at all times
- Honesty and professionalism
- Respect for OIT and/or another student's property
- Professional attire Disciplinary Dismissal Any student who violates the following is liable for dismissal from her/his program:
- Student codes of conduct
- Cheating § Drug/alcohol abuse
- Failure to meet financial obligations

Teacher's expectations:
- Show respect to your teacher and schoolmates.
- Follow the classroom rules and procedures.
- Be prepared to learn daily.
- Participate in activities as directed.

Type of Document Received Upon Graduation

Upon successful completion of all program requirements, each student will be awarded a Certificate of Completion (CoC).

Network Specialist II MCSE/MS Windows

Program Description

This instructor-led program with a combination of lecture and hands-on laboratory exercises is designed to provide students with the knowledge required for a career in computer networking, with an emphasis on Microsoft operating systems including Windows Server 2012. Students will be guided through the features of the Microsoft operating systems and will learn how to implement, manage, and maintain both workstations and servers in a Microsoft Windows networking environment. Additional topics include network infrastructure services that are required to support a Windows network including Active Directory, Name Resolution, TCP/IP and IP assignment, Windows Security, and Remote Access. This program will provide students with the skills and knowledge necessary to complete the Microsoft certification exams required to become a Microsoft Certified System Engineer (MCSE).

Duration in Months	Clock Hours	Duration In Weeks	Max Completion Time
4	320	16	40

Program Sequencing and Cycle Schedule

- This Course start every 8 weeks.
- Morning: 9:00AM -2:00 PM
- Days of Instruction: M, T, W, TH, F
- Evening: 6:00PM - I0:00 PM*
- Days of Instruction: M, T, W, TH, F
- Saturday: 9:00AM - 5 :00 PM*

*When Available

Class schedules may vary Typical Schedule

Graduation Requirements

Complete the requirements for graduation. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will be able to complete their program within the maximum time frame. If a student does not complete the program within the maximum time frame and pass each module with a passing grade. Students failing to meet these requirements will be placed on academic probation.

Maximum Allowable Completion Time for Programs

- A student is not allowed more than I.5 times or I50% of the standard length of the program in which to
- Complete the requirements for graduation. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will be able to complete their program within the maximum time frame. If a student does not complete the program within the maximum time frame, the student will be dropped from the program. See section List of Programs, Clock Hours and maximum completion times for each program.

Make-up Work / Grades and Percentage

- The students may be assigned additional make-up work to cover absences up to 2 days per month.
- Arrangements to take any tests missed because of absences must be made with the instructor: however,
- Absences will remain on record. This Re-Test Policy that requires full student compliance. For more
- Information on Satisfactory Academic Progress Requirements, please contact Student Services.

Pre-requisites for this Program:

- An understanding of networking fundamentals.
- Understanding of basic AD DS concepts.
- An awareness and understanding of security best practices.
- Basic knowledge of server hardware.

Module Overview

Module	Course No.	Course Name	Hours	Duration In Weeks
Module I	70-410	Installing and Configuring Windows Server 2012	64	3
Module II	70-411	Administering Windows Server 2012	64	3
Module III	70-412	Configuring Advanced Windows Server 2012 Services	64	3
Module IV	70-413:	Designing and Implementing a Server Infrastructure	64	3
Module V	70-414	Implementing an Advanced Server Infrastructure	64	4
		Total	320	I6

	Module Description	Hours
Lesson I	**70-410 Installing and Configuring Windows Server** This instructor-led course with a combination of lecture and hands-on laboratory exercises provides students with the knowledge and skills to install, configure, and maintain Windows Server 2012. This course is intended for Windows Server 2012 Technology Specialists, in Network Infrastructure and Active Directory, who are interested in learning professional level Server Administrator skills to plan, manage, and maintain Windows Server 2012.	64
Lesson II	**70-411 Administering Windows Server 2012** This instructor-led course with a combination of lecture and hands-on laboratory exercises provides students with the knowledge and skills to administer and troubleshoot a Windows Sever 2012 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 2012 and IP-enabled networks. Students will also learn how to secure servers and maintain update compliance.	64 hours
Lesson III	**70-412 Configuring Advanced Windows Server 2012 Services** This instructor-led course with a combination of lecture and hands-on laboratory exercises provides to teach Information Technology (IT) Professionals with hands on experience implementing, managing and maintaining a Windows Server 2012 or Windows Server 2012 R2 environment who wish to acquire the skills and knowledge necessary to perform advanced management and provisioning of services within that Windows Server 2012 environment.	64 hours
Lesson IV	**70-413 Designing and Implementing a Server Infrastructure** This instructor-led course with a combination of lecture and hands-on laboratory exercises provides to teach Information Technology (IT) Professionals with hands on experience Designing and Implementing Server 2012 or Windows Server 2012 R2 Infrastructure who wish to acquire the skills and knowledge necessary to perform advanced management and provisioning of services within that Windows Server 2012 environment.	64 hours
	Module Description	Hours
Lesson V	**70-414 Implementing an Advanced Server Infrastructure** This instructor-led course with a combination of lecture and hands-on laboratory exercises provides to teach Information Technology (IT) Professionals with hands on experience Designing and Implementing Server 2012 or Windows Server 2012 R2 Advanced Infrastructure who wish to acquire the skills and knowledge necessary to perform advanced management and provisioning of services within that Windows Server 2012 environment.	64 hours

