



**Blue Star Learning**  
concept-based technical training

# BLUE STAR LEARNING

COURSE PATHS THAT LEAD TO PROFESSIONAL SUCCESS

## *SCHOOL CATALOG*

*JANUARY 1, 2012  
THROUGH  
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## **MISSION/INSTITUTIONAL PHILOSOPHY 25(2)**

### **Mission**

Blue Star Learning is dedicated to providing the highest quality of education and training to prepare graduates for entry-level to mid-level positions in information technology. Blue Star Learning also serves as a source for continuing education for information technology professionals. The institution keeps alert regarding industry needs and periodically revises its curriculum accordingly.

### **Objective 25(2)**

The overall objective of Blue Star Learning is to provide the highest quality of professional training for entry-level through mid level, information technology careers.

To accomplish this, our resources are directed toward achieving the following three (3) specific objectives.

1. Assisting students in developing high-level professional and business communication skills
2. Offering specific programs focusing on the demands of the continuously changing information technology environment
3. Motivating students toward on-going personal development, thereby increasing employment potential, competence, and mobility

Theoretical and practical training is provided.

## **HISTORY**

Blue Star Learning was founded in 1989 as a contract training organization. The school now offers vocational programs and is dedicated to providing the highest quality of education and training to prepare graduates for entry-level to advanced-level positions in information technology.

## **CAMPUS TOURS**

Tours of the school facilities are available to all prospective students and visitors.

## QUESTIONS REGARDING THIS CATALOG 5

Any questions a student may have regarding this catalog that have not been satisfactorily answered by Blue Star Learning may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number 888.370.7589 or by fax 916.263.1897.

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

All prospective students, prior to enrollment, receive a school catalog either in writing or electronically.

### Catalog Updates

This catalog is updated, at a minimum, annually. 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.

## PROGRAM DESCRIPTIONS

Blue Star Learning offers diploma programs as well as continuing education courses. To enroll in diploma programs, students must possess a high school diploma or high school equivalency certificate (G.E.D.). Upon completion of these programs, graduates are prepared to pursue entry-level to mid-level positions in each respective field. To enroll in continuing education courses, students must possess the required skills for each course. These courses range from basic computer software classes to advanced classes designed for information technology professionals.

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All program descriptions contain a description, clock hours, prerequisites, objectives, and tuition not including the \$100.00 registration fee or fee for the associated certification examination, if any. Your admissions representative can provide information about certification examinations.

All instruction, unless otherwise indicated, is delivered at Blue Star Learning located at 6910A Miramar Road, Suite 206, San Diego, California, 92121. 8

## DIPLOMA PROGRAMS 9, 17

### A+ Computer Service Technician

In this program, students will acquire the essential skills and information needed to install, upgrade, repair, configure, troubleshoot, optimize, and perform preventative maintenance of basic personal computer hardware and operating systems. Students are prepared to pursue entry level careers as computer support specialists, network system specialists, or computer repair technicians.

#### Target Audience

The target student is anyone with basic computer user skills who is interested in obtaining a job as an IT professional or PC technician. In addition, this program will help prepare students to achieve a CompTIA A+ Certification.

#### Prerequisites

Students must possess basic computer skills.

#### Program Length

147 Clock Hours, 3.5 Weeks-Day, 7 Weeks-Evening

#### Tuition

\$3,095.00

#### Objectives

Upon completion of this program, students will be able to

- identify the components of standard desktop personal computers.
- identify fundamental components and functions of personal computer operating systems.
- identify best practices followed by professional personal computer technicians.
- install and configure computer components.
- identify technical characteristics of system components.
- maintain and troubleshoot peripheral components.
- identify troubleshooting techniques for system components.
- install and configure operating systems.
- maintain and troubleshoot installations of Microsoft Windows.
- identify network technologies.
- support laptops and portable computing devices.
- support printers.
- identify personal computer security concepts.

### Program Outline

Module 1 Personal Computer Components  
Module 2 Operating System Fundamentals  
Module 3 PC Technician Professional Best Practices  
Module 4 Installing and Configuring Peripheral Components  
Module 5 Examining System Components  
Module 6 Maintaining and Troubleshooting Peripheral Components  
Module 7 System Component Troubleshooting Techniques  
Module 8 Installing and Configuring Operating Systems  
Module 9 Maintaining and Troubleshooting Microsoft Windows  
Module 10 Network Technologies  
Module 11 Supporting Laptops and Portable Computing Devices

### **Administering A Microsoft SQL Server Database**

This program prepares students manage and administer a Microsoft SQL server 2008.

### Target Audience

The program is intended for IT professionals who want to enhance their skills and work with Microsoft SQL server 2008.

### Prerequisites

Students should have some experience with database administration.

### Program Length

Clock Hours, 1 Week-Day, 2 Weeks Evening

### Tuition

\$2,695.00

### Objectives

Upon completion of this program, students will be able to

- describe SQL Server 2000 and its supporting operating system platforms.
- determine hardware requirements for SQL Server 2000 and the management tools.
- verify the installation of the SQL Server.
- configure SQL Server Enterprise Manager.
- troubleshoot the installation.
- install SQL Server.
- manage database files.
- manage security.
- perform administrative tasks.
- backup databases.

- restore databases.
- monitor SQL Server for performance.
- transfer data.
- maintain high availability.
- implement replication.

#### Program Outline

Module 1 SQL Server Overview  
Module 2: Planning to Install SQL  
Module 3: Managing Database Files  
Module 4: Managing Security  
Module 5: Performing Administrative  
Module 6: Backing Up Databases  
Module 7: Restoring Databases  
Module 8: Monitoring SQL Server for Performance  
Module 9: Transferring Data  
Module 10: Maintaining High  
Module 11: Introducing Replication

### **Administering A Microsoft Systems Management Server**

This program prepares students to administer Microsoft Systems Management Server 2.0.

#### Target Audience

The program is intended for IT professionals who want to enhance their skills and work with Microsoft Systems Management Server 2.0.

#### Prerequisites

Students should have some experience with network administration.

#### Program Length

21 Clock Hours, 3 Days-Day, 1 Week-Evening

#### Tuition

\$2,695.00

#### Objectives

Upon completion of this program, students will be able

- customize Microsoft Management Console (MMC) for SMS.
- install clients.
- configure hardware and software inventory.
- view software and hardware inventory data.
- query and report data.

- advertise programs to a collection.
- run advertise programs.
- install software using SMS Installer.
- modify a registry setting.
- patch software using SMS Installer.
- meter software use.
- remotely support SMS.

### Program Outline

Module 1 Introduction to SMS 2.0

Module 2 Discovering and Installing Clients

Module 3 Collecting Hardware and Software Inventory

Module 4 Querying and Reporting Data

Module 5 Distributing Software

Module 6 Using Systems Management Server Installer

Module 7 Software Metering

Module 8 Remotely Supporting SMS Computers

### **Advanced PL-SQL Programming**

This advanced Oracle PL/SQL training helps PL/SQL programmers take advantage of language features, advanced techniques, and packages and facilities provided by Oracle to develop and tune efficient and effective PL/SQL subprograms.

### Target Audience

This program is intended for experienced programmers who have worked with Oracle products.

### Prerequisites

Students should have experience with Oracle 10g PL/SQL programming or equivalent experience.

### Program Length

21 Clock Hours, 3 Days

### Tuition

\$2,695.00

### Objectives

Upon completion of this program, students will be able to

- explain application partitioning within a client/server or multi-tiered web-based architecture.
- explain the basic form and structure of program units stored within the database.
- build and maintain database stored program units.

- encapsulate stored units within packages and taking advantage of accompanying advanced programming techniques such as cursor variables and cursor expressions.
- handle intricate theoretical challenges, such as mutating tables.
- build and maintain DML-event and system-event database triggers.
- discuss the storage and execution model for database programs and how to write efficient programs to maximize performance.
- use system-supplied packages to extend the power of SQL statements and PL/SQL applications.

### Program Outline

Module 1 Creating and Maintaining Packages

Module 2 Advanced Cursor Techniques

Module 3 Using System Supplied Packages

Module 4 Creating Database Triggers

Module 5 Maintaining Database Trigger

Module 6 Implementing System Event Triggers

### **ANSI-SQL**

This program equips students with the technical skills required to write basic ANSI-SQL queries.

### Target Audience

This program is intended for those responsible for writing queries and reports.

### Prerequisites

Students should have experience using a Microsoft Windows based operating system and possess basic keyboarding skills.

### Program Length

14 Clock Hours, 2 Days

### Tuition

\$2,695.00

### Objectives

Upon completion of this program, students will be able to

- explain application partitioning within a client/server or multi-tiered web-based architecture.
- explain the basic form and structure of program units stored within the database.
- build and maintain database stored program units.
- encapsulate stored units within packages and taking advantage of accompanying advanced programming techniques such as cursor variables and cursor expressions.
- handle intricate theoretical challenges, such as mutating tables.

- build and maintain DML-event and system-event database triggers.
- discuss the storage and execution model for database programs and how to write efficient programs to maximize performance.
- use system-supplied packages to extend the power of SQL statements and PL/SQL applications.

#### Program Outline

Module 1 Overview of Relational Databases

Module 2 Introduction to ANSI-SQL

Module 3 Overview of the Select Statement

Module 4 The Select Clause

Module 5 The Where Clause

Module 6 The Order By Clause

Module 7 The Group By and Having Clauses

Module 8 The From Clause

Module 9 Further Study

#### **ANSI-SQL Using Oracle**

This program teaches core SQL from the ANSI/ISO standards and is aimed at those who need to extract data from, and insert data into, existing databases to an in-depth level and who also need to create and modify databases and tables. The course is highly practical in nature and the focus throughout is on coding SQL by hand. On completion, a comprehensive set of course notes, examples, tutor and attendee scripts are provided on a free USB pen drive to take away.

#### Target Audience

This is a program is for those who need to manipulate data by interacting with relational database servers like Microsoft SQL Server, Oracle, IBM DB2, MySQL and Postgre SQL using Structured Query Language (SQL) and who need to progress their SQL skills beyond the basics.

#### Prerequisites

Students should be advanced IT professionals experienced with database administration.

#### Program Length

14 Clock Hours, 2 Days

#### Tuition

\$2,695.00

## Objectives

Upon Completion of this course, students will be able to

- explain relational databases.
- create and edit SQL.
- retrieve data using SQL.
- use Where to filter results.
- work with multiple tables.
- use standard SQL functions.
- group and summarize results.
- work with sub queries.
- work with views.
- insert, update, and delete data.
- insert, update, and delete in a transaction environment.
- create and modify tables

## Program Outline

Module 1 An Overview of Relational Databases

Module 2 Introducing SQL

Module 3 Retrieving Data with SQL

Module 4 Using Where to Filter Results

Module 5 Getting Results From Multiple Tables

Module 6 Using Standard SQL Functions

Module 7 Grouping and Summarizing Results

Module 8 Working with Sub queries

Module 9 Working with Views

Module 10 Inserting, Updating, and Deleting Data

Module 11 Creating and Modifying Tables

## **ColdFusion Advanced Topics**

ColdFusion Advanced Topics is a three-day course that provides experienced Web developers with the knowledge and hands-on practice they need to start building and maintaining dynamic and interactive web applications using ColdFusion. To gain the most from the class, you should already have a familiarity with web terminology, an understanding of web server characteristics, experience with the HTML tag set and syntax, and familiarity with the SQL command set, including SELECT, INSERT, UPDATE, and DELETE.

## Target Audience

ColdFusion Advanced Topics is a three-day course that provides experienced Web developers with the knowledge and hands-on practice they need to start building and maintaining dynamic and interactive web applications using ColdFusion.

### Prerequisites

The Candidate should already have a familiarity with web terminology, an understanding of web server characteristics, and experience with the HTML tag set and syntax, and familiarity with the SQL command set, including SELECT, INSERT, UPDATE, and DELETE.

### Program Length

21 Clock Hours, 3 Days

### Tuition

\$995.00

### Objectives

Upon completion of this program, students will be able to

- chart and graph.
- manipulating Complex Data Objects (Lists, Arrays, Structures and Queries).
- work with Scalar variables.
- loop with <cfloop>.
- build ColdFusion components.
- work with application frameworks.
- handle errors and exceptions.

### Program Outline

Module 1 Course Introduction and <cfchart>

Module 2 Manipulating Complex Data Objects

Module 3 CFCs-Building ColdFusion Components

Module 4 Application Framework

Module 5 Errors and Exceptions

Module 6 Reusing Code

Module 7 Advanced Validation with Regular Expressions

### **ColdFusion Core Concepts**

ColdFusion Core Concepts is a 3-day course that provides Web developers with the skills necessary to creating dynamic, data-driven websites using ColdFusion.

### Target Audience

ColdFusion Core Concepts is a three-day course that provides experienced Web developers with the knowledge and hands-on practice they need to start building and maintaining dynamic and interactive web applications using ColdFusion.

### Prerequisites

The Candidate should possess a basic understanding of Web terminology. Have basic experience with HTML syntax. Have familiarity with the SQL command set.

Program Length

21 Clock Hours, 3 Days

Tuition

\$995.00

Objectives

Upon completion of this program, students will be able to

- explain ColdFusion basics.
- query databases.
- create a drill-down interface.
- execute conditional statements and forms.
- create a search interface.
- insert records into the database.  
edit database records.
- rescue code.
- use session variables for password protection.
- track user information with cookies.

Program Outline

Module 1 Introduction to ColdFusion

Module 2 ColdFusion Basics

Module 3 Querying the Database

Module 4 Creating a Drill Down Interface

Module 5 Conditional Statement and Forms

Module 6 Search Interface

Module 7 Insert Records into the Database

Module 8 Edit Database Records

Module 9 Reusing Code

Module 10 Using Session Variables for Password Protection

Module 11 Tracking User Information with Cookies

**Computing Fundamentals Introduction**

This course provides students with the knowledge and skills to begin supporting network security within an organization. Students who complete this course will be able to identify security threats and vulnerabilities, and help respond to and recover from security incidents. Students will be prepared to pursue careers as network administrators in charge of network security.

The course has been approved as CompTIA Authorized Quality Curriculum (CAQC). The CAQC program assures students that all test objectives in the course materials. Although the course focuses on Microsoft product and technology specific implementation of security concepts, many of these same concepts can be applied to other technologies.

#### Target Audience

This course is designed for administrators who are responsible for the day-to-day administration of Microsoft Windows 2008. Students should have general knowledge of networking concepts and one or more years of experience managing Windows 2008. Other IT professionals may also take this course on the path to becoming a security specialist.

#### Prerequisites

Before attending this course, students must have one year of experience managing Windows 2008 Server or have equivalent knowledge and skills.

