



CATALOG

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Licensed by the Commission for Independent Education
Florida Department of Education
Additional information regarding this institution may be obtained by contacting the Commission
at 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399
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ABOUT US

Certification Associates, Inc., d/b/a Center for Technology Training, (also referred to as “the Center” throughout this catalog) is a corporation formed under the laws of the State of Florida and was founded by Bruce E. Pla, CNE, MCP, who is also President and CEO.

OUR OBJECTIVES

The goal of the Center is to provide effective, efficient, and affordable technology training and certification exam preparation. As a family owned and operated training center we strive to treat those who are enrolled in our programs as extended members of our family.

We understand how individuals may have unique requirements that are different from one to the other. The center is committed to providing the individual attention necessary to address those needs. We recognize the success of our program is commensurate upon the success of our individuals.

FACULTY AND STAFF

Bruce E. Pla, CNE, MCP, Director

Cynthia Preston, Administrator

Teresa B. Pla, Career Services

Dan Buchanan, A+, Network+, iNet+, Security+, Instructor

Programs: PC Repair Technician (A+ prep), Network Technician (Network+ prep), Security Professional (Security+ prep), Webmaster Foundations

Catherine Funderburg, Business Applications Specialist, SQL, VB.Net, ASP.Net, Instructor

Programs: Business Applications Specialist, Software Applications Specialist, Project Management

Dustin Demille, Master CIW Designer, MCP, MCTS, MCITP, Instructor

Programs: Webmaster Foundations, Web Design Professional, Linux/UNIX, Novell Certified Linux Engineer (CLE prep)

Orlando Lugo, PMP, MPM, CBM, CPM, Instructor

Programs: Project Management

Bobbie Russell, MCSE+ Messaging, CCNA, CWNA, OIC, Instructor

Programs: PC Repair Technician (A+ prep), Network Technician (Network+ prep), Security Professional (Security+ prep), Cisco Networking (CCNA prep), Microsoft Database Administration, Microsoft Network Administration, Microsoft Network Engineer

Ralph Smith, CCSI, CCNA, CCNP, CCDA, MCP, Instructor

Programs: Cisco Networking (CCNA prep)

Scott Watters, SQL 2005, MCP, MCSE NT, Instructor

Programs: Microsoft Database Administration, Microsoft Network Administration, Microsoft Network Engineer

HOLIDAYS

The Center will be closed in observance of the following holidays:

New Year's Day Easter Sunday July 4th

Thanksgiving Day Christmas Day

Additional holidays may be announced at the discretion of the Administrator.

CLASS STARTING AND ENDING DATES

The Center does not function on a semester or cyclical system. A newly enrolled Student will be orientated and begin their respective program immediately. Classes are scheduled based upon the progress of the individual.

HOURS OF OPERATION

The hours of operation for both administration and training/classes are:

Monday through Friday – 9:00 a.m. to 9:00 p.m.

Saturday and Sunday – 9:00 a.m. to 3:00 p.m.

Please phone the Administrative number at (813) 341-8474 to schedule all activities.

Your safety is important to us, so our building is secure. After 5:00 p.m. during the week, and on weekends, please use the keypad at the main entrance to ring the center. After announcing yourself, we will buzz you into the building. Please come immediately to the front desk and sign into the center, printing your name, purpose for your visit, and the time you arrived. Remember to also note the time of your departure.

OUR FACILITIES

The Center consists of approximately 3245 square feet of space, including three classrooms/labs consisting of at least ten Pentium-class computers, nine routers, three catalyst switches, as well as various simulation software; exam and lecture rooms with seven Pentium-class computers, two video rooms with two audio-video units; a simulated test & CBT area with seven CBT workstation computers; and a conference room and library. Administrative offices are also located within the center with a small break room, a server room, and a book room. The “common area” of the building consists of a kitchen on the lower level and restrooms located on the first and second levels of the building. Our facilities meet all local safety and health standards and are handicap accessible.

ADMISSION AND ENROLLMENT

The Center requires all who are interested in admission to our program to first meet with an Admissions Coordinator or the Center's director in order to discuss the program's requirements and content, as well as the applicant's reason(s) for admission. Applicants must be at least 18 years old, or enrolled by a parent or guardian. A high school diploma or GED is preferred. However, there are no prior educational requirements necessary to be enrolled.

Programs of four hundred fifty (450) or more clock hours or the credit hour equivalent shall administer a basic skills examination to each student who enrolls, unless the student has provided evidence of a high school graduation diploma, general equivalency diploma, or its equivalent.