Module I: 70-410: Installing and Configuring Windows Server 2012

Course Description

This instructor-led course with a combination of lecture and hands-on laboratory exercises provides students with the knowledge and skills to install, configure, and maintain Windows Server 2012. This course is intended for Windows Server 2012 Technology Specialists, in Network Infrastructure and Active Directory, who are interested in learning professional level Server Administrator skills to plan, manage, and maintain Windows Server 2012.

Course Outline:

This course will cover the following subjects:

Lesson	Lesson Description	Duration Hours
Lesson 1	Deploying and Managing Windows Server 2012	4
Lesson 2	Introduction to Active Directory Domain Services	5
Lesson 3	Managing Active Directory Domain Services Objects	5
Lesson 4	Automating Active Directory Domain Services	5
Lesson 5	Implementing IPv4	5
Lesson 6	Implementing DHCP	5
Lesson 7	Implementing DNS	5
Lesson 8	Implementing IPv6	5
Lesson 9	Implementing Local Storage	5
Lesson I0	Implementing File and Print Services	5
Lesson 11	Implementing Group Policy	5
Lesson 12	Securing Windows Servers Using Group Policy Objects	5
Lesson 13	Implementing Server Virtualization with Hyper-V	5
	Total	64

Module II: 70-411: Administering WindowsServer2012

Course Description

This instructor-led course with a combination of lecture and hands-on laboratory exercises provides students with the knowledge and skills to administer and troubleshoot a Windows Sever 2012 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 2012 and IP-enabled networks. Students will also learn how to secure servers and maintain update compliance.

Upon Completion

After completing this course, the student should be able to:
- Implement a Group Policy infrastructure.
- Manage user desktops with Group Policy.
- Manage user and service accounts.
- Maintain Active Directory Domain Services (AD DS).
- Configure and troubleshoot Domain Name System (DNS).
- Configure and troubleshoot Remote Access.
- Install, configure, and troubleshoot the Network Policy Server (NPS) role.
- Implement Network Access Protection (NAP).
- Optimize file services.
- Configure encryption and advanced auditing.
- Deploy and maintain server images.
- Implement Update Management.
- Monitor Windows Server 2012.
- Understand appropriate command-line, PowerShell and applicable management shell commands

Prerequisites
- Before attending this Instructor led training course, students must have:

- Knowledge and skills concerning the initial implementation and configuration of core Windows Server services including Active Directory Domain Services (AD DS), Networking Services and Microsoft Hyper-V.
- Attended the Installing and Configuring Windows Server 2012 R2 (4I0) course.

Course Outline

Lesson	Lesson Description	Hours
Lesson 1	Implementing a Group Policy Infrastructure	6
Lesson 2	Managing User Desktops with Group Policy	6
Lesson 3	Managing User and Service Accounts	6
Lesson 4	Maintaining AD DS	6
Lesson 5	Configuring and Troubleshooting DNS	6
Lesson 6	Configuring and Troubleshooting Remote Access	6
Lesson 7	Installing, Configuring, and Troubleshooting the NPS Role	6
Lesson 8	Implementing NAP	6
Lesson 9	Optimizing File Services	6
Lesson I0	Configuring Encryption and Advanced Auditing	6
Lesson 11	Deploying and Maintaining Server Images	7
Lesson I2	Implementing Update Management	7
Lesson I3	Monitoring Windows Server 2012	6
	Total	80

Module III: 70-412: Configuring Advanced Windows Server 2012

Course Description
This instructor-led course with a combination of lecture and hands-on laboratory exercises provides to teach Information Technology (IT) Professionals with hands on experience implementing, managing and maintaining a Windows Server 2012 or Windows Server 2012 R2 environment who wish to acquire the skills and knowledge necessary to perform advanced management and provisioning of services within that Windows Server 2012 environment.