#### Program Length

7 Clock Hours, 1 Day-Day, 2 Days-Evening

#### Tuition

\$1,695.00

#### Objectives

Upon completion of this program, students will be able to

- explain common attacks against network assets, the associated threats and vulnerabilities, and what network security personnel do to secure assets.
- explain how to use cryptography to help protect information and how to choose an appropriate encryption method for an organization.
- implement security-enhanced computing baselines in an organization.
- help protect information in an organization by using authentication and access control.
- deploy and manage certificates.
- help protect transmission of data by identifying threats to network devices and implementing security for common data transmission, remote access, and wireless network traffic.
- help protect Web servers against common attacks and configure security for Web browsers.
- help protect e-mail messages and instant messaging from common security threats.
- identify common security threats and vulnerabilities to directory services and DNS, and then apply security methods to help protect them.
- identify network perimeter threats and monitor perimeter security for a network.
- identify types of security policies to manage operational security, and then use these policies to ensure compliance by users in an organization.
- preserve business continuity by implementing a security enhanced disaster recovery strategy, communicating risks to others, and performing secure backup and recovery.
- identify, respond to, and assist in the formal investigation of security incidents.

Program Outline

Module 1 Hardware

Module 2 Software

Module 3 Processor (CPU)

Module 4 Hierarchy of Memory

Module 5 Output Devices

Module 6 Software Installation

**Dbase Core Concepts**

This is program prepares IT professionals to work administer, develop, and work with Dbase.

Target Audience

The program is intended for IT professionals who want to enhance their skills and work.

Prerequisites

Students should have programming experience in Dbase for DOS or Windows or any xBase dialect or high level language.

Program Length

35 Clock Hours, 1 Week-Day, 2Weeks-Evening

Tuition

\$2,695.00

Objectives

Upon completion of this program, students will be able to

- explain Dbase language issues.
- execute object oriented programming.
- explain the design environment.
- create and work with forms and projects.
- create and work with menus.
- work with component libraries.
- create database applications.
- create database architecture.
- work with SQL database operations.
- create reports.

Program Outline

Module 1 New Features

Module 2 Dbase Language Issues

Module 3 Object Oriented Programming

Module 4 The Design Environment

Module 5 Forms and Projects  
Module 6 Menus and Toolbars  
Module 7 The Component Library  
Module 8 Creating Database Applications  
Module 9 SQL Database Operations  
Module 10 Creating Reports

### **Dbase Plus Advanced Topics**

This program builds on the knowledge and skills acquired in Dbase Core Concepts.

#### Target Audience

The program is intended for IT professionals who want to enhance their using Dbase.

#### Prerequisites

Students should have taken Dbase Core Concepts.

#### Program Length

14 Clock Hours, 2 Days -Day, 1Week-Evening

#### Tuition

\$2,695.00

#### Objectives

Upon completion of this program, students will be able to

- execute events and messages.
- control Windows resources.
- interface with Windows.
- execute graphics.
- handle exceptions.
- create custom components.
- create classes.

#### Program Outline

Module 1 Events and Messages  
Module 2 Controlling Windows Resources  
Module 3 Interfacing with Windows  
Module 4 Graphics  
Module 5 Exception Handling  
Module 6 Creating Custom Components  
Module 7 Creating Classes

## **Dbase Web Development**

This program prepared students to development Web interfaces using Dbase.

### Target Audience

The program is intended for IT professionals who want to create Web applications using Dbase.

### Prerequisites

Students should have advanced experience with Dbase.

### Program Length

21 Clock Hours, 3 -Days, 1Week-Evening

### Tuition

\$2,695.00

### Objectives

Upon completion of this program, students will be able to

- set-up Web applications.
- compile and run the sign up application.
- modify sample programs.
- use Web wizards.
- explain and execute Web classes.
- create Web applications.
- use HTML tables.
- create HTML and other form types.
- validate using HTML and JavaScript.
- create a sub-class of CGI session.

### Program Outline

Module 1 Overview of Internet Development

Module 2 Web Applications

Module 3 Setup

Module 4 Web Application Samples

Module 5 Using the Web Wizards

Module 6 The Web Classes

Module 7 Creating a Web Application

Module 8 Using HTML Tables

Module 9 Forms

Module 10 Validation

Module 11 Sub Classing CGI Sessions

## **Designing A Microsoft Windows Server Active Directory And Network Infrastructure**

This course provides students with the knowledge and skills to design a Microsoft active directory service and network infrastructure for a Microsoft Windows Server 2008 environment. Students will be able to advance their careers as network and computer systems administrators or computer network support specialists.

### Target Audience

This course is intended for IT professionals, database administrators, network administrators, and support engineers.

### Prerequisites

Students should have experience with implementing and administering Microsoft Windows Directory Services.

### Program Length

56 Clock Hours, 1.5 Weeks, Day, 2.8 Weeks, Evening

### Tuition

\$2,695.00

### Objectives

Upon completion of this program, students will be able to

- describe the process of designing an Active Directory infrastructure and a network infrastructure that supports Active Directory.
- design a forest and domain infrastructure that meets the needs of an organization.
- design a site infrastructure that meets the needs of an organization.
- design a Group Policy structure that meets the needs of an organization.
- design an administrative structure that meets the needs of an organization.
- design a physical network structure that supports Active Directory and meets the needs of an organization.
- design a Dynamic Host Configuration Protocol (DHCP) structure that supports Active Directory and meets the needs of an organization.
- create a design for network connectivity that supports Active Directory and meets the needs of an organization.
- design a name resolution strategy that supports Active Directory and meets the needs of an organization.
- design a network access infrastructure that supports Active Directory and meets the needs of an organization.

### Program Outline

Module 1 Introduction to Designing an Active Directory and Network Infrastructure  
Module 2 Designing a Forest and Domain Infrastructure  
Module 3 Designing a Site Infrastructure  
Module 4 Designing the Administrative Structure  
Module 5 Designing for Group Policy

### **Designing A Microsoft Windows Directory Services Infrastructure**

This program equips students with the skills to design a Microsoft Windows 2008 directory services infrastructure in an enterprise network.

### Target Audience

This course is intended for IT professionals, database administrators, and network administrators.

### Prerequisites

Students should have experience with implementing and administering Microsoft Windows Directory Services as well as support skills from Windows NT 4.0 to Microsoft Windows 2008 or equivalent.

### Program Length

21 Clock Hours, 1 Week-Day, 2 Weeks Evening

### Tuition

\$2,695.00

### Objectives

Upon completion of this program, students will be able to

- explain basic design principles.
- describe the process of designing an Active Directory infrastructure.
- gather and analyze the information needed to design a forest and domain infrastructure.
- create a logical forest design.
- create a domain design.
- design a DNS name space strategy for forests and domains.
- create a trust strategy for forests.
- determine a migration plan for the existing infrastructure.
- design a schema management policy.
- determine the required information to design a site infrastructure.
- create a site design.
- modify the site design replication.
- determine the placement of domain controllers in the site design.
- determine the placement of global catalog servers in the site design.
- determine the placement of single operations masters in the site design.

- determine the information needed to design an administrative structure.
- design a network administration model.
- design an organizational unit structure.
- design an account strategy.
- determine the information required to design for Group Policy.
- design a Group Policy structure.
- create an Organizational Unit (OU) structure for Group Policy.
- create a Group Policy management design.
- explain the required preparation for network infrastructure design.
- create an IP addressing scheme.
- design a DHCP infrastructure.
- design a change management structure for networking.
- determine the required information for network connectivity design.
- evaluate connection types.
- design a connectivity infrastructure.
- create an Internet connectivity design.
- determine the required information for name resolution strategy design.
- design a strategy for interoperability with Active Directory, BIND, WINS, and DHCP.
- design a WINS replication strategy.
- design a name resolution strategy for clients.
- gather data for network access design.
- design network access security.
- choose remote access methods.
- design a remote access infrastructure.
- design a wireless access infrastructure.

#### Program Outline

Module 1 Introduction to Designing a Directory Services Infrastructure

Module 2 Designing an Active Directory Naming Strategy

Module 3 Designing Active Directory to Delegate Administrative Authority

Module 4 Designing a Schema Policy

Module 5 Designing Active Directory to Support Group Policy

Module 6 Designing an Active Directory Domain

Module 7 Designing a Multiple Domain Structure

Module 8 Designing an Active Directory Site Topology

Module 9 Designing an Active Directory Infrastructure

## **Designing A Microsoft Windows Networking Services Infrastructure**

This program provides students with the knowledge and skills to design an active directory and network infrastructure in a Microsoft Windows Server 2008 environment.

### Target Audience

This course is intended for technical administrators, database administrators, and support engineers.

### Prerequisites

Students should possess a basic knowledge of the Windows operating system and core functionality. Experience with network administration is also desired.

### Program Length

28 Clock Hours, 1 Week-Day, 2 Weeks-Evening

### Tuition

\$2,695.00

### Objectives

Upon completion of this program, students will be able to

- design a forest and domain infrastructure.
- design a site infrastructure.
- design the administrative structure.
- design for Group Policy.
- design the physical network.
- design for network connectivity.
- design a name resolution strategy.
- design the network access infrastructure.

### Program Outline

Module 1 Introduction to Designing an Active Directory and Network Infrastructure

Module 2 Designing a Forest and Domain Infrastructure

Module 3 Designing a Site Infrastructure

Module 4 Designing the Administrative Structure

Module 5 Designing for Group Policy

Module 6 Designing the Physical Network

Module 7 Designing for Network Connectivity

Module 8 Designing a Name Resolution Strategy

Module 9 Designing the Network Access Infrastructure

## **Designing A Secure Microsoft Windows Network**

This course provides students with the knowledge and skills to design a secure network infrastructure. Topics include assembling the design team, modeling threats, and analyzing security risks.

### Target Audience

This course is intended for IT systems engineers and security specialists who are responsible for establishing security policies and procedures for an organization.

### Prerequisites

Students should have one to three years of experience designing related business solutions.

### Program Length

35 Clock Hours, 1 Week-Day, 2 Weeks-Evening

### Tuition

\$2,695.00

### Objectives

Upon completion of this program, students will be able to

- plan a framework for network security.
- identify threats to network security.
- analyze security risks.
- design security for physical resources.
- design security for computers.
- design security for accounts and services.
- design security for authentication.
- design security for data.
- design security for data transmission.
- design security for network perimeters.
- design an incident response procedure.

### Program Outline

Module 1 Overview of Network Infrastructure Design

Module 2 Designing Network Security

Module 3 Designing IP Addressing

Module 4 Designing Routing and Switching

Module 5 Designing Security for Internal Networks

Module 6 Designing Name Resolution

Module 7 Designing Advanced Name Resolution

Module 8 Planning and Deploying the Application

Module 9 Designing Network Access Protection

Module 10 Designing Operating System Deployment and Maintenance

Module 11 Designing File Services and DFS in Windows Server 2008

Module 12 Designing High Availability in Windows Server 2008

Module 13 Designing Print Services in Windows Server 2008

## **Designing Security For Microsoft Networks**

This course provides students with the knowledge and skills to design a secure network infrastructure. Topics include assembling the design team, modeling threats, and analyzing security risks.

### Target Audience

This program is intended for IT systems engineers and security specialists who are responsible for establishing security policies and procedures for an organization.

### Prerequisites

Students should have one to three years of experience designing related business solutions.

### Program Length

35 Clock Hours, 1 Week-Day, 2 Weeks-Evening

### Tuition

\$2,695.00

### Objectives

Upon completion of this program, students will be able to

- plan a framework for network security.
- identify threats to network security.
- analyze security risks.
- design security for physical resources.
- design security for computers.
- design security for data transmission.
- design security for network perimeters.
- design an incident response procedure

### Program Outline

Module 1 Introduction to Designing Security

Module 2 Creating a Plan for Network Security

Module 3 Identify Threats to Network Security

Module 4 Analyzing Security Risks

Module 5 Designing Physical Security for Network Resources

Module 6 Designing Security for Network Hosts

Module 7 Designing Security for Accounts and Services

Module 8 Designing Security for Authentication

Module 9 Designing Security for Data  
Module 10 Designing Security for Data Transmission  
Module 11 Designing Security for Network Perimeters  
Module 12 Responding to Security Incidents

## **Fundamentals Of Network Security**

This program provides students with the knowledge and skills to support network security in a Windows environment.

### Target Audience

This program is intended for network administrators with at least one year of experience managing a Windows Server environment.

### Prerequisites

Student should possess a general knowledge of networking concepts, at least one year of experience managing a Windows Server environment.

### Program Length

21 Clock Hours, 2.5 Days-Day, 1 Week-Evening

### Tuition

\$2,695.00

### Objectives

Upon completion of this program, students will be able to

- prepare to secure information.
- implement security enhanced computing baselines.
- help to protect information using authentication and access control.
- use cryptography to help protect information
- use a PKI to help protect information
- secure internet applications and components
- implement security for e-mail and instant messaging.
- manage security for Directory Services and DNS.
- secure data transmission.
- implement and monitor security for network perimeters.
- manage operational security.
- preserve business continuity.
- respond to security incidents.

### Program Outline

Module 1 Preparing to Secure Information  
Module 2 Implementing Security Enhanced Computing Baselines  
Module 3 Helping to Protect Information Using Authentication and Access Control  
Module 4 Using Cryptography to Help Protect Information  
Module 5 Using a PKI to Help Protect Information  
Module 6 Securing Internet Applications and Components  
Module 7 Implementing Security for E-mail and Instant Messaging  
Module 8 Managing Security for Directory Services and DNS  
Module 9 Securing Data Transmission  
Module 10 Implementing and Monitoring Security for Network Perimeters  
Module 11 Managing Operational Security  
Module 12 Preserving Business Continuity  
Module 13 Responding to Security Incidents

### **Fundamental Of UNIX**

This program provides training on standard UNIX/Linux commands and utilities used for day to day tasks including file manipulation, program execution and control, and effective use of the shell and desktop environments. The course presents the concepts necessary to understand the way UNIX works as well as the system's most commonly used commands. Data manipulation utilities and shell syntax for synthesizing command pipelines are emphasized. Bourne shell, Bash shell and Korn shell programming techniques are introduced so students will be able to read and modify existing shell scripts as well as create their own. Desktop environments are also introduced from a user's perspective, including common window managers, Open Office utilities and an introduction to configuration tools. Proficiency in applying new skills is reinforced with extensive hands on exercises after each module.

### Target Audience

This course is intended for IT professional interested in learning about UNIX.

### Prerequisites

Students should have a basic understanding of operating systems.