All individuals considering enrolling in our program are encouraged to attend one class session prior to enrollment. By attending this session, applicants may better determine their level of commitment and financial obligation.

As a self-paced program, we do not issue progress reports, grade-averages, transcripts, or diplomas. At the conclusion of each program the school's Administrator will issue a certificate of completion. The school's Administrator may also issue a certificate of completion at the conclusion of an individual course, if requested by the student. The respective vendors issue certificates of certification. Credit for previous course completion from other training institutions may be granted upon presentation of appropriate documentation, such as certificates of completion or certificates of certification. Transferability of credit to other institutions is subject to the policies of those institutions, and cannot be guaranteed.

GRADING AND ASSESSMENTS

The instructor will evaluate students during each course of study on a pass/fail basis. Students will be given a written examination upon the completion of each course. A passing grade of at least 70% will be required. Should the student receive less than a passing grade, thus causing an interruption in the student's progress, the instructor will specify the areas requiring further attention. The center will then retrain the student at no additional charge until the subject matter of the class is understood and the student is able to pass the written exam.

OPTIONAL VENDOR CERTIFICATION TESTING

Upon successful completion of any certificate program that is based upon a vendor's certification test, all evaluations will be used by the Administrator to determine the student's aptitude to pass the required certification test. These include, but are not limited to, passing simulated computer-based testing and an evaluation Review. All evaluations will be used by the Administrator to determine the student's aptitude to pass the required certification test.

DISCONTINUED PROGRAMS OR COURSES

The policy of the Center is to notify, in writing, all students enrolled in programs that are subject to be discontinued or otherwise no longer offered. Such notification shall include sufficient time to either complete the existing program, which shall not be less than 30 days, or to transfer to a program of comparable competencies. A full refund will be provided should no comparable program be available, or the student elects not to transfer to the comparable program. The school must receive notice of withdrawal not later than 10 days prior to the start of the new program.

RULES AND REGULATIONS

a) Leave of Absence

There is no strict policy on extended leave or absence from the program. We encourage our students to maintain a comfortable pace and to complete their certification goals within the prescribed period of time. We understand family emergencies and other personal issues may arise that requires a student to have an interruption in his or her training. There will be no penalty or readmission fee if the Administrator authorizes such interruption in writing. Please be prepared to provide proof of circumstance. Membership programs are for a period of six months. An extension of six months will be provided if requested by the Student in writing. Written extensions by the Administrator for extenuating circumstances will not count towards the membership program time.

b) Make-up Classes

Students are welcome to re-take a class as many times as necessary to help aid in their understanding of the required material. Those having attended the same class on a previous occasion shall be listed as an "audit".

c) Tardiness

Students are encouraged not to be late to class, as this is disruptive to all. If a student expects to be delayed in excess of 10 minutes he/she should contact the center to notify the instructor.

d) Attendance/Class Cuts

Students are not permitted to cut any class days. In the event the instructor determines that all necessary material has been covered, and to the mutual comfort of all attendees, then he/she may elect to end the class earlier than originally scheduled.

e) Re-entry

Students with written extensions from the Administrator should phone the Administrator for re-admission to the program. Students desiring re-admission without a written extension must first meet with the Administrator to determine eligibility. Eligibility will be based upon the Student's program expiration date. The Administrator may, at his/her sole discretion, accept a student back into the program past the expiration date.

f) Misconduct, Appeals, and Complaints

All students are expected to demonstrate civilized conduct while participating in the program. Gross displays of misconduct or disorderly conduct may result in temporary or permanent expulsion from the program without credit or refund.

RULES AND REGULATIONS (Cont'd)

Any enrolled student who has a complaint, or feels he or she has been unfairly disciplined, should direct the matter(s) to the personnel involved. If no resolution is forthcoming, the center's Administrator should be contacted. If there is still no resolution, a written complaint should be submitted to the Director.

STUDENT SERVICES

a) Housing

The Center does not maintain housing for Students. The Center has arranged for a "corporate rate" at local hotels that are in close proximity to accommodate out of town participants.

b) Student Records

Student records are permanently retained by the Center electronically, with a backup copy maintained off site.

c) Placement Assistance

The Center assists students seeking employment with job placement assistance. These may include resume assistance, internships, and job interviewing assistance. Inquiries made to the Center by potential employers will be posted on the bulletin board. The Center will make every effort to assist the student in placement, but cannot guarantee employment.