At Course Completion
- After completing this course, students will be able to:
- Configure and Troubleshoot Domain Name System
- Maintain Active Directory Domain Services
- Manage User and Service Accounts
- Implement Group Policy Infrastructure
- Manage User Desktops using Group Policy
- Install, Configure and Troubleshoot Network Policy Server
- Implement Network Access Protection
- Implement Remote Access
- Optimize File Services
- Configure Encryption and Advanced Auditing
- Deploy and Maintain Server Images
- Implement Update Managements
- Monitor Windows Server 2012

Course Outline
This course will cover the following subjects:

Lesson	Lesson Description	Hours
Lesson 1	Implementing Advanced Network Services	5
Lesson 2	Implementing Advanced File Services	5
Lesson 3	Implementing Dynamic Access Control	5
Lesson 4	Implementing Distributed Active Directory Domain Services Deployments	5

Lesson 5	Implementing Active Directory Domain Services Sites and Replication	5
Lesson 6	Implementing AD CS	5
Lesson 7	Implementing Active Directory Rights Management Services	5
Lesson 8	Implementing and Administering AD FS	5
Lesson 9	Implementing Network Load Balancing	5
Lesson I0	Implementing Failover Clustering	5
Lesson 11	Implementing Failover Clustering with Hyper-V	7
Lesson I2	Implementing Business Continuity and Disaster Recovery	7
	Total	64

Module IV: 70-413: Designing and Implementing a Server Infrastructure

Course Description

This instructor-led course with a combination of lecture and hands-on laboratory exercises provides to teach Information Technology (IT) Professionals with hands on experience Designing and Implementing Server 2012 or Windows Server 2012 R2 Infrastructure who wish to acquire the skills and knowledge necessary to perform advanced management and provisioning of services within that Windows Server 2012 environment.

At Course Completion

- After completing this course, students will be able to:
- Configure and Troubleshoot Domain Name System
- Maintain Active Directory Domain Services
- Manage User and Service Accounts
- Implement Group Policy Infrastructure
- Manage User Desktops using Group Policy
- Install, Configure and Troubleshoot Network Policy Server
- Implement Network Access Protection
- Implement Remote Access
- Optimize File Services
- Configure Encryption and Advanced Auditing
- Deploy and Maintain Server Images
- Implement Update Managements
- Monitor Windows Server 2012

Course Outline

This course will cover the following subjects:

Lesson	Lesson Description	Hours
Lesson 1	Planning Server Upgrade and Migration	5
Lesson 2	Planning and Implementing a Server Deployment Strategy	5
Lesson 3	Planning and Deploying Servers Using Virtual Machine Manager	5
Lesson 4	Designing and Maintaining an IP Configuration and Address Management Solution	5
Lesson 5	Designing and Implementing Name Resolution	5
Lesson 6	Designing and Implementing an Active Directory Domain Services Forest and Domain Infrastructure	5
Lesson 7	Designing and Implementing an AD DS Organizational Unit Infrastructure	5
Lesson 8	Designing and Implementing a Group Policy Object Strategy	5
Lesson 9	Designing and Implementing an AD DS Physical Topology	5
Lesson I0	Planning and Implementing Storage and File Services	5
Lesson II	Designing and Implementing Network Protection	7
Lesson I2	Designing and Implementing Remote Access Services	7
	Total	64

Module V: 70-4I4: Implementing an Advanced Server Infrastructure

Course Description

This instructor-led course with a combination of lecture and hands-on laboratory exercises provides to teach Information Technology (IT) Professionals with hands on experience Designing and Implementing Server 2012 or Windows Server 2012 R2 Advanced Infrastructure who wish to acquire the skills and knowledge necessary to perform advanced management and provisioning of services within that Windows Server 2012 environment.

Course Outline

This course will cover the following subjects:

Lesson	Lesson Description	Hours
Lesson 1	Overview of Management in an Enterprise Data Center	4
Lesson 2	Planning and Implementing a Server Virtualization Strategy	5
Lesson 3	Planning and Implementing Networks and Storage for Virtualization	5
Lesson 4	Planning and Deploying Virtual Machines	5
Lesson 5	Planning and Implementing a Virtualization Administration Solution	5
Lesson 6	Planning and Implementing a Server Monitoring Strategy	5
Lesson 7	Planning and Implementing High Availability for Files Services and Applications	5
Lesson 8	Planning and Implementing a High Availability Infrastructure Using Failover Clustering	5
Lesson 9	Planning and Implementing a Business Continuity Strategy	5
Lesson 10	Planning and Implementing an Public Key Infrastructure	5
Lesson 11	Planning and Implementing an Identity Federation Infrastructure	5
Lesson 12	Planning and Implementing Data Access for Users and Devices	5
Lesson 13	Planning and Implementing an Information Rights Management Infrastructure	5
	Total	64

Educational Goals and Objectives:

Students who successfully complete this program will be prepared for entry to midlevel professional opportunities in the IT field with emphasis on planning, installation, and maintenance of client workstation as well as server operating system, applications and network infrastructure services using Microsoft technologies.