### Program Length

28 Clock Hours, 1 Week-Day, 2 Weeks-Evening

### Tuition

\$1,695.00

### Objectives

Upon completion of this program, students will be able to

- work with command syntax.
- control processes.
- use the File system.
- work with shell syntax.
- work with data manipulation utilities.
- control environments.
- use shell scripting.
- use desktops environments

### Program Outline

Module 1 UNIX/Linux Fundamentals Course Overview

Module 2 The File System

Module 3 The File System Directories

Module 4 Editing With VI

Module 5 Inserting Text

Module 6 Personal Utilities

Module 7 Text Handling Utilities

Module 8 File System Security

Module 9 File System Management Utilities

Module 10 Communication Utilities

Module 11 Using the Shell

Module 12 Filename Generation

Module 13 Introduction to Shell Programming

Module 14 UNIX Processes

Module 15 Shell Programming Concepts

Module 16 Flow Control

Module 17 Special Variables

Module 18 More Flow Control

### **Implementing A Database On Microsoft SQL Server**

This course provides students with product knowledge and skills needed to implement a Microsoft SQL Server 2005/2008 database. The course focuses on teaching individuals how to use SQL Server 2005/2008 product features and tools related to implementing a database. Students will be able to advance their careers as database or network administrators.

### Target Audience

This course is intended for IT Professionals who want to become skilled on SQL Server 2005/2008 product features and technologies for implementing a database.

Prerequisites

To enroll in this program, students should have a basic knowledge of the Microsoft Windows operating system and its core functionality, working knowledge of Transact-SQL, working knowledge of relational databases, and some experience with database design.

Program Length

35 Clock Hours, 1 Week-Day, 2 Weeks-Evening

Tuition

\$2,695.00

Objectives

Upon completion of this program, students will be able to

- create databases and database files.
- create data types and tables.
- use XML-related features in Microsoft SQL Server 2005.
- plan, create, and optimize indexes.
- implement data integrity in Microsoft SQL Server 2005 databases by using constraints.
- implement data integrity in Microsoft SQL Server 2005 by using triggers.
- implement views.
- implement stored procedures.
- implement functions.
- implement managed code in the database.
- manage transactions and locks.
- use Service Broker to build a messaging-based solution.
- use Notification Services to generate and send notifications.

Program Outline

Module 1 Creating Databases and Database Files

Module 2 Creating Data Types and Database Files

Module 3 Using XML

Module 4 Creating and Tuning Indexes

Module 5 Implementing Data Integrity by Using Constraints

Module 6 Implementing Data Integrity by Using Triggers and XML Schemas

Module 7 Implementing Views

Module 8 Implementing Stored Procedures

Module 9 Implementing Functions

Module 10 Implementing Managed Code in the Database

Module 11 Managing Transactions and Locks

Module 12 Using Service Broker

Module 13 Using Notification Services

## **Implementing A Microsoft Windows Network Infrastructure**

This program teaches students how to implement an infrastructure and administer a directory service within a Windows 2008 environment.

### Target Audience

This program is intended for database and systems administrators, database designers, developers, and technical administrators.

### Prerequisites

Students should possess experience within a Windows server environment.

### Program Length

35 Clock Hours, 1 Week-Day, 2 Weeks- Evening

### Tuition

\$2,695.00

### Objectives

Upon completion of this program, students will be able to

- describe the architecture of the OSI reference model and the function of each layer.
- describe the four layers of the TCP/IP protocol suite.
- capture and view frames by using Network Monitor.
- assign IP addresses in a multiple subnet network.
- configure a client IP address.
- configure a client for name resolution.
- isolate common connectivity issues.

### Program Outline

Module 1 Reviewing the Suite of TCP/IP Protocols

Module 2 Assigning IP Addresses in a Multiple Subnet Network

Module 3 Configuring a Client IP Address

Module 4 Configuring a Client for Name Resolution

Module 5 Isolating Common Connectivity Issues

## **Implementing A Microsoft Windows Server Network Infrastructure-Network Host**

The program provides students with the skills and knowledge necessary to configure a Windows-based computer to operate in a Microsoft Windows Server 2008 networking infrastructure.

### Target Audience

This program is intended for those who possess an A+ and/or CompTIA certification and are interested in implementing a Microsoft Windows Server network infrastructure.

Prerequisites

Students should possess a CompTIA A+ and CompTIA Network+ certification.

Program Length

14 Clock Hours, 2 Days-Day, 1 Week-Evening

Tuition

\$2,695.00

Objectives

Upon completion of this program, students will be able to

- explain the suite of TCP/IP protocols.
- assign IP addresses in a multiple subnet network.
- configure a client IP address.
- configure a client for name resolution.
- isolate common connectivity issues.

Program Outline

Module 1 Reviewing the Suite of TCP/IP Protocols

Module 2 Assigning IP Addresses in a Multiple Subnet Network

Module 3 Configuring a Client IP Address

Module 4 Configuring a Client for Name Resolution

Module 5 Isolating Common Connectivity Issues

**Implementing And Administering Microsoft Windows Directory Services**

This program teaches students how to implement an infrastructure and administer a directory service within a Windows 2008 environment.

Target Audience

This program is intended for database administrators, support engineers, database designers, developers, and technical administrators.

Prerequisites

Students should possess experience within a Windows server environment.

Program Length

35 Clock Hours, 1 Week-Day, 2 Weeks- Evening

Tuition

\$2,695.00

## Objectives

Upon completion of this program, students will be able to

- implement group policy
- create user accounts and security groups
- restrict accounts, users, and groups.
- configure account based security.
- manage certificate authorities.
- manage a public key infrastructure.
- increase authentication security.
- implement IP security.
- secure remote access and VPN.
- configure clients for wireless security.
- secure public application servers.
- implement web service security
- detect intrusions and monitor events.
- maintain software.

## Program Outline

Module 1 Implementing Group Policy

Module 2 Creating User Accounts and Security Groups

Module 3 Restricting Accounts, Users, and Groups

Module 4 Configuring Account Based Security

Module 5 Managing Certificate Authorities

Module 6 Managing a Public Key Infrastructure

Module 7 Increasing Authentication Security

Module 8 Implementing IP Security

Module 9 Securing Remote Access and VPN

Module 10 Configuring Clients for Wireless Security

Module 11 Securing Public Application Servers

Module 12 Implementing Web Service Security

Module 13 Detecting Intrusions and Monitoring Events

Module 14 Maintaining Software

## **Implementing And Managing Microsoft Exchange**

This course provides students with the knowledge and skills that are needed to update and support a reliable, secure infrastructure.

## Target Audience

This program is intended for messaging support professionals who work in medium to large messaging environments (250 to 5,000 seats) with multiple physical locations, mixed-client connection protocols, and wireless and Internet messaging connectivity or those who are on the Microsoft Certified Systems Engineer for Microsoft Windows Server 2008 certification track.

### Prerequisites

Students should possess a working knowledge of Microsoft Windows Server 2003.

### Program Length

28 Clock Hours, 1 Week-Day, 2 Weeks-Evening

### Tuition

\$2,695.00

### Objectives

Upon completion of this program, students will be able to

- perform a clean installation of Exchange Server 2003 and verify.
- describe the process for upgrading to Exchange Server 2003 from Exchange 2000.
- manage interoperability between Exchange Server and Exchange 2000.
- secure Exchange Server 2003.
- manage recipients.
- manage protocols.
- manage client configuration and connectivity.
- manage routing.
- manage mobile devices with Exchange Server 2003.
- manage data storage and hardware resources.
- plan for disaster and disaster recovery.
- back up and restore Exchange.
- perform preventive maintenance.
- migrate users from Exchange Server 5.5 to a separate Exchange Server 2003 organization.

### Program Outline

Module 1 Introduction to Exchange Server 2003

Module 2 Installing Exchange Server 2003

Module 3 Securing Exchange Server 2003

Module 4 Managing Recipients

Module 5 Managing Active Directory Integration

Module 6 Managing Public Folders

Module 7 Implementing Outlook Web Access

Module 8 Implementing a Front End/Back End Server Topology

Module 9 Managing Client Connections to Exchange Server 2003

Module 10 Managing Message Routing

Module 11 Managing Data Storage and Hardware Resources

Module 12 Planning for and Recovering from Disasters

Module 13 Performing Preventive Maintenance

Module 14 Migrating Users from Exchange Server 5.5 to Exchange Server 2003

## **Implementing And Supporting Microsoft Windows XP Professional**

The purpose of this program is to address the implementation and desktop support needs of customers that are planning to deploy and support Microsoft Windows XP Professional in a variety of stand-alone and network operating system environments

### Target Audience

The target audience consists of IT support professionals who are new to the Windows XP Professional product, provide helpdesk support for Windows XP Professional desktops, provide support for the Microsoft Windows NT version 4.0 or Windows 2003 Server family of products, or support for a Microsoft Windows XP solution environment.

### Prerequisites

Students should possess an A+ Certification and/or CompTIA Network+ Certification

### Program Length

35 Clock Hours, 1 Week-Day, 2 Weeks-Evening

### Tuition

\$2,695.00

### Objectives

Upon completion of this program, students will be able to

- plan and install Windows XP Professional.
- automate an installation of Windows XP Professional.
- configure and manage hardware on a computer running Windows XP Professional.
- manage disks.
- configure and manage file systems.
- troubleshoot the boot process and other system issues.
- configure and support Transmission Control Protocol/Internet Protocol (TCP/IP).
- configure the desktop environment and use profiles to control desktop customization.
- configure security, privacy, and connection settings for Internet Explorer.
- configure Windows XP Professional to operate Microsoft networks.
- support remote users.
- configure Windows XP Professional for mobile computing.
- monitor resources and performance.

### Program Outline

Module 1 Installing Microsoft Windows XP Professional

Module 2 Automating an Installation of Microsoft Windows XP Professional

Module 3 Configuring Hardware on a Computer Running Microsoft Windows XP Professional

Module 4 Managing Disks

Module 5 Configuring and Managing File Systems

Module 6 Troubleshooting the Boot Process and Other Systems  
Module 7 Configuring TCP/IP  
Module 8 Configuring the Desktop Environment  
Module 9 Configuring Internet Explorer  
Module 10 Configuring Microsoft Windows XP Professional to Operate in Microsoft Networks  
Module 11 Supporting Remote Users  
Module 12 Configuring Microsoft Windows XP for Mobile Computing  
Module 13 Monitoring Resources and Performance

## **Implementing Microsoft Windows Professional And Server**

### Target Audience

This course is intended for IT professionals who intend to build skill implementing Microsoft Windows Professional and Server.

### Prerequisites

Students should possess an A+ Certification and/or CompTIA Network+ Certification

### Program Length

35 Clock Hours, 1 Week-Day, 2 Weeks-Evening

### Tuition

\$2,695.00

### Program Outlines

Upon completion of this program, students will be able to

- develop a deployment strategy.
- determine factors that affect the implementation of virtualization.
- select a strategy for deployment automation.
- implement the selected automation strategy.
- plan for the implementation and use of Windows Server 2008 and Windows Server 2008 R2 remote management tools,
- plan and implement decentralized systems administration.
- provision an IPv4 addressing scheme.
- provision an IPv6 addressing scheme.
- plan the transition to IPv6.
- plan and implement DNS name resolution services.
- deploy domain controllers in multi-site organization.
- plan administrative and management structures for AD DS.
- plan a maintenance strategy for AD DS.
- plan a backup and restore strategy for AD DS.
- plan and provision Active Directory Domain Services.
- plan group policy strategy

- plan and provision application servers.
- plan file and print services.
- plan network access.
- provision data and storage.
- plan updates deployments.
- plan high availability.
- plan performance and monitor events.
- plan for backups and disaster recovery.

## **Implementing, Managing, And Maintaining A Microsoft Windows Server Network**

This course provides students with the knowledge and skills to design a secure network infrastructure. Topics include assembling the design team, modeling threats, and analyzing security risks. Students will be able to advance their careers and pursue positions as system engineers and security specialist.

### Target Audience

This course is intended for IT systems engineers and security specialists who are responsible for establishing security policies and procedures for an organization.

### Prerequisites

Students should have one to three years of experience designing related business solutions.

### Program Length

35 Clock Hours, 1-Week, Day, 2 Weeks- Evening

### Tuition

\$2,695.00

### Objectives

Upon completion of this program, students will be able to

- plan a framework for network security.
- identify threats to network security.
- analyze security risks.
- design security for physical resources.
- design security for computers.
- design security for accounts and services.
- design security for authentication.
- design security for data.
- design security for data transmission.
- design security for network perimeters.
- design an incident response procedure.

### Program Outline

Module 1 Introduction to Designing Security

Module 2 Creating a Plan for Network Security

Module 3 Identifying Threats to Network Security

Module 4 Identifying Threats to Network Security

Module 5 Designing Physical Security for Network Resources

Module 6 Designing Security for Network Hosts

Module 7 Designing Security for Accounts and Services

Module 8 Designing Security for Authentication

Module 9 Designing Security for Data

### **INET+ Professional**

The CompTIA iNET+ Certification Training Course is the basis of any Internet related profession. Blue Star Learning's iNet+ certification course will help you master Internet basics, security, development, and networking.

### Target Audience

This program is intended for those wishing to acquire the fundamental skills required to embark on careers as e-business IT professionals and those preparing for the CompTIA certification exam IK0-002: i-Net+.

### Prerequisites

Students must possess a basic knowledge of computer hardware and software as well as knowledge of advanced Internet concepts

### Program Length

40 Clock Hours, 1 Week-Day, 2 Weeks-Evening

### Tuition

\$2,695.00

### Objectives

Upon completion of this program, students will be able to

- identify the characteristics of the main network-design models and architectures.
- identify the transmission media and technologies that support LANs and WANs.
- match network devices to their function.
- distinguish between different network topologies.
- recognize the features of the main network operating systems.
- distinguish between different network devices, topologies, and operating systems.
- distinguish between the OSI reference model and the TCP/IP stack.
- distinguish between IP address classes and perform simple subnet calculations.