PROGRAM PRICING

All program prices include all course materials. There are no carrying charges, interest charges, or service charges connected or charged with any of these programs. Cost of credit is included in the price cost for the goods and services. Prices are subject to change without advance notice. Please refer to the current price list attached to, and made a part of, this catalog.

No financial aid is available.

The Center for Technology training desires to conform to general practice in the technical education community to the extent feasible and, therefore, has adopted this definition of 'hours' for its reporting purposes: A clock hour is an hour spent on site with an instructor present; a lab hour is defined as an hour spent on site with or without an instructor, for the purpose of accessing the required lab(s) for each program. The total hours listed for each program includes both clock and lab hours. This is not to be mistaken as the total number of hours an individual may take to complete the program. In addition to hours spent for instruction and labs, each student may be required to do independent study before and/or after the class.

CANCELLATION AND REFUND POLICY

All refunds will be made to the following schedule:

1. Cancellations must be made in writing and delivered in person or by Certified Mail.
2. All monies will be refunded if the school does not accept the applicant, or if the applicant cancels within three (3) Business Days after signing the Enrollment Agreement and making an initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee.
4. Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a pro rata refund of the tuition monies computed on the number of hours completed to the total program hours.
5. Cancellation after completing 40% of the program will result in no refund.
6. Termination Date: The termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
7. Refunds will be made within 30 days of termination or receipt of Cancellation Notice.
8. Refunds pertain to tuition alone. Books and materials are non-refundable once issued.
9. A student can be dismissed, at the discretion of the Director, for nonpayment of costs, or failure to comply with rules.

POLICY STATEMENT

The Center does not discriminate regarding race, color, creed and/or religion. We are committed to abiding by all Federal, State, and local laws, as well as the policies of the Commission for Independent Education.

PROGRAMS

N.B. – The course numbering systems are as follows:

Programs corresponding to CompTIA certification tests use an alphanumeric system, whereas the first three letters are an abbreviation of the certification title, and the two numbers following them represent the number of tests required and the order in which they are usually taken. For example, the Network+ program is course # NET (for “NETwork”) and 01 (for 1 of only 1 test).

Programs corresponding to Microsoft certification tests will use a short yet descriptive system in order to distinguish courses that may sound similar, such as NET-MAN, for “NETwork MANagement, as opposed to NET-INFRA, for “NETwork INFRAstructure”.

Programs corresponding to Novell certification tests will follow the Novell Authorized Course numbers.

Programs corresponding to ProSoft certification tests will correspond with the actual vendor’s test number.

PowerPack programs use a lettering system whereas the first two letters indicate they are PowerPack programs, for example, “PP”. The next few letters indicate the type of PowerPack program, such as NET-ADM for “NETwork ADMINistration”, or DBA-WEB for “Database-Web Administration”.

PowerPack Club Membership

The Center offers you the opportunity to gain significant career marketability advantage by pursuing multiple certifications for one price. The PowerPack Club membership allows you to gain up to five certifications for what many other training centers charge for just one or two. Membership in the PowerPack Club is for a period of six months. If an enrolled Student needs additional time, an additional six months extension will be provided at no charge. Courses for certification preparation will vary based upon the individual’s experience and rate of learning. The Administrator or Director will review additional requests for extensions on a case-by-case basis.

Program Title: PowerPack Club Network Administration (Net Admin)

Program Objective: To prepare individuals for a multi-skilled Information Technology career.

Courses: The PowerPack Club Net Admin consists of the following programs as listed below: Microsoft Network Administration, Microsoft Network Engineer (or Novell Certified Linux Engineer (CLE prep) may be substituted) and Cisco Networking (CCNA prep), Linux/UNIX, Project Management, and Security Professional (Security+ prep).

Total hours: Approximately 348

Prerequisites: None. Course includes all prerequisites.

Program Title: PowerPack Club Database-Web (DBA-Web)

Program Objective: To prepare individuals for a multi-skilled Information Technology career.

Courses: The PowerPack Club Database-Web (DBA-Web) consists of the following programs as listed below: PC Repair Technician, Network Technician, Microsoft Database Administration, Web Design Professional, Linux/UNIX, Project Management, and Security Professional (Security+ prep).

Equipment: (See respective programs as defined below.)

Total hours: Approximately 424

Prerequisites: None. Course includes all prerequisites.

Program Title: PC Repair Technician (A+ prep)

Program Objective: General skills associated with an entry-level PC technician such as computer repair, design, and maintenance.