This instructor led course provides students with deploying, building, designing, optimizing, and operating technologies for a particular job role. They can the design and technology decisions necessary to ensure successful technology implementation projects.

Instructional Materials

Books:

- Windows Server 2012 R2 Complete Study Guide: Exams 70-410
- Windows Server 2012 R2 Complete Study Guide: Exams 70-411
- Windows Server 2012 R2 Complete Study Guide: Exams 70-412
- Windows Server 2012 R2 Complete Study Guide: Exams 70-413
- Windows Server 2012 R2 Complete Study Guide: Exams 70-414

Materials: Exam Simulation Question using Exam interface software.

Handouts for projects will be provided to students on a project basis.

Students' Learning Outcomes:

At the completion of this program the student will be able confidently plan, deliver, operate, and manage Microsoft server infrastructure solutions across multiple solution

areas in a business environment that includes planning, installing, administering, configuring and managing Windows Server 2012 environments, including advanced design and implementation concepts.

At the completion

At the completion of this program the student will be able confidently plan, deliver, operate, and manage Microsoft server infrastructure solutions across multiple solution areas in a business environment that includes planning, installing, administering, configuring and managing Windows Server 2012 environments, including advanced design and implementation concepts.

Employment Opportunities upon Completion:

This educational program is designed to prepare students for employment as:

ONET	Job Title
I5-II52.00	Network Administrator,
I5-II52.00	Windows System Administrator, Network Support Specialist
I5-II52.00	System Administrator, Desktop Support Engineer
I5-II52.00	Computer Network Support Specialist.

Description of the Equipment to be used During the Educational Program.

- Desktop Computer Dell Intel Core 4 GB RAM, 500GB DVD +/RW Intel HD Graphics, Microsoft Windows I0 Professional 64-bit
- Dell I7" Monitor/Keyboard
- Microsoft Server
-

Requirements to Obtain Certification from Microsoft MCSE

Student may pass the following exams offered Cisco to further their career:

70-410	Installing and Configuring Windows Server 2012
70-411	Administering Windows Server 2012
70-412	Configuring Advanced Windows Server 2012 Services
70-413	Designing and Implementing a Server Infrastructure
70-414	Implementing an Advanced Server Infrastructure

Program Policies

Attendance Policy

Students are required to attend more than 85% of the scheduled sessions throughout the entire program. When a student falls below 90% attendance, they will be given a verbal warning by their instructor. When a student falls below 85% attendance they will be placed on probation for the remainder of the program. The student will be notified of their probation status and they will be required to meet with the Program Director. The instructor tracks late arrival and early departures.

Attendance will be graded as follows:

No absences	A+
One absence	A
Two absences	B
Three absences	C
Four or more absences	F

Grade and Grading Standard for Student Achievement Policies

These classes are on pass/fail basis.

To complete this program the student must:

- Attend at least 85% of the scheduled hours of instruction
- Maintain at least 80% average on assigned quizzes or tests
- If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.

- **I Incomplete** If the course has not been completed, the instructor may grant I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.
- **W Withdraw --** The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

Coursework will be weighted as follows:

I. Quizzes	45%		
2. Final exam	45%		
3. Attendance		10%	
	90%	10%	I00%

Failure to Satisfactory Meet Academic Standards

Students on probation who fail to meet the schools satisfactory academic progress by the conclusion of the probationary period will be terminated at the discretion of the institution.

Failure to comply with the School's policies (attendance, tardiness, etc.) will result in termination of the student from the program and separation from Oxford Institute. However, any student who has been dismissed may appeal the action, in writing, to the Director. The appeal must contain supporting, verifiable documentation that the unacceptable performance was the result of mitigating circumstances.

Student Code of Conducts

To maintain an environment of social, moral and intellectual excellence, the OIT expects each student to behave in a mature and professional manner**.**

In essence, students need to display the following:

- Conduct that is orderly at all times
- Honesty and professionalism
- Respect for OIT and/or another student's property
- Professional attire Disciplinary Dismissal Any student who violates the following is liable for dismissal from her/his program:
- Student codes of conduct
- Cheating § Drug/alcohol abuse
- Failure to meet financial obligations

Teacher's expectations:

- Show respect to your teacher and schoolmates.
- Follow the classroom rules and procedures.
- Be prepared to learn daily.
- Participate in activities as directed.

Type of Document Received Upon Graduation

Upon successful completion of all program requirements, each student will be awarded a Certificate of Completion (CoC).