- distinguish between the OSI model and TCP/IP stack and recognize IP address components.
- identify common uses of the Internet and recognize how Internet standards are established.
- establish a dial-up connection to the Internet using a connection wizard.
- navigate web pages using a web browser.
- configure an Internet connection and browse web pages.
- identify the functions and features of search engines.
- recognize how to configure client-side and proxy caching on Internet applications.
- perform a search and configure proxy server settings on a web browser.
- identify the main functions of an operating system and distinguish between client and network operating systems.
- recognize the PC components required for network connectivity.
- identify the characteristics and functionality of operating systems and PC components.
- configure TCP/IP and name resolution on an Internet client.
- recognize how to configure settings on a web browser.
- recognize how to use an e-mail client to send and receive e-mails.
- recognize how to use FTP and Telnet clients.
- configure Internet client applications.
- identify issues that can affect the performance of Internet clients and local area network (LAN) servers.
- identify security threats to Internet clients and the methods used to mitigate them.
- recognize the best practices for ensuring client security.
- identify the functions and features of web and e-mail servers.
- identify the characteristics of FTP, TFTP, and Telnet.
- distinguish between different types of Internet servers.
- identify the features and functions of application server providers (ASPs).
- select the most appropriate server in a given scenario.
- recognize the function of host files and domain name system (DNS) servers.
- identify the characteristics of connection and remote access protocols.
- identify protocols used to manage network devices remotely.
- distinguish between different remote access and administrative protocols.
- recognize the HTML standards and identify common HTML editors.
- identify the structure and basic elements of an HTML document.
- create a basic web page.
- recognize how to use hyperlinks, tables, and forms in web pages.
- recognize how to use image maps and style sheets in web pages.
- use advanced HTML elements to enhance a web page.
- distinguish between client-side and server-side scripting and list common scripting and programming languages.
- identify some of the advanced markup languages used in web development.
- recognize the function of databases in Internetworking.
- distinguish between different scripting languages and database technologies.
- recognize how to plan the front-end and back-end elements of a web site.
- identify factors that contribute to effective web design.
- recognize how to perform a site functionality test.

- devise a site development plan and a testing methodology.
- define active content and recognize the function of Java applets and ActiveX controls.
- recognize the function of browser plugins and viewers.
- distinguish between different multimedia file formats.
- select the appropriate multimedia file format for a given scenario.
- identify common security risks for Internet-connected computers.
- recognize how unauthorized access and virus infections can compromise network data.
- recognize how denial-of-service (DoS) attacks operate.
- distinguish between the different threats to wireless network security.
- distinguish between different types of security threats.
- identify the components used to enforce network security.
  - identify techniques used to detect network intruders.
- identify the characteristics of common access control methods.
- distinguish between different network-security components and techniques.
- identify the characteristics and components of firewalls and proxy servers.
- distinguish between different encryption and decryption techniques.
- configure an antivirus application.
- recognize the components and techniques for protecting network data.
- identify issues that affect Internet site functionality.
- recognize how to identify and solve site-related problems.
- use the appropriate network diagnostic tool in a given scenario.
- identify and resolve Internet-related problems.
- distinguish between the different e-commerce models.
- identify the infrastructure and standards that facilitate Internet transactions.
- identify the functions and features of electronic payment systems.
- identify the most appropriate e-commerce solution for a given scenario.
- identify the characteristics of common e-marketing methods.
- identify the legal and regulatory concerns for organizations conducting business online.
- identify future trends in e-business.
- identify key marketing and regulatory considerations associated with launching an e-business initiative.

### Program Outline

Module 1 Networking Fundamentals

Module 2 Internet Fundamentals

Module 3 Internet Client Infrastructure and Applications

Module 4 Internet Servers and Services

Module 5 Web Development Fundamentals

Module 6 Internet Site Development

Module 7 Networking Security Fundamentals

Module 8 Securing and Troubleshooting Networks

Module 9 Business Concepts and the Internet

## **IT Fundamentals**

This program provides an introduction to Active Directory server roles in a Windows Server 2008 environment. Students will be able to pursue entry level careers as computer network support specialists.

### Target Audience

The target audience is those who are new to Active Directory and want to become familiar with Active Directory concepts.

### Prerequisites

Students must possess a basic understanding of networking, networking operating systems, and server hardware.

### Program Length

52 Clock Hours, 1.5 Weeks-Day, 3 Weeks-Evening

### Tuition

\$2,695.00

### Objectives

Upon completion of this program, students will be able to

- explain how Active Directory server roles are used.
- configure organizational units and users.
- configure group accounts.
- manage access to shared resources.

### Program Outline

Module 1 Exploring Windows Server 2008 Active Directory Roles

Module 2: Introduction to Active Directory Domain Services

Module 3 Introduction to Active Directory Lightweight Directory Services

Module 4 Introduction to Active Directory Certificate Services

Module 5 Introduction to Active Directory Rights Management Services

Module 6 Introduction to Active Directory Federation Services

Module 7 Creating AD Domain Services User and Computer Objects

Module 8 Creating Active Directory Domain Services Groups and Organizational Units

Module 9 Managing Access to Resources

## **Linux For Technology Professionals**

This program prepares technology professionals work with the advanced Linux features.

### Target Audience

Information technology professionals with some experience with Linux.

### Prerequisites

Student should have some experience with network administration using Linux.

### Program Length

21 Clock Hours, 3 Days-Day, 1 Week-Evening

### Tuition

\$1,695.00

### Objectives

Upon completion of this program, students will be able to

- manage packages.
- configure and troubleshoot network settings.
- manage partitioning, file systems, and swap space.
- manage physical volumes.
- Provide password aging for accounts.
- use ACLs and SGID directories for collaborative directories
- configure a LDAP and Kerberos client
- configure autofs to support an authentication client
- install a system and manage kickstart and firstboot.
- use virtualization tools to manage virtual machines.
- configure run levels and sysctl.
- reset the root password.
- troubleshoot and manage SELinux.
- manage the firewall.
- configure an NTP server and provide that service to clients.
- create disk, I/O, and memory usage reports.
- configure remote logging.
- manage a web server with virtual hosts, CGI scripts, and user-based file/directory access control.
- accept inbound connections
- configure a caching nameserver and DNS forwarder.
- manage and secure the NFS service using NFSv3 and NFSv4.
- configure the CIFS to provide home directories, file sharing, and printer service.
- use a client to access the CIFS shares.
- provide anonymous only download service

- provide drop box upload service
- configure and manage local and remote printers.
- configure and implement SSH keys.
- configure remote desktops and securely connect to them.

### Program Outline

Module 1 Software Management

Module 2 Network Management

Module 3 Storage Management

Module 4 Logical Volume Management (LVM)

Module 5 Account Management

Module 6 Authentication Management

Module 7 Installation, Kickstart, and Virtualization

Module 8 Boot Management

Module 9 Security Enhanced (SELinux) Management

Module 10 Firewall Management

Module 11 Network Time Protocol (NTP) Service

Module 12 System Logging Service

Module 13 Web Service

Module 14 SMTP Service

Module 15 Caching only Service

Module 16 File Sharing with NFS

Module 17 C File Sharing with CIFS

Module 18 File Transfer Protocol (FTP) Service

Module 19 Common UNIX Printing System (CUPS) Service

Module 20 Secure Shell (SSH) Service

Module 21 Virtual Network Computing (VNC) Service

### **Linux Fundamentals**

This program serves as an introduction to fundamental end-user and administrative tools in Red Hat Enterprise Linux. Students will be able to advance their IT careers as network administrators.

### Target Audience

This program is intended for IT professional who desire to build user-level skills before learning Linux System and Network Administration.

### Prerequisites

Students must possess a basic understanding of networking and systems operation.

### Program Length

28 Clock Hours, 4 Days-Day, 1.5 Weeks-Evening

Tuition

\$2,695.00

Objectives

Upon completion of this program, students will be able to

- execute Linux usage basics including commands and file systems.
- read and set permissions on files and directories.
- work with basic shells, I/O and Pipes, text processing tools, and advanced editor.
- navigate system configuration tools.
- investigate and manage processes.

Program Outline

Module 1 Linux Ideas and History

Module 2 Linux Usage Basics

Module 3 Running Commands and Getting Help

Module 4 Browsing the File System

Module 5 Users, Groups, and Permissions

Module 6 Using the Bash Shell

Module 7 Standard I/O and Pipes

Module 8 Text Processing Tools

Module 9 Vim: An Advanced Text Editor

Module 10 Basic System Configuration Tools

Module 11 Investigating and Managing Processes

Module 12 Configuring the Bash Shell

Module 13 Finding and Processing Files

Module 14 Network Clients

Module 15 Advanced Topics in Users, Groups, and Permissions

Module 16 The Linux File System

Module 17 Essential System Administration Tools

Module 18 Suggestions for Further Study

**Linux System Administration**

This program will equip students with in-depth knowledge needed to configure common Red Hat Enterprise Linux network services and Security Administration. There will be a special emphasis for network and local security tasks in this course. This program prepares IT professionals to pursue positions as network administrators, in a Linux environment, focusing on networking services and security.

Target Audience

This program is intended for Linux or UNIX system administrators who already have some real world experience with Red hat Enterprise Linux systems administration and desire a program in networking services and security.

Prerequisites

This program is intended for IT professional with experience in Red Hat Enterprise Linux system administration.

Program Length

28 Clock Hours, 1 Week-Days, 1.5 Weeks-Evening

Tuition

\$.2695.00

Objectives

Upon completion of this program, students will be able to

- execute system performance and security.
- navigate system access controls.
- organize networked systems.
- execute network file sharing services.
- execute Web services.
- execute electronic mail services.
- secure data.
- manage accounts.

Program Outline

Module 1 System Performance and Security

Module 2 System Service Access Controls

Module 3 Network Resources Access Controls

Module 4 Organizing Networked Systems

Module 5 Network File Sharing Services

Module 6 Web Services

Module 7 Electronic Mail Services

Module 8 Securing Data

Module 9 Account Management

**Maintaining A Microsoft Windows Server Environment**

This program provides students with the knowledge and skills needed to effectively maintain server resources, monitor server performance, and safeguard data on a computer running one of the operating systems in the Microsoft Windows Server 2008 family. This program prepares IT professionals for advancement as database and systems administrators and network architects in a Windows Server milieu.

Target Audience

This program is intended for database administrators, support engineers, database designers, or technical administrators.

Prerequisites

Students must possess experience working within a Windows Server environment.

Program Length

21 Clock Hours, 3 Days-Day, 1 Week-Evening

Tuition

\$2,695.00

Objectives

Upon completion of this program, students will be able to

- administer accounts and resources.
- manage user and computer accounts.
- manage groups.
- manage access to resources.
- manage access to objects in organizational units.
- implement group policies.
- deploy group policies.
- implement administrative templates and audit policies.
- administer and monitor a server.
- manage data security.

Program Outline

Module 1 Preparing to Administer a Server

Module 2 Preparing to Monitor Server Performance

Module 3 Monitoring Server Performance

Module 4 Maintaining Device Drivers

Module 5 Managing Disks

**Managing A Microsoft Windows Network Environment**

This program provides students with the knowledge and skills to manage accounts and resources in a Microsoft Windows Server 2008 environment. It professionals currently employed as system administrators or system engineers can enhance their skills, gaining proficiency in a Microsoft Windows Server 2008 environment.

Target Audience

This program is intended for system administrators or system engineers responsible for managing accounts and resources.

Prerequisites

Students must possess experience in a Windows Server environment.

### Program Length

35 Clock Hours, 1 Week-Day, 2 Weeks-Evening

### Tuition

\$2,695.00

### Objectives

Upon completion of this program, students will be able to

- describe the methods for administering a Windows 2008 network
- manage shared network resources.
- delegate administrative control.
- manage DNS.
- examine active directory replication.
- implement group policies.
- use group policies to manage the desktop environment.
- manage network security.
- manage web services.
- manage remote access
- implement and manage DHCP
- implement name resolution.
- troubleshoot client computer start-up and user logon problems.

### Program Outline

Module 1 Introduction to Administering Accounts and Resources

Module 2 Managing User and Computer Accounts

Module 3 Managing Groups

Module 4 Managing Access to Resources

Module 5 Implementing Printing

Module 6 Managing Data Storage

Module 7 Managing Disaster Recovery

Module 8 Software Maintenance Using Windows Server Update Services

Module 9 Securing Windows Server 2003

### **Mastering Microsoft Access Programming**

In this program, students will apply the Visual Basic for Applications (VBA) programming language to simplify many of the tasks that you can perform using various tools and functions in Access 2010.

### Target Audience

This program is intended Advanced Microsoft Access users and Access Database Administrators who need to automate Access processes and streamline data manipulation tasks using Visual Basic for Applications (VBA).

Prerequisites

Students should have experience with database administration.

Program Length

21 Clock Hours, 3 Days-Day, 1 Week-Evening

Tuition

\$995.00

Objectives

Upon completion of this program, students will be able to

- create, edit, and debug an automation procedure.
- format worksheets using macros.
- create an interactive worksheet.
- work with multiple worksheets.
- perform calculations.

Program Outline

Module 1 VBA Introduction

Module 2 Programming Access Databases

Module 3 Creating and Executing Macros

Module 4 Visual Basic Editor

Module 5 User Interface Boxes

Module 6 Variables and Scope

Module 7 Procedural Program Flow Control

Module 8 Procedure Testing and Debugging

**Managing A Microsoft Windows Server Environment**

This program is intended provide the knowledge and skills required to manage accounts and resources, maintain server resources, and safeguard data in a Microsoft Windows Server 2008 environment. IT professionals will be able to further their careers as system administrators or system engineers.

Target Audience

This program is intended for IT professionals that want to enhance their knowledge as system administrators or system engineers.

Prerequisites

Students must have some experience as a system administrator or system engineer.

Program Length

35 Clock Hours, 1 Week-Day, 2 Weeks,-Evening

Tuition

\$2,695.00

Objectives

Upon completion of this program, students will be able to

- create and populate organizational units with user and computer accounts.
- manage user and computer accounts.
- create and manage groups.
- manage access to resources.
- implement printing.
- manage printing.
- manage access to objects in organizational units.
- implement Group Policy.
- manage the user and computer environment by using Group Policy.
- Audit accounts and resources.
- prepare to administer server resources.
- configure a server to monitor system performance.
- monitor system performance.
- manage device drivers by configuring device driver
- signing and restoring a device driver.
- manage hard disks.
- manage data storage.
- manage disaster recovery.
- maintain software by using Microsoft software update services.

Program Outline

Module 1 Introduction to Administering Accounts and Resources

Module 2 Managing User and Computer Accounts

Module 3 Managing Groups

Module 4 Managing Access to Resources

Module 5 Managing Access to Objects in Organizational Units

Module 6 Implementing Group Policy

Module 7 Managing the User Environment by Using Group Policy

Module 8 Implementing Administrative Templates and Audit Policy

Module 9 Preparing to Administrator Server

Module 11 Managing Data Storage

Module 12 Managing Disaster Recovery

Module 13 Software Maintenance Using Windows Server Update Services

Module 14 Securing Windows Server 2008

Module 15 Self Study-Implementing Printing

Module 16 Self Study Managing Printing

Module 17 Self Study Monitoring Server Performance

Module 18 Self Study Maintaining Device Drivers

## **Mastering VBScript**

Students learn the fundamentals of Visual Basic programming, including syntax, event-driven programming, compiling applications with the native code compiler, working with controls, handling run-time errors, manipulating form, and control properties.