Course # CRT01 (16 clock hours) Essentials

Course content: A+ Essentials dealing with Installation, configuration, and upgrading computers; diagnosing and troubleshooting computers; preventive maintenance and safety; motherboards, processors, and memory; printers; and basic networking.

Operating System fundamentals; installation, configuration, and upgrading Windows 9x, 2000, XP.

Course # CRT01L (15 lab hours) Essentials Lab

Course content: Independent study time required prior to and following class.

Course # CRT02 (19 clock hours) Practical Application

Course content: Practical application of PC skills dealing with Installation, configuration, and upgrading computers; diagnosing and troubleshooting computers; preventive maintenance and safety; motherboards, processors, and memory; printers; and basic networking. Operating System fundamentals; installation, configuration, and upgrading Windows 9x, 2000, XP, Vista, Windows 7.

Course # CRT02L (22 lab hours) Practical Application Lab

Course content: Independent study time required prior to and following class.

Equipment: Lab consisting of Pentium class (or higher) computers with a minimum of 1GB RAM and one or more of the following operating systems installed: DOS, Windows 98, Windows NT, Windows 2000, Windows XP and Windows 7. Various computer hardware parts and accessories such as hard disc drives, CD ROM drives, main system boards, network cards, monitors, and laser printers, for demonstration purposes.

Total hours: 72

Prerequisites: None

Program Title: Network Technician (Network+ prep)

Program Objective: General skills associated with an entry-level computer network technician.

Course # NET01 (16 clock hours) Network Technician

Course content: Media topologies; protocols and standards; network implementation; and network support.

Course # NET01L (14 lab hours) Network Technician Lab

Course content: Independent study time required prior to and following class.

Equipment: Program is lecture. However, two Cisco routers and a catalyst switch, as well as various other network components such as hubs, network cards, etc. are available for lab.

Network Technician (Network+ prep) (continued)

Total hours: 30

Prerequisites: None. Completion of the PC Repair Technician (CRT01, CRT01L, CRT02, CRT02L) is recommended.

Program Title: Linux/UNIX

Program Objective: General skills associated with the administration of Linux-based servers, with an introduction to the UNIX operating system.

Course # LIN01 (16 clock hours) Linux/UNIX

Course content: Planning and implementation; installation, configuration, and administration; system maintenance; troubleshooting; and identify, install, and maintain system hardware.

Course # LIN01L (14 lab hours) Linux/UNIX Lab

Course content: Independent study time required prior to and following class.

Equipment: One Pentium-class computer for each student with the Linux operating system installed or running by boot CD.

Total hours: 30

Prerequisites: PC Repair Technician (CRT01, CRT01L, CRT02, CRT02L) and Network Technician (NET01, NET01L), or equivalent experience is required.

Program Title: Security Professional (Security+ prep)

Program Objective: General entry-level skills associated with computer network security.

Course # SEC01 (16 clock hours) Security Professional

Course content: General security concepts; communication security, infrastructure security, basics of cryptography, and operational/organizational security.

Equipment: Class is lecture/theory only. However, two Cisco routers and a catalyst switch, as well as various other network components such as hubs, network cards, etc. are available for lab.

Course # SEC01L (14 lab hours) Security Professional Lab

Course content: Independent study time required prior to and following class.

Total hours: 30

Prerequisites: PC Repair Technician (CRT01, CRT01L, CRT02, CRT02L) and Network Technician (NET01, NET01L), or equivalent experience is required.

Program Title: Project Management

Program Objective: Skills covered include project planning and scope, communications and teamwork, project tools, leadership and conflict resolution, as well as other aspects of project management.

Course # PMC01 (32 clock hours) Project Management

Course content: Scope definition; preliminary/project planning; project execution; and project closure.

Course # PMC01L (4 lab hours) Project Management Lab

Course content: Independent study time required prior to and following class.

Equipment: Program is lecture/theory. However, computers are available for each student for Computer-based video labs.

Total hours: 36

Prerequisites: One or more years of project management experience is helpful but not required.

Program Title: Webmaster Foundations

Program Objective: Entry-level skills associated with Internet Web sites such as Internet Business Foundations, Web Site Development Foundations, and Networking Technology Foundations.

Course # INT01 (26 clock hours) Foundations

Course content: Internet basics and client knowledge; development and programming languages, HTML; networking; security; and business concepts.

Equipment: One Pentium-class computer with a minimum of 512MB RAM and Internet access for each student.