Project Management and Business Processes
(Six Sigma/ITIL/PMP)

Program Description

This instructor-led program with a combination of lecture and hands-on laboratory exercises in this And Business Processes program, the student will learn the skills to successfully manage projects in different organizational structures. Students will learn how to apply statistical methods for business process improvements including: * communicating a business strategy across the organization * integrating with lean manufacturing, TOC, and other improvement methods * applying the DMAIC improvement process, selecting successful six sigma projects and project teams * planning and executing projects Foundation program introduces the student to the fundamentals of IT Service Management as described in version 3 of the IT Infrastructure Library. Accredited by ISEB and EXIN, the course helps students prepare for acquiring valuable insights from instructors with extensive practical experience in managing IT organizations and deploying successful ITIL-based Service Management

You will learn Lean Six Sigma Practitioner skills, to lead and implement business process improvement projects. This course will help you to solve specific problems, develop and / or implement plans, and address specific opportunities.

Months	Hours	Weeks	Max Completion
4	320	I6	40

Program Sequencing and Cycle Schedule
- This Course start every 8 weeks.
- Morning: 9:00AM -2:00 PM
- Days of Instruction: M, T, W, TH, F
- Evening: 6:00PM - I0:00 PM*
- Days of Instruction: M, T, W, TH, F
- Saturday: 9:00AM - 5 :00 PM*
  When Available

  Class schedules may vary Typical Schedule

Graduation Requirements

Complete the requirements for graduation. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will be able to complete their program within the maximum time frame. If a student does not complete the program within the maximum time frame and pass each module with a passing grade. Students failing to meet these requirements will be placed on academic probation.

Maximum Allowable Completion Time for Programs
- A student is not allowed more than I.5 times or I50% of the standard length of the program in which to
- Complete the requirements for graduation. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will be able to complete their program within the maximum time frame. If a student does not complete the program within the maximum time frame, the student will be dropped from the program. See section List of Programs, Clock Hours and maximum completion times for each program.

Make-up Work / Grades and Percentage
- The students may be assigned additional make-up work to cover absences up to 2 days per month.
- Arrangements to take any tests missed because of absences must be made with the instructor: however,
- Absences will remain on record. This Re-Test Policy that requires full student compliance. For more

- Information on Satisfactory Academic Progress Requirements, please contact Student Services.

Pre-requisites for this Program:
Students taking this class should have at least I2 months of cumulative experience in leading, managing, and participating in small to medium scale projects

Module Overview

Module	Course No.	Course Name	Hour	Weeks
Module I	PMP-101	PMP	110	5.5
Module II	ITIL-101	ITIL Foundation	110	5.5
Module III	SIXSIGMA -101	Six Sigma	100	5.
		Total	**320**	**16**

Module I: PMP- 101

In this instructor led module the student will become familiar with PMBoK Guide terms, definitions, and processes, Advance soft skills in leadership, negotiation, communication and conflict resolution, Understand PMBoK Guide's five process groups, nine knowledge areas, and the area of professional and social responsibility.
In this module the student will learn to

Course Outline

Lesson	Lesson Description	Hours
Lesson 1	Introduction & And Business Processes Concepts	10
Lesson 2	Project Integration Management	10
Lesson 3	Project Scope Management	10
Lesson 4	Project Time Management	10
Lesson 5	Project Cost Management	10
Lesson 6	Project Quality Management	10
Lesson 7	Project Human Resource Management	10
Lesson 8	Project Communications Management	10
Lesson 9	Project Risk Management	10
Lesson I0	Project Procurement Management	10
Lesson II	Project Stakeholder Management	10
	Total	110

Module 2: ITIL Foundation – 101

In this instructor led module the fundamentals of IT Service Management as described in version 3 of the IT Infrastructure Library. Accredited by ISEB and EXIN, the course helps students prepare for acquiring valuable insights from instructors with extensive practical experience in managing IT organizations and deploying successful ITIL-based Service Management programs.

Course Outline

Lesson	Lesson Description	Hours
Lesson 1	ITIL Concepts	10
Lesson 2	Good Practices/ Services	10
Lesson 3	Processes/ Roles/ Functions	10
Lesson 4	Governance	10
Lesson 5	Continuous Service Improvement	10
Lesson 6	Goals and Objectives	10
Lesson 7	Value to the Business	10
Lesson 8	CSI Model	10
Lesson 9	Integration with other Frameworks, Models, and Quality Systems	10
Lesson I0	CSI Drivers	10

Lesson II	Deming PDCA	10
	Total	110

Module 3: SIX SIGMA-101

In this instructor led module the student will learn to

- Communicate a business strategy across the organization
- Integrate with Lean Manufacturing, TOC, and other improvement methods
- Apply the DMAIC improvement process
- Select successful Six sigma projects and project teams
- Plan and Execute projects
- Select the right statistical tools