### Target Audience

This program is intended for Web Page designers seeking to perform client-side input validation and browser-based processing within Internet Explorer.

### Prerequisites

Students should have experience with HTML.

### Program Length

14 Clock Hours, 2 Days

### Tuition

\$995.00

### Objectives

Upon completion of this program, students will be able to

- explain the fundamental language elements of VB Script.
- execute event driven Web Page interaction.
- carry out client-side data input validation on Web Pages.
- dynamically generate Web Page content.

### Program Outline

Module 1 VBScript and the Web

Module 2 VBScript Basics

Module 3 Variables, Variants, and Subtypes

Module 4 VBScript Operators

Module 5 Operator Procedure

Module 6 Function Procedures, Program Control and Structure

Module 7 Strings and Numbers

Module 8 Input Box and Message Box

Module 9 Dates and Times

## **Microsoft Excel Macros**

In this program, students will learn to the Visual Basic for Applications (VBA) programming language to simplify many of the tasks that are performed using various tools and functions in Excel 2007.

Target Audience

This program is intended for advanced Microsoft Excel professional who want to automate tasks using Visual Basic for Applications (VBA).

Prerequisites

Students must possess advanced skills using Microsoft Excel.

Program Length

7 Clock Hours, 1 Day

Tuition

\$495.00

Program Outline

Module 1 VBA Introduction  
Module 2 Programming Excel  
Module 3 Creating and Running Macros  
Module 4 Visual Basic Editor  
Module 5 User Interface Boxes  
Module 6 Variables and Arrays  
Module 7 Program Flow Control  
Module 8 Testing and Debugging

**Microsoft Exchange Server System Administration**

In this course, students learn how to configure and manage an Exchange Servers 2010 messaging environment. Students will also learn guidelines, best practices, and considerations that will help optimize the Exchange Server deployment.

Target Audience

This program is intended for IT professionals who want to build skills in Microsoft Exchange server system administration.

Prerequisites

Students must possess at least three (3) years of experience in network and/or system administration.

Program Length

28 Clock Hours, 1 Week-Day, 2 Weeks-Evening

Tuition

\$2,695.00

## Objectives

Upon completion of this program, students will be able to

- install Exchange Server 2010.
- configure mailbox servers.
- manage recipient objects.
- configure client access servers for Outlook anywhere access.
- configure client access servers for Outlook Web App and Exchange ActiveSync.
- manage message transport.
- configure edge transport servers and Forefront Protection 2010.
- implement anti-spam solution.
- implement high availability.
- implement backup and recovery.
- configure transport rules, journal rules, and multi-mailbox search.
- configure messaging records management and personal archives.
- secure Exchange Server 2010.
- maintain Exchange Server 2010.
- upgrade from Exchange Server 2003 to Exchange Server 2010.
- upgrade from Exchange Server 2007 to Exchange Server 2010.
- implement unified messaging.

## Program Outline

Module 1 Deploying Microsoft Exchange Server 2010

Module 2 Configuring Mailbox Servers

Module 3 Managing Recipient Objects

Module 4 Managing Client Access

Module 5 Managing Message Transport

Module 6 Implementing Messaging Security

Module 7 Implementing High Availability

Module 8 Implementing Backup and Recovery

Module 9 Configuring Messaging Policy and Compliance

Module 10 Securing Microsoft Exchange Server 2010

Module 11 Maintaining Microsoft Exchange Server 2010

Module 12 Upgrading from Exchange Server 2003 or Exchange Server 2007  
To Exchange Server 2010

Module 13 Implementing Unified Messaging

Module 14 Advanced Topics in Exchange Server 2010

## **Network+ Professional**

This program is design to provide network technicians and support staff with the foundation-level skills they need to install, operate, manage, maintain, and troubleshoot a corporate network. This program will help prepare students for the CompTIA Network+ 2009 certification exam.

### Target Audience

This program is intended for network technicians, desktop support technician, PC Support technicians, field technicians, and call center technicians.

### Prerequisites

Students must possess, at a minimum, the A+ Certification as well as 9 to 12 months of work experience as an IT professional.

### Program Length

52 Clock Hours, 1 Week-Day, 2 Weeks-Evening

### Tuition

\$2,695.00

### Objectives

Upon completion of this program, students will be able to

- identify the basic components of network theory.
- identify the major network communications methods.
- identify network data delivery methods.
- list and describe network media and hardware components.
- identify the major types of network implementations.
- identify the components of a TCP/IP network implementation.
- identify the major services deployed on TCP/IP networks.
- identify characteristics of a variety of network protocols.
- identify the components of a LAN implementation.
- identify the components of a WAN implementation.
- identify major issues and technologies in network security.
- identify the components of a remote network implementation.
- identify major issues and technologies in disaster recovery.
- identify major data storage technologies and implementations.
- identify the primary network operating systems.
- identify major issues, models, tools, and techniques in network troubleshooting.

### Program Outline

Module 1 Network Basics

Module 2 Wired Computer to Computer Connections

Module 3 Network to Network Connections

Module 4 Wired Internet-working Devices

Module 5 Wired Communication Standards

Module 6 Wireless Networking

Module 7 Security Threats and Mitigation

Module 8 Security Practices  
Module 9 Network Access Control  
Module 10 Monitoring  
Module 11 Troubleshooting

## **Oracle Database Administration**

This program is designed to provide a foundation in basic Oracle database administration. Students gain a conceptual understanding of the Oracle database architecture and how its components work and interact with one another. Students learn how to create an operational database and properly manage the various structures in an effective and efficient manner including performance monitoring, database security, user management, and backup/recovery techniques. The program is designed to provide career enhancement for current IT professionals who want to pursue careers as Oracle database administrators.

### Target Audience

This program is intended for database administrators, support engineers, database designers and developers, or technical administrators.

### Prerequisites

Students must possess some experience with database administration.

### Program Length

35 Clock Hours, 1 Week-Day, 2 Weeks-Evening

### Tuition

\$2,695.00

### Objectives

Upon completion of this program, students will be able to

- manage users.
- manage storage structures.
- execute backup and recovery.
- install and configure an Oracle database.

### Program Outline

Module 1 Database Architecture  
Module 2 Database Environment  
Module 3 Creating an Oracle Database  
Module 4 Managing the Oracle Instance  
Module 5 Oracle Network Environment  
Module 6 Database Storage Structure  
Module 7 Administering User Security

Module 8 Managing Schema Objects  
Module 9 Data and Concurrency  
Module 10 Managing Undo Data  
Module 11 Oracle Database Security  
Module 12 Database Maintenance  
Module 13 Performance Management  
Module 14 Backup Recovery  
Module 15 Performing Database Backups  
Module 16 Performing Database Recovery  
Module 17 Moving Data  
Module 18 Enhancing Database Capabilities

### **Oracle PL-SQL Programming**

In this program, students gain the practical knowledge to write PL/SQL programs. They will learn to build stored procedures, design and execute modular applications, and increase the efficiency of data movement.

#### Target Audience

This program is intended for programmers and others working with PL/SQL.

#### Prerequisites

Students should have a working knowledge of SQL and PL/SQL at the level of Course 926, Oracle Database 11g Comprehensive Introduction, or Course 925, SQL Programming Language Introduction.

#### Program Length

21 Clock Hours, 3 Days

#### Tuition

\$2,695.00

#### Objectives

Upon completion of this program, students will be able to

- develop efficient PL/SQL programs to access Oracle databases.
- create stored procedures and functions.
- design modular applications using packages.
- manage data retrieval for front-end applications.
- bulk bind collections to increase the speed of data movement operations.
- invoke native dynamic SQL to develop high-level abstract code.

### Program Outline

Module 1 Introduction and Overview

Module 2 Data Manipulation Techniques

Module 3 Development Well Structured and Error Free Code

Module 4 Achieving Maximum Reusability

Module 5 Exploiting Complex Datatypes

Module 6 Invoking Native Dynamic SQL

Module 7 Package Tips and Techniques

### **Planning And Maintaining A Microsoft Windows Server Network Infrastructure**

This program will provide students with the knowledge and skills necessary to plan and maintain a Windows Server 2008 network infrastructure. The program is intended for network professionals that want to pursue positions and network and computer system administrators, network specialists, or database specialists in a Windows Server 2008 environment.

### Target Audience

This program is intended for database administrators, support engineers, technical administrators, or developers.

### Prerequisites

Students must possess, at a minimum, some experience with network administration.

### Program Length

35 Clock Hours, 1 Week-Day, 2 Weeks-Evening

### Tuition

\$2,695.00

### Objectives

Upon completion of this program, students will be able to

- execute planning tools and documentation.
- optimize a TCP/IP physical and logical network.
- plan and troubleshoot routing.
- plan a DHCP strategy.
- optimize and troubleshoot DHCP.
- plan a DNS strategy.
- optimize and troubleshoot DNS.

### Program Outline

Module 1 Introducing Windows Server Network  
Module 2 Infrastructure Planning, Tools and Documentation  
Module 3 Planning and Optimizing a TCP/IP Physical and Logical Network  
Module 4 Planning and Troubleshooting Routing  
Module 5 Planning a DHCP Strategy  
Module 6 Optimizing and Troubleshooting DHCP  
Module 7 Planning a DNS Strategy  
Module 8 Operating and Troubleshooting DNS

### **Planning, Implementing, Maintaining A Windows Server Active Directory Infrastructure**

This program will provide students with the knowledge and skills necessary to plan implement, and maintain a Windows Server 2008 active directory infrastructure. The program is intended for network professionals that want to pursue positions and network and computer system administrators, network specialists, or database specialists in a Windows Server 2008 environment.

### Target Audience

This program is intended for database administrators, support engineers, technical administrators, or developers.

### Prerequisites

Students must possess, at a minimum, some experience with network administration.

### Program Length

35 Clock Hours, 1 Week-Day, 2 Weeks-Evening

### Tuition

\$2,695.00

### Objectives

Upon completion of this program, students will be able to

- implement an active directory forest and domain structure.
- implement an organizational unit structure.
- implement user, group, and computer accounts.
- implement group policy.
- deploy and manage software by using group policy.
- implement sites to manage active directory replication.
- implement the placement of domain controllers.
- manage operations masters.
- maintain active directory availability.
- plan and implement an active directory infrastructure.

### Program Outline

Module 1 Introduction to Active Directory Infrastructure  
Module 2 Implementing an Active Directory Forest and Domain Structure  
Module 3 Implementing an Organizational Unit Structure  
Module 4 Implementing User, Groups, and Computer Accounts  
Module 5 Implementing Group Policy  
Module 6 Deploying and Managing Software by Using Group Policy  
Module 7 Implementing Sites to Manage Active Directory Replication  
Module 8 Implementing the Placement of Domain Controllers  
Module 9 Managing Operations Masters  
Module 10 Maintaining Active Directory Availability  
Module 11 Planning and Implementing an Active Directory Infrastructure

### **Programming A Microsoft SQL Server Database**

In this course, students learn how to program a database by using Microsoft SQL Server 2000.

### Target Audience

This course is designed for those who are responsible for implementing database objects and programming SQL Server databases by using Transact-SQL.

### Prerequisites

Students must have experience the Microsoft Windows Server 2003 operating system.

### Program Length

35 Clock Hours, 1 Week-Day, 2 Weeks-Evening

### Tuition

\$2,695.00

### Objectives

Upon completion of this program, students will be able to

- explain Transact-SQL.
- create and manage databases.
- create data types and tables.
- implement data integrity.
- plan indexes.
- implement view.
- implement stored procedures.
- implement user-defined functions.
- implement triggers.

- program across multiple servers.
- optimize query performance.
- manage transactions and Clocks.

### Program Outline

Module 1 Overview of Programming SQL Server  
Module 2 Creating and Managing Databases  
Module 3 Creating Data Types and Tables  
Module 4 Implementing Data Integrity  
Module 5 Planning Indexes  
Module 6 Creating and Maintaining Indexes  
Module 7 Implementing Views  
Module 8 Implementing Stored Procedures  
Module 9 Implementing User-Defined Functions  
Module 10 Implementing Triggers  
Module 11 Programming Across Multiple Servers  
Module 12 Optimizing Query Performance  
Module 13 Performing Advance Query Analysis  
Module 14 Managing Transactions and Locks

### **Programming Microsoft Access**

Students learn some of the more specialized and advanced capabilities of Microsoft Access by structuring existing data, writing advanced queries, working with macros, enhancing forms and reports, and maintaining a database. Students also learn to share data with other applications, automate business processes by using VBA code, and secure and share databases.

### Target Audience

This Access course is designed for students who have a thorough understanding of the basic and advanced user features of the Microsoft Office Access 2007 application and are interested in learning introductory level administrator skill sets. The course is also for the student who may be working in a web-based environment and may need to adapt Access applications to the environment.

### Prerequisites

Students should possess a working knowing of Access.

### Program Length

21 Clock Hours, 3 Days-Day, 1 Week-Evening

### Tuition

\$995.00

### Program Outline

Module 1 Structuring Existing Data  
Module 2 Writing Advanced Queries  
Module 3 Simplifying Tasks with Macros  
Module 4 Making Effective Use of Forms  
Module 5 Making Reports More Effective  
Module 6 Maintaining an Access Database  
Module 7 Integrating Access into your Business  
Module 8 Automating a Business Process with VBA  
Module 9 Managing Switchboards  
Module 10 Distributing and Securing Databases  
Module 11 Sharing Databases Using a SharePoint Site

### **Querying Microsoft SQL Server With Transact-SQL**

This program provides students with the technical skills required to write basic Transact-SQL queries for Microsoft SQL Server 2012. This course is the foundation for all SQL Server-related disciplines; namely, Database Administration, Database Development and Business Intelligence

### Target Audience

This program is intended for Database Administrators, Database Developers, and Business Intelligence professionals.

### Prerequisites

Students should have a working knowledge of database administration and/or development.

### Program Length

14 Clock Hours, 2 Days

### Tuition

\$2,695.00

### Objectives

Upon completion of this program, students will be able to

- write select queries.
- query multiple tables.
- use built-in functions.
- use sub queries.
- execute stored procedures.
- use set operators.
- implement error handling.
- implement transactions.
- use table expressions.

- sort and filter data.
- use window ranking, offset and aggregate functions.
- query SQL server metadata.
- program with T-SQL.

### Program Outline

Module 1 Writing Select Queries and Multiple Tables

Module 2 Using Built-in Functions

Module 3 Using Sub queries

Module 4 Stored Procedures

Module 5 Set Operators

Module 6 Handling Errors

Module 7 Implementing Transactions

Module 8 Table Expression

Module 9 Sorting and Filtering Data

Module 10 Windows Ranking, Offset and Aggregate Function

Module 11 SQL Server Metadata

Module 12 Programming with T-SQL

### **Relational Database Design**

Students will learn the necessity of proper design methods and gain an in depth understanding of the link between design, creation, and utilization. The impact of alternative designs on maintainability and database performance is emphasized.