Course # INT01L (10 lab hours) Foundations Lab

Course content: Independent study time required prior to and following class.

Total hours: 36

Prerequisites: None

Program Title: Microsoft Network Administration

Program Objective: Skills necessary to administer a small to medium size Microsoft Windows based network.

Courses: CRT01, CRT01L, CRT02, CRT02L, and NET01, NET01L, or SEC01, SEC01L (See PC Repair Technician, Network Technician, and Security Professional previously listed.)
and

Course # MCP-OS (16 clock hours) Installing, Configuring, and Administering Microsoft Windows Client Operating Systems

Course content: Installing, configuring, and administering Microsoft Windows client operating systems.

Course # MCP-OS-L (10 lab hours) Installing, Configuring, and Administering Microsoft Windows Client Operating Systems Lab

Course content: Independent study time required prior to and following class.

Course # NET-MAN (16 clock hours) Managing a Microsoft Windows Network Environment

Course content: Managing a Microsoft Windows network environment.

Course # NET-MAN-L(10 clock hours) Managing a Microsoft Windows Network Environment Lab

Course content: Independent study time required prior to and following class.

Course # SERV (16 clock hours) Installing, Configuring, and Administering a Microsoft Windows Server Operating System

Course content: Installing, configuring, and administering Microsoft Windows Server operating systems.

Course # SERV-L (10 lab hours) Installing, Configuring, and Administering a Microsoft Windows Server Operating System Lab

Course content: Independent study time required prior to and following class.

Equipment: For each student, One Pentium IV computer with minimum 512MB RAM and one or more of the following operating systems installed: Windows 2000 Professional, Windows XP Professional, Windows Vista, Windows 7, Windows 2000 Server, Windows Server 2003, Windows Server 2008.

Total hours: 180

Prerequisites: None. (The PC Repair (CRT01, CRT01L, CRT02, CRT02L) and Network

Microsoft Network Administration (continued)

Technician (NET01, NET01L) or Security Professional (Security+ prep) (SEC01, SEC01L) may be included in this program as prerequisites, at the discretion of the Student.)

Program Title: Microsoft Network Engineer

Program Objective: Advanced skills necessary to administer and design a medium to large Microsoft Windows based networks.

Courses: MCP-OS, MCP-OS-L, SERV, SERV-L (See Microsoft Network Administration previously listed.)

and

Course # NET-INFRA (16 clock hours) Implementing and Administering a Microsoft Windows Network Infrastructure

Course content: Implementing and administering a Microsoft Windows network infrastructure.

Course # NET-INFRA-L (10 lab hours) Implementing and Administering a Microsoft Windows Network Infrastructure Lab

Course content: Independent study time required prior to and following class.

Course # AD-CONFIG (16 clock hours) Microsoft Active Directory Configuration

Course content: Implementing and Configuring a Microsoft Windows Directory Services infrastructure.

Course # AD-CONFIG-L (10 lab hours) Implementing and Configuring a Microsoft Windows Directory Services Infrastructure Lab

Course content: Independent study time required prior to and following class.

Course # AP-INFRA (16 clock hours) Microsoft Windows Server Applications Infrastructure

Course content: Implementing and managing a Microsoft Windows Server Applications Infrastructure.

Course # AP-INFRA-L (10 lab hours) Microsoft Windows Server Applications Infrastructure Lab

Course content: Independent study time required prior to and following class.

Electives:

Course # NET01 and # NET01-L or Course # SEC01 and #SEC01L (See “Network Technician” or “Security Professional” previously listed.)

Equipment: For each student, One Pentium-class or higher computer with minimum 1GB RAM and one or more of the following operating systems installed: Windows 2000 Professional, Windows XP Professional, Windows Vista, Windows 7, Windows 2000 Server, Windows Server 2003, Windows Server 2008.

Total hours: 160

Prerequisites: PC Repair Technician (CRT01, CRT01L, CRT02, CRT02L) and Network Technician (NET01, NET01L), or equivalent experience is required.

Program Title: Microsoft Database Administration

Program Objective: Advanced skills necessary to administer and design Microsoft SQL Database Servers.

Courses: SERV, SERV-L (See Microsoft Network Engineer previously listed.)

Course # SQL-ADM1 (16 clock hours) Microsoft SQL Servers Implementation and Maintenance

Course content: Installing, maintaining, managing, and trouble-shooting Microsoft SQL Servers.

Course # SQL-ADM1-L (10 lab hours) Microsoft SQL Servers Implementation and Maintenance Lab

Course content: Independent study time required prior to and following class.