Course Outline

Lesson	Lesson Description	Hours
Lesson 1	Advanced Graphical Analysis	10
Lesson 2	Multi-Vari Planning	10
Lesson 3	Variation Trees and Funneling	10
Lesson 4	Hypothesis Testing	10
Lesson 5	Central Limit Theorem	10
Lesson 6	Statistical Analysis Roadmap	10
Lesson 7	Test for Mean with t-test	10
Lesson 8	One Way ANOVA	10
Lesson 9	Non-manufacturing Applications	10
Lesson I0	Correlation and Regression	10
	Total	100

Educational Goals and Objectives:

This educational program is designed to prepare students for employment as IT Manager, IT Project Manager, Manager of IT, Program Manager, Project Manager, Project Manager/Team Coach, Senior Lead Project Manager, Senior Project Leader/Team Lead, Technical Project Lead (Project Manager), Transition Program Manager. (ONET I5-II99.00)

Upon successful completion

Upon successful completion of this course, students will be able to:

- Identify the fundamentals of And Business Processes.
- Perform the pre-project setup.
- Initiate a project.
- Plan project strategies.
- Develop project schedules.
- Plan project staffing, communications, and quality.
- Plan project risk management.
- Plan project costs.
- Plan project procurements.
- Plan for change management and transitions.
- Manage project execution.
- Manage project procurement.
- Monitor project performance.
- Monitor and control project constraints.
- Monitor project risks and procurements.
- Perform project closure.
- Communication a business strategy across the organization
- Integrating with Lean Manufacturing, TOC, and other improvement methods
- Applying the DMAIC improvement process
- Selecting successful six sigma projects and project teams
- Planning and Executing projects
- Significantly increasing profitability through Six Sigma projects
- Selecting the right statistical tools
- Version 2
- Compare V2 to V3

Instructional Materials

Books:
- A Guide to the And Business Processes Body of Knowledge (PMBOK® Guide)–Fifth Edition
- ITIL Foundation Study Guide
- The Six Sigma Handbook, Fourth Edition

Handouts for projects will be provided to students on a project basis.

Students' Learning Outcomes:

At the completion of this program the student will be able to install, manage, and maintain the project server software as well as to work with project flow management and support.

Employment Opportunities upon Completion:

Upon successful completion of the program students will be able to seek gainful employment in the following positions

ONET	Job Title
I5-II99.00	IT Manager,
I5-II99.00	IT Project Manager,
I5-II99.00	Manager of IT,
I5-II99.00	Program Manager,
I5-II99.00	Project Manager,
I5-II99.00	Project Manager/Team Coach,
I5-II99.00	Senior Lead Project Manager,
I5-II99.00	Senior Project Leader/Team Lead,
I5-II99.00	Technical Project Lead (Project Manager),
I5-II99.00	Transition Program Manager.

Description of the Equipment to be used During the Educational Program.

- Desktop Computer Dell Intel Core 4 GB RAM, 500GB DVD +/RW Intel HD Graphics, Microsoft Windows I0 Professional 64-bit
- Microsoft Office

Program Policies

Attendance Policy

Students are required to attend more than 85% of the scheduled sessions throughout the entire program. When a student falls below 90% attendance, they will be given a verbal warning by their instructor. When a student falls below 85% attendance they will be placed on probation for the remainder of the program. The student will be notified of their probation status and they will be required to meet with the Program Director. The instructor tracks late arrival and early departures.

Attendance will be graded as follows:

No absences	A+
One absence	A
Two absences	B
Three absences	C
Four or more absences	F

Grade and Grading Standard for Student Achievement Policies

These classes are on pass/fail basis.

To complete this program the student must:

- Attend at least 85% of the scheduled hours of instruction
- Maintain at least 80% average on assigned quizzes or tests
- If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.

- **I Incomplete**   If the course has not been completed, the instructor may grant I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.
- **W Withdraw --** The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

Coursework will be weighted as follows:

I. Quizzes	45%		
2. Final exam	45%		
3. Attendance		10%	
	90%	10%	I00%

Failure to Satisfactory Meet Academic Standards

Students on probation who fail to meet the schools satisfactory academic progress by the conclusion of the probationary period will be terminated at the discretion of the institution.

Failure to comply with the School's policies (attendance, tardiness, etc.) will result in termination of the student from the program and separation from Oxford Institute. However, any student who has been dismissed may appeal the action, in writing, to the Director. The appeal must contain supporting, verifiable documentation that the unacceptable performance was the result of mitigating circumstances.