### Target Audience

This program is intended for Database Administrators and Database Developers.

### Prerequisites

Students should possess general computer knowledge. Familiarity with relational database concepts is helpful but not required.

### Program Length

7 Clock Hours, 1 Day

### Tuition

\$495.00

### Objectives

Upon completion of this program, students will be able to

- build a logical data model.
- execute entity relationship diagrams.
- work with data normalization forms.

- work with SQL statement syntax.
- manipulate query results.
- design for performance.
- index tables.

### Program Outline

Module 1 Developing Relational Databases

Module 2 Building Logical Data Models

Module 3 Transforming to Physical Design

Module 4 Designing for Performance

Module 5 Populating the Database

Module 6 Constructing the Database

Module 7 Basic SQL Queries

Module 8 Manipulating and Summarizing Results

Module 9 Advanced Query Techniques

### **SQL Using Dbase**

This program teaches students how to install, configure, administer, and troubleshoot the client-server database management system of Microsoft SQL.

### Target Audience

The program is designed for experienced network and database administrators.

### Prerequisite

Student should have some experience with network administration within a Microsoft environment.

### Program Length

21 Clock Hours, 3 Days-Day, 1 Week Evening

### Tuition

\$2,695.00

### Objectives

Upon completion of this program, students will be able to

- explain SQL server architecture.
- plan and install and SQL server instance.
- manage files and databases.
- choose and configure a login security method
- perform and automate administrative tasks
- backup and restore data.

- monitor and optimize SQL server performance
- maintain high availability.
- replicate data form one SQL server to another.

### Program Outline

Module 1 SQL Server Overview

Module 2 Planning to Install SQL Server

Module 3 Managing Database Files

Module 4 Managing Security

Module 5 Performing Administrative Tasks

Module 6 Backing-up Databases

Module 7 Restoring Data

Module 8 Monitoring SQL Server for Performance

Module 9 Transferring Data

Module 10 Maintaining High Availability

Module 11 Introducing Replication

### **System Administration For Microsoft SQL Server**

Student will be equipped with the knowledge and experience required to administer SQL Server 2008. The course focuses on performing common administrative tasks, understanding how SQL Server works under the covers, and optimizing SQL Server performance as well as assuring high data availability. Students will learn how to install, configure, manage, secure, automate, monitor, and optimize SQL Server 2008. They will also learn how to create, manage, back up, and restore individual databases, transfer and replicate data, configure for high availability, and plan disaster recovery.

### Target Audience

This program is intended for Database Administrators and Database Developers.

### Prerequisites

Students should possess familiarity with database concepts, Windows desktop navigation and software installation techniques.

### Program Length

35 Clock Hours, 1 Week-Day, 2 Weeks-Evening

### Tuition

\$2,695.00

### Objectives

Upon completion of this program, students will be able to

- configure and install SQL Server 2008.
- administer SQL Server database engine architecture.
- replicate, back-up, and restore.
- execute database mirroring.
- administer security.
- optimize performance.
- maintain data integrity.
- create and populate databases.
- automate procedures.

### Program Outline

Module 1 Configuring and Installing SQL Server 2008

Module 2 SQL Server Database Engine Architecture

Module 3 Replication, Back-up and Restoration

Module 4 Database Mirroring

Module 5 Security Administration

Module 6 Performance Optimization

Module 7 Maintaining Data Integrity

Module 8 Creating and Populating Databases

Module 9 Automating Procedures

Module 10 Full Text Search Architecture

### **Transact-SQL Programming**

This Transact-SQL programming course teaches students relational database fundamentals and SQL programming skills in the Microsoft environment. Topics covered include relational database architecture, database design techniques, and simple and complex query skills. The course covers T-SQL programming constructs, predefined data types including XML, deployment of stored procedures and triggers, use of cursors, creating and using Views and user-defined functions, and transaction Clocking.

### Target Audience

This class is intended for analysts, developers, designers, administrators, and managers new to the SQL programming language.

### Prerequisites

Students should possess computer knowledge as well as familiarity with relational database concepts.

### Program Length

35 Clock Hours, 1 Week-Day, 2-Weeks-Evening

Tuition

\$2,695.00

Objectives

Upon completion of this program, students will be able to

- explain relational database fundamentals.
- manipulate query results.
- write basic SQL queries.
- execute advanced query techniques.
- manipulate table data using SQL's data.
- use manipulation language.
- create a database.
- manage database objects.
- execute performance tuning.
- work with triggers and user-defined functions.
- use transactions.
- work with data types and functions.
- work with advanced views.
- work with XML.

Program Outline

Module 1 SQL Statement Syntax

Module 2 Triggers and Stored Procedures

Module 3 Data Normalization

Module 4 Modifying Tables with DML

Module 5 Programming Features of T-SQL

Module 6 Complex Queries and Advanced Views

Module 7 Data Types and Functions

**Windows Administering The Active Directory**

This program teaches students how to design an Active Directory infrastructure in Windows Server 2008 and Active Directory forests, domain infrastructure, sites and replication, administrative structures, group policies, and Public Key Infrastructures. Students are prepared to enhance their careers as Windows administrators.

Target Audience

The primary audience for this course includes Windows Server 2008 administrators who want to become Windows Server 2008 enterprise administrators and move into the role of designing Active Directory Domain Services (AD DS) environments. The primary audience for this course also includes Information Technology (IT) professionals, including Windows 2003 Server and Windows Server 2008 enterprise administrators who want to become Windows Server 2008 enterprise administrators.

Prerequisites

Students must have some experience with network administration in a Windows environment.

Program Length

35 Clock Hours, 1 Week-Day, 2 Weeks-Evening

Tuition

\$2,695.00

Objectives

Upon completion of this program, students will be able to

- design a plan for allocating IP addresses to workstations and servers.
- design a network topology.
- design an appropriate name resolution system that incorporates DNS.
- design a solution for network access.
- design a Network Access Protection (NAP) solution.
- design a solution for operating system deployment and maintenance.
- deploy file services.
- design print services in Windows Server 2008.
- design high availability for applications and services.

Program Outline

Module 1 Designing an Active Directory Forest Infrastructure in Windows Server 2008

Module 2 Designing an Active Directory Domain Infrastructure

Module 3 Designing Active Directory Sites and Replication

Module 4 Designing Active Directory Domain Administrative Structures

Module 5 Designing Active Directory Group Policy

Module 6 Designing AD DS Security

Module 7 Designing Active Directory High Availability

Module 8 Designing Active Directory Disaster Recovery

Module 9 Designing Public Key Infrastructure

Module 10 Designing an AD RMS Infrastructure

Module 11 Designing an Active Directory Federation Services

Module 12 Implementation in Windows Server 2008

Module 13 Designing Active Directory Migrations

**Windows Designing A Secure Network**

This program will provide students with an understanding of how to design a Windows server 2008 network infrastructure that meets business and technical requirements for network services.

### Target Audience

The primary audience for this program is IT professional interested in becoming a Windows Server 2008 enterprise administrator who focuses on network solutions.

### Prerequisites

Students must have some experience working in a Windows server setting.

### Program Length

35 Clock Hours, 1 Week-Day, 2 Weeks-Evening

### Tuition

\$1,695.00

### Objectives

Upon completion of this program, students will be able to

- describe key components of network infrastructure design.
- describe how to design a secure network.
- design a plan for allocating IP addresses to workstations and servers.
- design a network topology.
- describe the internal considerations for network security and how they can be addressed.
- design an appropriate name resolution system that incorporates Domain Name System (DNS).
- optimize a name resolution system that incorporates DNS and Windows Internet Name Service (WINS).
- design a solution for network access.
- design a Network Access Protection (NAP) solution.
- design a solution for operating system deployment and maintenance.
- design the deployment of file services.
- design print services in Windows Server 2008.
- design high availability for applications and services.

### Program Outline

Module 1 Overview of Network Infrastructure Design

Module 2 Designing Network Security

Module 3 Designing IP Addressing

Module 4 Designing Routing and Switching

Module 5 Designing Security for Internal Networks

Module 6 Designing Name Resolution

Module 7 Designing Advanced Name Resolution

Module 8 Planning and Deploying the Application Virtualization Management System

Module 9 Designing Network Access Protection

Module 10 Designing Operating System Deployment and Maintenance

Module 11 Designing File Services and DFS in Windows Server

Module 12 Designing High Availability in Windows Server

Module 13 Designing Print Services in Windows Server

## **Windows Installation And Administration**

This program equips students with the skills and knowledge necessary to select, deploy, and manage a Microsoft networking solution for small and medium-sized businesses. IT professionals, working in a small to medium sized business, can enhance their skills regarding Windows installation and administration.

### Target Audience

Candidates for this course are IT professionals who work with small and medium-sized businesses.

### Prerequisites

Students enrolling in this program should possess an understanding of Transmission Control Protocol/Internet Protocol (TCP/IP) and have experience with

- sharing folders.
- the Microsoft Management Console (MMC).
- stopping and starting services.
- creating and managing user accounts.
- assigning permissions.
- Active Directory services.
- Group Policy Objects (GPOs).

### Program Length

35 Clock Hours, 1 Week-Day, 2 Weeks-Evening

### Tuition

\$2,695.00

### Objectives

Upon completion of this program, students will be able to

- design a networking solution for a small or medium-sized business, based on a given scenario.
- install or upgrade to Microsoft Windows Small Business Server 2003.
- configure Windows Small Business Server 2003 by completing the tasks on the to do-list.
- manage messaging and collaboration in Windows Small Business Server 2003.
- manage and monitor Windows Small Business Server 2003.
- install or upgrade to Microsoft Windows Server 2008, Standard Edition.

### Program Outline

Module 1 Designing a Business Network Solution  
Module 2 Installing and Upgrading to Windows Small Business Server 2003  
Module 3 Configuring Small Business Server 2003  
Module 4 Managing Messaging and Collaboration  
Module 5 Managing and Monitoring Windows Small Business Server 2003  
Module 6 Installing or Upgrading to Windows Server 2008  
Module 7 Configuring Windows Server 2008  
Module 8 Securing a Windows Server 2008  
Module 9 Managing Windows Server 2008

### **Windows Network And Operating System Basics**

This program teaches students to troubleshoot basic problems while running Microsoft Windows operating systems.

### Target Audience

This is an introductory course designed for students that are new to Microsoft Windows.

### Prerequisites

Students must possess basic experience using a Windows operating system as well as a basis understanding of Microsoft applications.

### Program Length

21 Clock Hours 3 Days-Day, 1 Week-Evening

### Tuition

\$1,695.00

### Objectives

Upon completion of this program, students will be able to

- perform and troubleshoot an attended installation of the Windows operating system.
- perform post installation configuration.
- answer end user, upgrade questions.
- troubleshoot system startup and user login problems.
- monitor and analyze system performance.
- monitor, manage, and troubleshoot access to files and folders.
- troubleshoot connecting to local and network print devices.
- configure and troubleshoot hardware devices and drivers.
- configure and troubleshoot storage devices.
- configure and troubleshoot display devices.
- troubleshoot network protocols and services.
- configure and troubleshoot Advanced Configuration and Power Interface (ACPI).

- configure and troubleshoot input and output (I/O) devices.
- configure support for multiple languages or multiple locations.
- troubleshoot security settings and local security policy.
- configure and troubleshoot local user and group accounts.
- troubleshoot the TCP/IP protocol.
- configure and troubleshoot Internet Connection Firewall (ICF) settings.

### Program Outline

Module 1 Introduction to Supporting Users

Module 2 Resolving Installation Issues

Module 3 Resolving Desktop Management Issues

Module 4 Resolving File and Folder Issues

Module 5 Resolving Hardware Issues

Module 6 Resolving Print Issues

Module 7 Resolving Network Connectivity Issues

### **Windows Network Infrastructure Implementation**

This program provides students with the knowledge and skills to configure and troubleshoot a Windows Server 2008 network infrastructure. Students will learn to implement and configure secure network access and implement fault tolerant storage technologies. IT professionals can upgrade their current skills in network administration and management.

### Target Audience

The primary audience for this program is IT professionals wishing to become technology specialists.

### Prerequisites

Students must possess some experience with network administration.

### Program Length

35 Clock Hours, 1 Week-Day, 2 Weeks-Evening

### Tuition

\$2,695.00

### Objectives

Upon completion of this program, students will be able to

- install and configure servers.
- configure and troubleshoot DNS.
- configure and manage WINS.
- configure and troubleshoot DHCP.
- configure and troubleshoot IPv6 TCP/IP.

- configure and troubleshoot routing and remote access.
- install, configure, and troubleshoot the Network Policy Server role service.
- configure network access protection.
- configure IPsec.
- monitor and troubleshoot IPsec.
- configure and manage distributed file system.
- configure and manage storage technologies.
- configure availability of network resources and content.
- configure server security compliance.
- install Windows Vista.
- upgrade to Windows Vista Ultimate Edition.
- configure post-installation system settings.
- configure basic networking.
- configure advanced networking.
- configure user account security.
- configure network security.
- configure Microsoft Internet Explorer 7.0.

#### Program Outline

Module 1 Installing and Configuring Servers

Module 2 Configuring and Troubleshooting DNS

Module 3 Configuring and Managing WINS

Module 4 Configuring and Troubleshooting DHCP

Module 5 Configuring and Troubleshooting IPv6 TCP/IP

Module 6 Configuring and Troubleshooting Routing and Remote Access

Module 7 Installing, Configuring, and Troubleshooting the Network Policy Server Role Service

Module 8 Configuring Network Access Protection

Module 9 Configuring IPsec

Module 11 Configuring and Managing Distributed File System

Module 12 Configuring and Manage Storage Technologies

Module 13 Configuring Availability of Network Resources and Content

Module 14 Configuring Server Security Compliance

## CONTINUING EDUCATION

### ACT! Level 1

Students will learn the basics of using ACT! Level 1. Act is used to keep track of names, addresses, activities, and tasks.

#### Course Length

7 Clock Hours, 1 Day

#### Tuition

\$495.00

#### Prerequisites

Students must possess basic computer skills.

#### Objectives

Upon completion of this course, students will be able to create a contact database, edit a contact database, print an address book, locate contacts, find contacts, view contacts, sort contract, organize contacts, manage contact groups, schedule activities, work with activities on other windows, and create documents.

#### Course Outline

Module 1 Contact Databases

Module 2 Scheduling Activities

Module 3 Working in ACT windows

Module 4 Creating Documents

### ACT! Level 2

This course introduces students to the advanced features of contact management.