Course # SQL-ADM2 (16 clock hours) Designing, Optimizing & Maintaining a Databases Administrative Solution

Course content: Designing Microsoft SQL Server database solutions, security, recovery, and availability.

Course # SQL-ADM2-L (10 lab hours) Designing, Optimizing & Maintaining a Databases Administrative Solution Lab

Course content: Independent study time required prior to and following class.

Course # SQL-DEV1 (16 clock hours) Database Development

Course content: Implementing tables and views, programming objects, queries, and performance data of Microsoft SQL Server databases.

Course # SQL-DEV1-L (10 lab hours) Database Development Lab

Course content: Independent study time required prior to and following class.

Course # SQL-DEV2 (16 clock hours) Designing Database Solutions and Data Access

Course content: Designing database strategies, tables, programming objects, optimal performance on Microsoft SQL Server databases.

Course # SQL-DEV2-L (10 lab hours) Designing Database Solutions and Data Access Lab

Course content: Independent study time required prior to and following class.

Equipment: For each student, one Pentium-class or higher computer with minimum 1GB RAM and one or more of the following operating systems installed: Windows 2000 Professional, Windows XP Professional, Windows Vista, Windows 7, Windows 2000 Server, Windows Server 2003, Windows Server 2008, Windows SQL Server 2005 or 2008.

Total hours: 130

Prerequisites: PC Repair Technician (CRT01, CRT01L, CRT02, CRT02L) and Network Technician (NET01, NET01L), or equivalent experience is required.

Program Title: Cisco Networking (CCNA prep)

Program Objective: Cisco first-level skills necessary in the administration of Cisco routers and switches.

Course #CNC02 (32 clock hours) Cisco Networking

Course content: Operating and configuring Cisco IOS devices, managing the network environment, configuring Catalyst switch operations, extending switched networks with VLANs, determining IP routes, managing IP traffic with access lists, establishing serial point-to-point connections, establishing frame relay connections, completing ISDN calls.

Course #CNC02L (18 lab hours) Cisco Networking Lab

Course content: Independent study time required prior to and following class.

Cisco Networking (CCNA prep) (continued)

Equipment: Four Cisco 2500 series routers, router and switch simulation software capable of expanding the number of routers and switches to any number required for the proper functionality of the class, one Cisco Catalyst 1900 switch, and one client workstation for each student.

Total hours: 36

Prerequisites: PC Repair Technician (CRT01, CRT01L, CRT02, CRT02L) and Network Technician (NET01, NET01L), or equivalent experience is required.

Program Title: Novell Certified Linux Engineer (CLE prep)

Program Objective: Advanced administration and design skills associated with Novell NetWare networks.

Courses: NET01 and NET01L (See Network Technician previously listed.)and NCA7017 and NCA7017L (See Novell Network Administration previously listed.)

Course # NCA3101 (15 clock hours) Novell Linux Administration

Course content: Installing, configuring, and administering NetWare 6.x, with a focus on server-side administration.

Course # NCA3101L (10 lab hours) Novell Linux Administration Lab

Course content: Independent study time required prior to and following class.

Course # NCA3102 (15 clock hours) Novell Linux Advanced Administration

Course content: Advanced installing, configuring, and administering NetWare 6.x, with a focus on server-side administration.

Course # NCA3102L (10 lab hours) Novell Linux Advanced Administration Lab

Course content: Independent study time required prior to and following class.

Course # CLP3103 (15 clock hours) Linux Server Administration

Course content: Designing and implementing Novell's eDirectory.

Course # CLP3103L (10 lab hours) Linux Server Administration Lab

Course content: Independent study time required prior to and following class.

Course # CLE3074 (15 clock hours) Linux Networking Services

Course content: Install, configure, and manage ZENworks 7.

Course # CLE3074 L (10 lab hours) Linux Networking Services Lab

Course # CLE3075 (15 clock hours) Linux Security

Course # CLE3075L (10 lab hours) Linux Security Lab

Course content: Independent study time required prior to and following class.

Equipment: For each student, one Pentium-class computer with a minimum 512MB RAM and one or more of the following operating systems installed: NetWare 5.1, NetWare 6.0, Windows 98, Windows NT, Windows 2000, Windows XP Professional.

Total hours: 125

Prerequisites: PC Repair Technician (CRT01, CRT01L, CRT02, CRT02L) and Network Technician (NET01, NET01L), or equivalent experience is required.