Student Code of Conducts

To maintain an environment of social, moral and intellectual excellence, the OIT expects each student to behave in a mature and professional manner**.**

In essence, students need to display the following:

- Conduct that is orderly at all times
- Honesty and professionalism
- Respect for OIT and/or other student's property
- Professional attire Disciplinary Dismissal Any student who violates the following is liable for dismissal from her/his program:
- Student codes of conduct
- Cheating § Drug/alcohol abuse
- Failure to meet financial obligations

Teacher's expectations:

- Show respect to your teacher and schoolmates.
- Follow the classroom rules and procedures.
- Be prepared to learn daily.
- Participate in activities as directed.

Type of Document Received Upon Graduation

Upon successful completion of all program requirements, each student will be awarded a Certificate of Completion (CoC).

VMware/Cloud/SharePoint

Program Description
This instructor-led program with a combination of lecture and hands-on laboratory exercises provides students with knowledge of information storage management technologies needed to work with server virtualization and modern networks. Technologies surveyed include raid, san, nas, CAS, ip-san (iscsi), backup and recovery, monitoring, business continuity, security, and storage virtualization. Server virtualization technologies will also be introduced

Program Duration

Months	Hours	Weeks	Max Completion Time
4	320	16	40

Program Sequencing and Cycle Schedule
- This Course start every 8 weeks.
- Morning: 9:00AM -2:00 PM
- Days of Instruction: M, T, W, TH, F
- Evening: 6:00PM - I0:00 PM*
- Days of Instruction: M, T, W, TH, F
- Saturday: 9:00AM - 5 :00 PM*

*When Available

Class schedules may vary Typical Schedule

Maximum Allowable Completion Time for Programs
- A student is not allowed more than I.5 times or I50% of the standard length of the program in which to
- Complete the requirements for graduation. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will be able to complete their program within the maximum time frame. If a student does not complete the program within the maximum time frame, the student will be dropped from the program. See section List of Programs, Clock Hours and maximum completion times for each program.

Graduation Requirements
Complete the requirements for graduation. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will be able to complete their program within the maximum time frame. If a student does not complete the program within the maximum time frame and pass each module with a passing grade. Students failing to meet these requirements will be placed on academic probation.

Make-up Work / Grades and Percentage
- The students may be assigned additional make-up work to cover absences up to 2 days per month.
- Arrangements to take any tests missed because of absences must be made with the instructor: however,
- Absences will remain on record. This Re-Test Policy that requires full student compliance. For more
- Information on Satisfactory Academic Progress Requirements, please contact Student Services.

Pre-requisites for this Program:

The VMware ® vSphere ™ 6.0 is intended for IT professionals with familiarity with Windows Server and TCP/IP Networking.

Educational Goals and Objectives:
At the completion of this program the student will possess the monitoring and analyzing skills necessary to plan the use of VMware ESX Server in a medium-size to enterprise-size computing environment

Course Objectives
- Install and configure ESXi 6.0, vCenter Server, VMware Data Recovery
- Create and manage Virtual Machines and Appliances
- Connect to SAN Storage, manage storage paths, create VMFS Volumes
- Manage virtual networking including multiple NIC's, Load Balancing and Fail-over
- Configure Roles, Privileges and Permissions
- Use Host Profiles
- Monitor Tasks, Events and Alarms
- Perform migrations (P2V, V2V, V2P) with the VMware Converter
- Configure ESX Server Clusters
- Implement vMotion and Distributed Resource Scheduling
- Implement High Availability
- Implement and use Distributed Power Management
- Manage resources with Resource Pools
- Remediate ESX Servers and VM's using the VMware Update Manager
- Backup VM's using VMware Data Recovery and the vStorage API
- Utilize and integrate 3rd Party Tools into the datacenter enviro Microsoft Office SharePoint Server
- Configuring training course teaches students the knowledge and skills to successfully manage and deploy SharePoint Server
- Students will learn an introduction to MOSS 2, Administration, Content Management, Info path Forms and Business Intelligence Solutions.

Instructional Materials
Books:

- vSphere 6 Foundations Exam Official Cert Guide

- Microsoft SharePoint 20I3 Step by Step

- CompTIA Cloud+ Certification Study Guide (Exam CV0-00I)

Materials: Exam Simulation Question using Exam interface software.

Handouts for projects will be provided to students on a project basis.