#### Course Length

7 Clock Hours, 1 Day

#### Tuition

\$495.00

#### Prerequisites

Act! Level 1

### Objectives

Upon completion of this course, students will be able to create queries, create and use macros, import data, specify startup settings, modify databases, create a mail merge, modify report templates, manage date security, execute email and Internet functions.

### Course Outline

Module 1 Creating and Using Queries  
Module 2 Creating Macros  
Module 3 Importing, Exporting, and Synchronizing Data  
Module 4 Customizing ACT!  
Module 5 Working with Templates and Mail Merge  
Module 6 Customizing Report Templates  
Module 7 Administrating Your ACT! Database  
Module 8 Internet and Email Features

## **Adobe Acrobat Professional For Creative And Print Professionals**

This course will teach students fundamental concepts and terminology, and the basic features of Adobe Acrobat X Pro. Students will learn PDF basics and explore the Acrobat interface.

### Course Length

7 Clock Hours, 1 Day

### Tuition

\$995.00

### Prerequisites

Students must possess basic computer skills.

### Objectives

Upon completion of this course, students will be able to navigate and organize PDF documents, create PDF documents within other application, create documents from Web pages, bookmark documents, and modify documents.

### Course Outline

Module 1 Getting Started  
Module 2 Creating PDF Documents  
Module 3 Modifying PDF Documents  
Module 4 Document Navigation Tools  
Module 5 PDF Accessibility  
Module 6 Document Security  
Module 7 Document Review Techniques

## **Adobe Acrobat Standard**

This course builds on the fundamentals taught in Acrobat X Pro: Level 1. Students will learn how to produce high-quality PDF documents for press. They will learn how to discover geospatial data in a PDF map. They will learn prepress techniques including color management, proofing and converting colors, color separations, managing inks, trapping, and transparency flattening. Students will use the Preflight feature to test and convert a document to comply with print provider requirements or ISO 9000 standards such as PDF/X, PDF/A, or PDF/E. Students will learn to create interactive forms using both the Form Editor as well as LiveCycle Designer ES2. They will learn to distribute PDF documents and forms, and to compile form data returned from users.

### Course Length

7 Clock Hours, 1 Day

### Tuition

\$995.00

### Prerequisites

Students must possess basic skills using Acrobat.

### Objectives

Upon completion of this course, students will be able to create PDF files from technical documents, enhance the utility and accessibility of PDF documents, create interactive PDF forms using Adobe LiveCycle Designer, make a PDF document ready for commercial printing, and finalize PDF files for commercial.

### Course Outline

Module 1 High Quality PDFs

Module 2 Color Management

Module 3 Color Separations

Module 4 Preflight and Validation

Module 5 Interactive PDF Forms

Module 6 PDF Distribution and Management

## **Adobe FrameMaker Level 1**

In this course, students will create documents using tools in Adobe FrameMaker 8.0, Level 1.

### Course Length

7 Clock Hours, 1 Day

### Tuition

\$495.00

Prerequisites

Students must be familiar with Microsoft Windows XP, 2000 or Vista, and word processing software such as Microsoft Word.

Objectives

Upon completion of this course, students will be able to navigate through the FrameMaker user interface, create a new layout, edit a FrameMaker document, format documents, create lists, control formatting and text flow, create page layouts from master pages, and output FrameMaker documents in different formats.

Course Outline

Module 1 Getting Started with FrameMaker

Module 2 Creating a New Layout

Module 3 Editing Text

Module 4 Formatting Documents

Module 5 Creating Lists

Module 6 Controlling Formatting and Text Flow

Module 7 Creating Page Layouts from Master Pages

Module 8 Outputting Documents

**Adobe FrameMaker Level 2**

Students will learn how to use Adobe FrameMaker to build a book.

Course Length

7 Clock Hours, 1 Day

Tuition

\$495.00

Prerequisites

Students should have experience with Adobe FrameMaker 8.0, Level 1.

Objectives

Upon completion of this course, students will be able to organize information using tables, work with graphics, work with anchored frames, create master pages, set-up multi-column layouts, and build and output a FrameMaker document.

Course Outline

Module 1 Organizing Information Using Tables

Module 2 Working with Graphics

Module 3 Working with Anchored Frames

Module 4 Creating Master Pages

Module 5 Setting Up Multi-Column Layouts

Module 6 Outputting Books

### **Adobe FrameMaker Level 3**

FrameMaker 8.0, Level 3 is an advanced course on the use of the FrameMaker composition and layout software application on structured documents similar to XML or SGML. From it, users will be able to grasp a general overview of the main techniques used to create and work with structured FrameMaker documents.

#### Course Length

7 Clock Hours, 1 Day

#### Tuition

\$495.00

#### Prerequisites

Students must have experience with FrameMaker 8.0, Levels 1 and 2 and XML.

#### Objectives

Upon completion of this course, students will be able to set FrameMaker in structured mode, open a structured documents, display editing tools, list different element classes, add classes, enter element attributes, explain the process for development structured applications, create structured templates, and work with structured books having generated content.

#### Course Outline

Module 1 Structured FrameMaker

Module 2 Working with Elements

Module 3 Working with Structure Templates and Documents

Module 4 Structured Applications

Module 5 Structured Templates

Module 6 Creating Books from Structured Documents

### **Adobe GoLive Level 1**

GoLive 6.0 Level 1 is a hands-on instruction book that will introduce students to the basics of the Adobe GoLive 6.0 Web development application. The course is designed for the student who knows the basics of the Windows operating system, but is fairly new to the GoLive 6.0 application.

#### Course Length

7 Clock Hours, 1 Day

#### Tuition

\$495.00

Prerequisites

Students must be familiar with the Windows operating system.

Objectives

Upon completion of this course, students will be able to

- explain basic concepts about the Internet and the world wide web and how to publish a site.
- navigate in the GoLive work environment.
- create a basic Web page by typing text and importing graphics.
- design a site from scratch, beginning with developing a site map, through final export of the site.
- import text into GoLive pages using several methods.
- perform character and paragraph formatting on text.
- create and format tables and use GoLive's layout grid features to assist in page design.
- use images as links and create image maps.
- build a frame-based site to assist the viewer in navigation.
- export an entire site to a folder on your hard disk.

Course Outline

Module 1 GoLive Basics

Module 2 Creating a Basic Web Page

Module 3 Designing a Web Site

Module 4 Working with Text

Module 5 Working with Links

Module 6 Working with Images

Module 7 Working with Tables

Module 8 Forms

Module 9 Building a Site with Frames

Module 10 Cleaning Up and Exporting a Web Site

**Adobe GoLive Level 2**

GoLive 6.0 Level 2 is a hands-on instruction book that will introduce students to advanced concepts of the Adobe GoLive® 6.0 Web development application.

Course Length

7 Clock Hours, 1 Day

Tuition

\$495.00

Prerequisites

Students must have experience with GoLive Level 1

### Objectives

Upon completion of this course, students will be able to work with custom items to manage repeating site elements, create CSS styles to streamline text formatting within a page, create external style sheets, create user interface elements, define meta tags, create floating boxes, combine floating boxes, work with timelines to create basic animation, and target page content to specific browsers and versions.

### Course Outlines

Module 1 Library Items, Components, and Smart Objects

Module 2 Rollovers and Navigation Bars

Module 3 Style Sheets

Module 4 Defining Head Elements

Module 5 Floating Boxes

Module 6 Working with Timelines

Module 7 Multimedia

Module 8 Optimizing and Problem Solving

## **Adobe Illustrator Level 1**

Adobe Illustrator is a sophisticated graphics program capable of creating complex and attractive illustrations and type effects. In this course, students will learn many of the basic skills that will allow them to take advantage of Illustrator's powerful tools.

### Course Length

7 Clock Hours, 1 Day

### Tuition

\$495.00

### Prerequisites

Students must possess basic computer skills.

### Objectives

Upon completion of the course, students will be able to manipulate palettes, create and modify paths, draw and edit geometric objects, apply fill and stroke attribute, use layers to manage complex illustrations, enter and format type in an illustration, and prepare files for print and Web use.

### Course Outline

Module 1 Illustrator Environment

Module 2 Working with Paths

Module 3 Working with Objects

Module 4 Fill and Stroke Attributes

Module 5 Layers  
Module 6 Working with Type  
Module 7 Creating Output

### **Adobe Illustrator Level 2**

In this course, students will use Adobe Illustrator 10 to create dynamic graphics using advanced drawing and editing tools, path editing techniques, filter effects, and masks. Students will take advantage of Illustrator features such as the Transparency palette, live effects, and the Appearance palette to create engaging effects.

#### Course Length

7 Clock Hours, 1 Day

#### Tuition

\$495.00

#### Prerequisites

Students should have experience with Illustrator 10, Level 1.

#### Objectives

Upon completion of this course, students will be able to draw with advanced object drawing tools, use advanced path editing techniques, create and edit graphics, perform exact transformation, modify compound paths, convert vector images, copy and past live effects, create layer masks, and edit clipping masks.

#### Course Outline

Module 1 Advanced Drawing Tools  
Module 2 Advanced Path Blends  
Module 3 Gradients and Blends  
Module 4 Transforming  
Module 5 Compound Paths and Shapes  
Module 6 Raster Images and Filters  
Module 7 Live Effect and Appearance  
Module 8 Masking

### **Adobe Illustrator Level 3**

In this course, students will learn to use Adobe Illustrator to work with several graphic formats. Students will create dynamic effects using patterns and brushes. They will also use advanced text manipulation techniques to effectively integrate text into your illustrations.

#### Course Length

7 Clock Hours, 1 Day

Tuition

\$495.00

Prerequisites

Students should have experience with Illustrator 10 levels 1 and 2.

Objectives

Upon completion of this course, students will be able to import graphics, use special brushes, adjust the size of the art board to create oversize prints, use advanced type editing processes, match colors between Illustrator and other applications, perform trapping, and prepare to print color separations.

Course Outline

Module 1 Graphic Formats  
Module 2 Patterns and Brushes  
Module 3 Efficiency Boosters  
Module 4 Advanced Type  
Module 5 Color Management  
Module 6 Trapping  
Module 7 Printing

**Adobe InDesign Level 1**

In this course, students will work with some of the tools and features to create eye-catching printed documents using InDesign CS4.

Course Length

7 Clock Hours, 1 Day

Tuition

\$495.00

Prerequisites

Students should possess basic computer skills.

Objectives

Upon completion of this course, students will be able to manage the InDesign environment, design document, manage text, utilize colors, manage transparency, use tables, prepare for handoff to a service provide, and create Acrobat PDF files.

Course Outline

Module 1 Managing the InDesign Environment  
Module 2 Designing Documents  
Module 3 Managing Text  
Module 4 Utilizing Colors, Swatches, and Gradients

Module 5 Managing Transparency  
Module 6 Utilizing Tables  
Module 7 Preparing for Handoff to a Service Provider  
Module 8 Creating Acrobat PDF Files

## **Adobe InDesign Level 2**

In this course, students will use the advanced features in InDesign to create documents that are attractive and have the highest degree of perfection.

### Course Length

7 Clock Hours, 1 Day

### Tuition

\$495.00

### Prerequisites

Students should have experience with Adobe InDesign-Level 1.

### Objectives

Upon completion of this course, students will be able to administer advanced styles, control text, handle page element, navigate graphics and paths, develop Bezier paths, manage long documents, import and export files, adjust print settings, and work with XML.

### Course Outline

Module 1 Administering Advanced Styles  
Module 2 Controlling Text  
Module 3 Handling Page Elements and Graphics  
Module 4 Developing Bezier Paths  
Module 5 Managing Long Documents  
Module 6 Importing and Exporting Files  
Module 7 Adjusting Print Settings  
Module 8 Working with XML

## **Adobe PageMaker Level 1**

In this course, students will learn basic techniques and skills that will provide a solid understanding of the software as they create a four-page color newsletter.

### Course Length

7 Clock Hours, 1 Day

### Tuition

\$495.00

Prerequisites

Students must possess basic computer skills.

Objectives

Upon completion of this course, students will be able to navigate throughout the PageMaker setting, set-up a documents, import text and graphics, format text, use style to format text, use master page and guides to design a document's layout, add page numbers to a document, wrap text around a graphic, create a booklet, and create and use templates.

Course Outline

Module 1 Creating a Newsletter

Module 2 Using Text

Module 3 Using Graphics

Module 4 Printing with PageMaker

Module 5 Creating an Identity System

**Adobe PageMaker Level 2**

In this course, students will learn advanced techniques and skills as they create a full-page color advertisement for publication in a magazine, and a catalog with tables that they will prepare for both print output and as an Acrobat PDF file designed for desktop printing or electronic distribution via the Web.

Course Length

7 Clock Hours, 1 Day

Tuition

\$495.00

Prerequisites

Students should have experience with PageMaker 7.0, Level 1.

Objectives

Upon completion of this course, students will be able to choose fonts, balance columns, use frames to contain graphics, organize a document using layers, use color management and set-up color separations for 4 or more ink printing, create and format tables using Adobe Table, execute plug-ins.

Course Outline

Module 1 Formatting Using Advanced Typography

Module 2 Applying Advanced Layout Techniques

Module 3 Applying Color Management and Printing

Module 4 Creating Tables

Module 5 Creating Acrobat PDF Documents

### **Adobe PageMaker Level 3**

This course teaches students how to manage complicated layouts more efficiently. This includes learning more effective ways to work with graphics and type, as well as techniques to establish trapping in a document so colors appropriately print. In addition, students will learn techniques for working with long documents such as linking documents together in a book and creating a table of contents and indexes. Lastly, they will learn to easily import and export HTML from PageMaker documents.

#### Course Length

7 Clock Hours, 1 Day

#### Tuition

\$495.00

#### Prerequisites

Students should be experienced with PageMaker 7.0, Levels 1 and 2.

#### Objectives

Upon completion of this course, students will be able to apply master pages to several pages, use the Grid Manager plug-in to manage sets of guides, manipulate and duplicate graphics, use scripts to automate specific tasks, work with type, work with imported graphics, apply trapping to a document, create lists and indexes in long documents, combine documents to create a book, and import and export HTML.

#### Course Outline

Module 1 Efficiently Laying Out Pages  
Module 2 Advanced Type Techniques  
Module 3 Working with Import Graphics  
Module 4 Trapping  
Module 5 Managing Long Documents  
Module 6 Importing and Exporting HTML

### **Adobe Photoshop Level 1**

In this course, students will learn to use several tools for selecting parts of images, and will move, duplicate, and resize images. Students will learn to use layers, and to apply layer effects and filters to create special effects, including lighting and texture effects. Additionally, they will use painting tools and blending modes to create shading effects, and will perform adjustments to contrast and color balance.