Program Title: Web Design Professional

Program Objective: Skills necessary to effectively and securely administer Web servers and services.

Courses # 1DO-510 (26 clock hours) Foundations

Course content: Internet technologies, network infrastructure, Web authoring using XHTML, and job skills such as project management.

Course # 1DO-510L (10 lab hours) Foundations Lab

Course content: Independent study time required prior to and following class.

Course # 1DO-525 (20 clock hours) eCommerce Specialist

Course content: Web design concepts, development teams, project management fundamentals, page layout and elements, site accessibility, browsers, navigation, graphics, multimedia, and other aspects of Web site design and development.

Course # 1DO-525L (10 lab hours) eCommerce Lab

Course content: Independent study time required prior to and following class.

Course # 1DO-520 (20 clock hours) Web Site Design

Course content: Management and deployment of e-business and transaction and payment security solutions, Web marketing goals, CRM and e-Services, B2B frameworks, site usability, inventory control and other processing, payment gateways, creating an online catalog, among other topics.

Course # 1DO-520L (10 lab hours) Web Site Design Lab

Course content: Independent study time required prior to and following class.

Equipment: One Pentium-class or higher computer with a minimum of 3GB RAM and Internet access for each student for labs.

Total hours: 96

Prerequisites: Network Technician (NET01, NET01L) or equivalent experience is helpful but not required..

Program Title: Business Applications Specialist

Program Objective: Comprehensive skills and in-depth knowledge to plan and create documents, spreadsheets, reports, itineraries, databases, and general business correspondence and reports.

Course # DOC101 (10 clock hours) Word Processing Applications

Course content: Students will learn how to enter and edit text, and save and browse documents. They will learn how to enhance the appearance of a document by using various formatting options. They will also create tables, insert headers and footers, proof and print documents, and insert graphics.

Course # DOC101L (5 lab hours) Word Processing Applications Lab

Course content: Independent study time required prior to and following class.

Course # XLS101 (10 clock hours) Office Spreadsheets

Course content: After an introduction to spreadsheet terminology and Excel's window components, students will learn how to use the Help system and navigate worksheets and workbooks. Then they will enter and edit text, values, formulas, and pictures, and they will save workbooks in various formats. Students will also move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. This course also covers simple

Business Applications Specialist (continued)

functions, basic formatting techniques, and printing. Finally, students will create and modify charts, and learn how to manage large workbooks.

Course # XLS101L (5 lab hours) Office Spreadsheets Lab

Course content: Independent study time required prior to and following class.

Course # PPT101 (8 clock hours) Presentations Applications

Course content: Students will create new presentations that include text, graphics, WordArt, tables, charts, and diagrams. They will also edit and format slide content, and apply transition effects.

Course # PPT101L (4 lab hours) Presentations Applications Lab

Course content: Independent study time required prior to and following class.

Course # OLK101 (6 clock hours) Email Applications

Course content: Students will create e-mail accounts and send e-mail messages using several techniques. They will also learn how to manage e-mail messages, contacts, tasks, and meeting requests. Finally, students will customize Outlook for maximum efficiency.

Course # OLK101L (2 lab hours) Email Applications Lab

Course content: Independent study time required prior to and following class.

Course # ACS101 (6 clock hours) Database Applications

Course content: Students will learn how to design and create databases; work with tables, fields, and records; sort and filter data; and create queries, forms, and reports.

Course # ACS101L (2 lab hours) Database Applications Lab

Course content: Independent study time required prior to and following class.

Course # DOS101 (14 clock hours) Desktop Operating Systems

Course content: Equivalent of six months to one year of hands-on experience using Windows Vista. Students learn how to use Windows Vista to be more productive, more collaborative, and more efficient. They will be especially effective at protecting, optimizing, and troubleshooting their own computers. They will also be highly effective in managing mobile and remote computing; managing software, disks, and devices; managing files and folders; collaborating; and customizing their Windows Vista experience.

Course # DOS101L (2 lab hours) Desktop Operating Systems Lab

Course content: Independent study time required prior to and following class.

Course # CRP101 (14 clock hours) Crystal Reports

Course content: This course will teach students the fundamental features and functions of Crystal Reports. Students will explore the program environment, and learn how to open, navigate, create, modify, and save reports. They'll learn the basics of formatting report objects, of sorting and selecting records, and creating groups and summaries. They'll also learn how to create simple formulas and functions. Finally, students will work with Crystal Reports' experts and wizards, and learn how to export reports to various file formats.