Student Learning Outcomes:
- Every participant will gain real-world experience with VMware® vSphere™ including a comprehensive understanding of Cloud Computing, Datacenter Operations and Infrastructure as a Service (IaaS)
- This instructor led training program is designed for students who want to work in a Virtual Infrastructure environment where they are responsible for the implementation and configuration of virtualized servers using VMware ESX or ESXi Server and VMware Virtual Center Server
- lead and actively participate in the design and architectural decisions for virtualized and private cloud environments based on client requirements
- Implement best-practice procedures for VMware server and desktop virtualization
- Perform assessments on client infrastructure to determine risks, and provide recommendations for resolution and future environment state
- Produce client-facing documentation and maintain detailed notes during project implementation
- Perform direct follow-up with clients regarding remediation where appropriate

- Interface with other elements of the client support structure including tracking client issues, updating client tickets and ensuring closure
- Serve as Level-3 VMware/virtualization support for Align Network Operations Center in support of Managed Services IAAS environment or client support.

Upon successful completion of the program students will be able to seek gainful employment in the following positions:

ONET	Job Title
15-II22	Computer Security Specialist, VMware
15-II22	Computer Specialist, VMware
15-II22	Data Security Administrator, VMware
15-II22	Information Security Analyst, VMware
15-II22	Information Security Manager, VMware
15-II22	Information Security Office, VMware
15-II22	Information Security Specialist, VMware
15-II22	Information Systems Security Analyst, VMware
15-II22	Information Technology Specialist, VMware
15-II22	Systems Administrator, VMware

Module Overview

Module	Course No.	Course Name	Hours	Weeks
Module I	VM-101	VMware ® vSphere	110	5.5
Module II	SPI01	Microsoft SharePoint	110	5.5
Module III	CVO-001	CompTIA Cloud Essentials	100	5
		Total	320	16

Module I: VM-101: VMware ® vSphere

This instructor-led program with a combination of lecture and hands-on laboratory exercises.

In this module the student will learn how to Install and configure ESX 4, vCenter Server, VMware Consolidated Backup, Create and manage Virtual Machines and Appliances, Connect to SAN Storage, manage storage paths, create VMFS Volumes, Manage virtual networking including multiple NIC's, Load Balancing and Fail-over

Covers following topics

Lesson	Lesson Description	Hours
Lesson 1	Introduction and Overview	10
Lesson 2	Grounds for Virtualization	10

Lesson 3	VMware vSphere	10
Lesson 4	Preparing to deploy vSphere	10
Lesson 5	Install ESXi (The VMware Hypervisor)	10
Lesson 6	Virtual Machines	10
Lesson 7	vCenter Server	10
Lesson 8	vCenter Management	10
Lesson 9	Operating System Migration	10
Lesson I0	VMware vCenter Update Manager (VUM)	10
Lesson II	Performance Charts and Monitoring	10
	Total	110

Module II: SP101: SharePoint 2016 Introduction

In this module the student will learn the skills necessary to successfully manage and deploy SharePoint Server. Students will learn an introduction to MOSS 2, Administration, Content Management, Info path Forms and Business Intelligence Solutions.

Lesson	Lesson Description	Hours
Lesson I	An Introduction to SharePoint 20I6	25
Lesson 2	Navigation and Search	25
Lesson 3	Working with Apps	25
Lesson 4	Creating and Editing Pages	25
Lesson 5	Communicating with Social Tools	10
	Total	110

Module III: CVO-001: CompTIA: Cloud Essentials

- This instructor-led program with a combination of lecture and hands-on laboratory exercises
- Learn the fundamental concepts of cloud computing.
- Learn the business aspects and impact of cloud computing.
- Differentiate the types of cloud solutions and the adoption measures needed for each.
- Identify the technical challenges and the mitigation measures involved in cloud computing.
- Identify the steps to successfully adopt cloud services.
- Identify the basic concepts of ITIL and describe how the ITIL framework is useful in the implementation of cloud computing in an organization.
- Identify the possible risks involved in cloud computing and the risk mitigation measures, and you will also identify the potential cost considerations for the implementation of cloud and its strategic benefits.
-

Lesson	Lesson Description	Hours
Lesson I	Introduction to Cloud Computing	10
Lesson 2	Business Value of Cloud Computing	10
Lesson 3	Technical Perspectives of Cloud Computing	10
Lesson 4	Technical Challenges of Cloud Computing	10
Lesson 5	Steps to Successful Adoption of Cloud Services	10
Lesson 6	ITIL and Cloud Computing	25
Lesson 7	Identifying Risks and Consequences	25
	Total	100

Description of the Equipment to be Used During the Educational Program.
- Desktop Computer Dell Intel Core 4 GB RAM, 500GB DVD +/RW Intel HD Graphics, Microsoft Windows 10 Professional 64-bit
- Dell 17" Monitor/Keyboard
- VMware, SharePoint Software

Program Policies

Attendance Policy
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- Failure to maintain satisfactory academic progress

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- Participate in activities as directed.

Experiential

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