Course # CRP101L (2 lab hours) Crystal Reports Lab

Course content: Independent study time required prior to and following class.

Equipment: Lab consisting of Pentium IV computers with a minimum of 512MB RAM and one or more of the following operating systems installed: Windows 2000, Windows XP, and Windows Vista, all with Microsoft Office 2007.

Total hours: 90

Prerequisites: None

APPENDIX: PRICES

<u>Program</u>	<u>Exam Fees*</u> *Fees determined by Test Vendors	<u>Program</u>	<u>Exam Fees*</u> *Fees determined by Test Vendors
PowerPack Club Network Administration (Net Admin)		Microsoft Network Administration	
Tuition: \$10,221.00	Varies	Tuition: \$5,598.00	\$1,458.00
Books \$1,825.00		Books \$800.00	
Lab/Exam Prep Materials \$2,340.00		Lab/Exam Prep Materials \$1,440.00	
Software License Fees \$1,609.00		Software License Fees \$657.00	
<u>Total Fee: \$15,995.00</u>		<u>Total Fee: \$8,495.00</u>	
PowerPack Club Database-Web (DBA-Web)		Microsoft Network Engineer	
Tuition: \$9,021.00	Varies	Tuition: \$4,932.00	\$1,016.00
Books \$3,046.00		Books \$1,325.00	
Lab/Exam Prep Materials \$2,160.00		Lab/Exam Prep Materials \$1,440.00	
Software License Fees \$1,768.00		Software License Fees \$798.00	
<u>Total Fee: \$15,995.00</u>		<u>Total Fee: \$8,495.00</u>	
PC Repair Technician (A+ prep)		Microsoft Database Administration	
Tuition: \$2,237.00	\$346.00	Tuition: \$4,979.00	\$500.00
Books \$100.00		Books \$1,050.00	
Lab/Exam Prep Materials \$360.00		Lab/Exam Prep Materials \$540.00	
Software License Fees \$298.00		Software License Fees \$426.00	
<u>Total Fee: \$2,995.00</u>		<u>Total Fee: \$6,995.00</u>	
Network Technician (Network+ prep)		Cisco Networking (CCNA prep)	
Tuition: \$1,641.00	\$246.00	Tuition: \$2,641.00	\$250.00
Books \$100.00		Books \$100.00	
Lab/Exam Prep Materials \$180.00		Lab/Exam Prep Materials \$360.00	
Software License Fees \$274.00		Software License Fees \$194.00	
<u>Total Fee: \$2,195.00</u>		<u>Total Fee: \$3,295.00</u>	
Linux/UNIX		Novell Certified Linux Engineer (CLE prep)	
Tuition: \$2,259.00	\$346.00	Tuition: \$6,735.00	\$450.00
Books \$100.00		Books \$1,195.00	
Lab/Exam Prep Materials \$180.00		Lab/Exam Prep Materials \$1,080.00	
Software License Fees \$456.00		Software License Fees \$985.00	
<u>Total Fee: \$2,995.00</u>		<u>Total Fee: \$9,995.00</u>	
Security Professional (Security+ prep)		Web Design Professional	
Tuition: \$1,444.00	\$266.00	Tuition: \$5,379.00	\$450.00
Books \$100.00		Books \$1,596.00	
Lab/Exam Prep Materials \$180.00		Lab/Exam Prep Materials \$720.00	
Software License Fees \$471.00		Software License Fees \$300.00	
<u>Total Fee: \$2,195.00</u>		<u>Total Fee: \$7,995.00</u>	

APPENDIX: PRICES

<u>Program</u>	<u>Exam Fees*</u> *Fees determined by Test Vendors		<u>Program</u>	<u>Exam Fees*</u> *Fees determined by Test Vendors
Project Management			Business Applications Specialist	
Tuition:	\$2,548.00	\$796.00	Tuition:	\$2,750.00
Books	\$360.00		Books	\$800.00
Lab/Exam Prep Materials	\$1,198.00		Lab/Exam Prep Materials	\$945.00
Software License Fees	<u>\$889.00</u>		Software License Fees	<u>\$500.00</u>
Total Fee:	\$4,995.00		Total Fee:	\$4,995.00
Webmaster Foundations				
Tuition:	\$1,459.00	\$150.00		
Books	\$399.00			
Lab/Exam Prep Materials	\$240.00			
Software License Fees	<u>\$397.00</u>			
Total Fee:	\$2,495.00			