#### Course Length

7 Clock Hours, 1 Day

Tuition

\$495.00

Prerequisites

Students must possess basic computer skills.

Objectives

Upon completion of this course, students will be able to identify the differences between raster and vector graphics, select appropriate resolutions for different image and output types, select image areas, create and manipulate multiple layers, apply blending and shading effects, identify the characteristics of bitmaps, grayscale, duotone, and color images, select colors, add and format text within an image, apply layer effects and filters, modify brightness, and save images in file formats.

Course Outline

Module 1 Photoshop Environment

Module 2 Sizing Images

Module 3 Selecting Image Areas

Module 4 Layers

Module 5 Blending and Compositing

Module 6 Image Modes

**Adobe Photoshop Level 2**

In this course, students further their understanding of isolating image areas by creating and saving masks with specialized tools, commands, modes, and layer elements. They learn how to use vector paths for a variety of purposes, including masking, clipping paths, and illustration. Students also learn to create and apply creative elements such as gradients, patterns, and color overlays, and to save them along with effects in easy-to-apply layer styles.

Course Length

7 Clock Hours, 1 Day

Tuition

\$495.00

Prerequisites

Students should have experience with Photoshop 7.0, Level 1.

Course Outline

Module 1 Masking and Layers

Module 2 Vector Paths

Module 3 Swatches, Gradients, Patterns

Module 4 Layer Types and Styles

Module 5 Advanced Masking

## **Adobe Photoshop Effects**

In this course, students will expand on the skills covered in the Photoshop 7.0, Level 1 and Photoshop 7.0, Level 2 courses by working on a variety of image types. While working with additional specific Photoshop commands and tools, students also study concepts that tie together multiple techniques you already know to create effects and make your work more efficient. Students will first work to clean up line art, and then use lots of shortcuts and styling techniques for layers. Then, they turn to photographic images, repairing an old damaged picture, softening the focus on one to add atmosphere, and will colorize grayscale images with a variety of techniques. Students learn to create realistic three-dimensional effects by distorting layers and applying lighting effects. Lastly, they save multi-step processes as actions that they can apply later to any image.

### Course Length

7 Clock Hours, 1 Day

### Tuition

\$495.00

### Prerequisites

Students should have experience with Photoshop 7.0, Levels 1 and 2.

### Objectives

Upon completion of this course, students will be able to clean up jagged line art and accurately replace colors in line art, apply time-saving shortcuts for layers, control layer styles, repair and retouch damaged photos, create atmosphere in an image, colorize grayscale images, wrap two-dimensional objects around three-dimensional objects, use lighting effects, transform photographic images, and combine multiple steps.

### Course Outline

Module 1 Working with Line Art  
Module 2 Layer Shortcuts and Techniques  
Module 3 Photographic Techniques  
Module 4 Creating Realism  
Module 5 Actions

## **Adobe Photoshop Web Production**

Photoshop® 7.0: Web Production is a course that will familiarize you with concepts and techniques important for optimizing images for display on the Internet.

### Course Length

7 Clock Hours, 1 Day

Tuition

\$995.00

Prerequisites

Students should have taken Photoshop Levels 1 and 2.

Objectives

Upon completion of this course, students will be able to

- use basic techniques and concepts about image resolution and identify factors that contribute to file size.
- explain GIF, JPEG, and PNG file formats.
- calibrate monitors and preview images for both platforms.
- use Photoshop and ImageReady to create layouts of Web pages.
- create animated GIF images.

Course Outline

Module 1 Web Image Preparation

Module 2 Optimizing Images

Module 3 Preparing for Cross Platform Viewing

Module 4 Web Page Layout and Slicing

Module 5 Animation

**Advanced Java Programming**

In this course, students learn to use the advanced features of Java and will be able to program in a Java environment.

Course Length

35 Clock Hours, 1 Week

Tuition

\$1,695.00

Prerequisites

Students must have experience with Java.

Objectives

Upon completion of this course, students will be able to

- package and distribute a Java application.
- work with enhancements.
- execute assertions.
- use regular expressions.
- work with Java collection classes.

- define simple generics.
- work with I/O.
- write servers.
- create threads.
- execute Remote Method Invocation (RMI).
- manipulate Java Database Connectivity (JDBC).

### Course Outline

Module 1 Review of Java Fundamentals  
Module 2 Packaging and Distributing a Java Application  
Module 3 Miscellaneous Enhancements  
Module 4 Assertions  
Module 5 Regular Expressions  
Module 6 The Java Collection Classes  
Module 7 Generics  
Module 8 Advanced I/O  
Module 9 Enhanced I/O  
Module 10 Logging API  
Module 11 Networking  
Module 12 Threads and Concurrency  
Module 13 Remote Method Invocation (RMI)  
Module 14 Java Database Connectivity (JDBC)

### **Advanced JavaScript Programming**

In this Advanced JavaScript Programming class, students will learn advanced JavaScript techniques and good standard coding conventions. Students will also learn advanced form validation with Regular Expressions, to manipulate the HTML DOM and to create jump menus and cascading select menus. Finally, students will learn to manipulate CSS with JavaScript to create applications using Dynamic HTML.

### Course Length

7 Clock Hours, 1 Day

### Tuition

\$1,695.00

### Prerequisites

Students should have experience with HTML and basic JavaScript.

### Objectives

Upon completion of this course, students will be able to use anonymous function, use regular expressions for advanced form validation, create forms, create web applications, check for browser support, create menus, create visual effects with HTML, position elements, and modify content.

### Course Outline

Module 1 Quick JavaScript Recapitulation  
Module 2 Advanced Techniques  
Module 3 Regular Expressions  
Module 4 The HTML Document Model  
Module 5 Dynamic Forms  
Module 6 Dynamic HTML

### **Crystal Reports Level 1**

This two day interactive workshop was designed for new users of Crystal Reports – Level 1. Some of the topics covered include a review of the software features, report design and the creation of presentation quality reports. The course incorporates a number of hands on exercises to reinforce the learning process.

### Course Length

14 Clock Hours, 2 Days

### Tuition

\$995.00

### Prerequisites

Students must possess working knowledge of Windows 2000 or XP environment is required. Familiarity with relational database concepts (tables, fields, and records) is strongly recommended.

### Objectives

Upon completion of this course, students will be able to

- use advanced formula features.
- create groups.
- work with cross-tab reports.
- report alerts.
- plan reports.
- use multiple sections in reports.
- use the running totals features.
- execute prompting with parameters.
- use sub-reporting as a work-around solution

### Course Outline

Module 1 Creating a Report  
Module 2 Displaying Specific Report Data  
Module 3 Grouping Report Data  
Module 4 Building Formula

Module 5 Formatting Reports  
 Module 6 Enhancing Reports  
 Module 7 Creating Pie Charts  
 Module 8 Distributing Data

## **Crystal Reports Level 2**

This two day interactive workshop was designed for new users of Crystal Reports Level 2. Some of the topics covered include a review of the software features, report design and the creation of presentation quality reports. The course incorporates a number of hands on exercises to reinforce the learning process.

### Course Length

14 Clock Hours, 2 Days

### Tuition

\$995.00

### Prerequisites

Students must possess working knowledge of Windows 2000 or XP environment is required. Familiarity with relational database concepts (tables, fields, and records) is strongly recommended.

### Objectives

Upon completion of this course, students will be able to

- plan reports.
- use multiple sections in reports.
- use the running totals features.
- execute prompting with parameters.
- use sub-reporting as a work-around solution.
- use advanced formula features.
- create groups.
- work with cross-tab reports.
- report alerts

### Course Outline

Module 1 Power Formatting and Formulas  
 Module 2 Power Formatting with Multiple Sections  
 Module 3 Using the Running Totals Feature  
 Module 4 Prompting with Parameters  
 Module 5 Using Advanced Formulas Feature  
 Module 6 Using Sub-reporting as a Work-around Solution  
 Module 7 Report Alerts

## Module 8 Report Templates

### **FileMaker Pro Level 1**

In this course, students will use FileMaker Pro 9 to create and use databases for storing and organizing information so that it is available for efficient retrieval.

#### Course Length

7 Clock Hours, 1 Day

#### Tuition

\$495.00

#### Prerequisites

Students should be familiar with the basic functions of a computer operating system. Students should also have basic word processing skills, such as copying, pasting, formatting text, and so on. Previous experience with an earlier version of FileMaker Pro or other database software is recommended, but not required.

#### Objectives

Upon completion of this course, students will be able to

- explore the various elements of the FileMaker Pro 9 environment.
- set up a database.
- modify a database.
- format layouts for a database.
- create columnar reports.
- finalize a database.

#### Course Outline

Module 1 Exploring the FileMaker Pro Environment

Module 2 Setting Up a Database

Module 3 Modifying a Database

Module 4 Formatting Layouts for a Database

Module 5 Creating Columnar Reports

Module 6 Finalizing a Database

### **FileMaker Pro Level 2**

Students will create a database model based on relationships between tables that hold data. They will automate tasks based on scripts, work with functions and data found in external data sources. In addition, students will publish your database on the web and provide utilitarian features to users.

Course Length

7 Clock Hours, 1 Day

Tuition

\$495.00

Prerequisites

Before taking this course, students should have completed the FileMaker Pro 9: Level 1 course.

Objectives

Upon completion of this course, students will be able to

- create relationships between tables in a database file.
- create buttons to perform tasks.
- access data from external FileMaker sources or files found in an external database.
- enhance the layout of your database.
- prepare and publish your database on the web.
- follow some of the best practices to keep data safe and prevent information loss.

Course Outline

Module 1 Creating Relationships between Databases

Module 2 Creating Buttons

Module 3 Sharing and Exchanging Data

Module 4 Enhancing the Database Layout

Module 5 Publishing a Database on the Web

Module 6 Protecting Data

## **Java Programming**

This Java training course provides extensive experience with the Java language and its object-oriented features. In this Java training course, students use Java to create text-based and GUI applications.

Course Length

35 Clock Hours, 1 Week

Tuition

\$995.00

Prerequisites

Students must have structured programming experience. An understanding of Object-Oriented Programming (OOP) is helpful, but not required.

### Objectives

Upon completion of this course, students will be able to

- write, compile, and execute a Java program using the Eclipse IDE.
- execute Object-Oriented Programming concepts such as inheritance and polymorphism.
- create simple GUI applications with Swing using NetBeans IDE.
- use Java's exception handling framework.
- write efficient applications through multi-threading.
- read and write files
- access databases using JDBC.

### Course Outline

Module 1 Introduction to Java

Module 2 Java Language Fundamentals

Module 3 Java Development Overview Using Eclipse

Module 4 Control Flow Structures

Module 5 Arrays

Module 6 Object Oriented Programming

Module 7 Creating Your Own Classes

Module 8 Inheritance, Polymorphism, and Advanced OOP Concepts

Module 9 Exception Handling

Module 10 Essential Java Classes, Collections, and Generics

Module 11 GUI Programming with Swing using NetBeans

Module 12 Event Handling

Module 13 Multi-threading

Module 14 Access Databases using JDBC

### **Java Server Pages**

This course is designed to explain Java Server Pages. All aspects of JSP development are thoroughly covered. In addition, the JSP architecture, process, planning and deployment are explained. This course prepares students to build JSP applications using the built-in JSP components and shows them how to extend the built in facilities provided by JSP.

### Course Length

28 Clock Hours, 4 Days

### Tuition

\$995.00

### Prerequisites

Students must have a strong background in Java programming, knowledge of HTML and basic XML, and experience with servlets and Java Server Pages.

### Objectives

Upon completion of the course, students will be able to

- understand the JSP architecture and request processing.
- create and configure managed beans.
- handle events.
- create navigation rules.
- create custom converters, validators, and components.

### Course Outline

Module 1 What are Java Server Faces

Module 2 Managed Beans

Module 3 The Request Processing Cycle

Module 4 Navigating

Module 5 Handling Errors

Module 6 JSP HTML Tags

Module 7 Event Handling

Module 8 Conversation

Module 9 Validation

Module 10 Understanding and Building JSP Components

### **Java Servlet Programming**

Students will learn Servlets and interactions with JSPs using WSAD V5.), the role that the Servlet plays in the MVC architecture, and database operations using Servlets and session tracking.

### Course Length

14 Clock Hours, 2 Days

### Tuition

\$995.00

### Prerequisites

Students should understand essential concepts of Object-Oriented Programming and be able to write simple Java programs with assistance.

### Objectives

Upon completion of this course, students will be able to

- build servlets according to the current Servlet 2.3 application.
- integrate servlets into a complete Java EE application.
- test servlets using the WebSphere Test Environment.

- develop web applications with servlets.
- access and manipulate databases from a servlet.
- maintain user session information.

#### Course Outline

Module 1 Java EE Programming Using BM WebSphere Studio Application Developer  
WSADv5.0  
Module 2 Servlets Basic  
Module 3 Servlet Interaction Interface  
Module 4 Servlet Programming Advanced

### **JavaScript Programming**

In this JavaScript programming class, students will learn advanced JavaScript techniques and good standard coding conventions. Students will also learn advanced form validation with Regular Expressions, to manipulate the HTML DOM and to create jump menus and cascading select menus. Finally, students will learn to manipulate CSS with JavaScript to create applications using Dynamic HTML.

#### Course Length

21 Clock Hours, 3 Days

#### Tuition

\$995.00

#### Prerequisites

Students should have experience with HTML and basic JavaScript.

#### Objectives

Upon completion of this course, students will be able to

- explain review JavaScript functions and the DOM.
- explain XMLHttpRequest and JSON.
- use advanced techniques such as anonymous function.
- create forms with JavaScript.
- create web applications with JavaScript and Dynamic HTML.
- create menus.
- create visual effect and Dynamic HTML.
- position elements.
- modify content.

#### Course Outline

Module 1 Using Programming Techniques  
Module 2 Implementing Cross-Browser Compatibility  
Module 3 Using Custom Objects in JavaScript

Module 4 Working with Arrays  
 Module 5 Handling Cookies Using JavaScript  
 Module 6 Validating Forms Using JavaScript  
 Module 7 Programming Using DOM API  
 Module 8 Communicating with Plug-ins and Server Applications  
 Module 9 Using Ajax  
 Module 10 Creating an Auto-Complete Application Using Ajax

## **Linux For Software Developers**

This course provides substantial practice with key tools and capabilities available to developers of Linux based applications and system software. The course shows students how to use development and debugging tools and how to make use of many Linux system calls and library routines.

### Course Length

21 Clock Hours, 3 Days

### Tuition

\$1,695.00

### Prerequisites

Students should have experience with C and be able to perform basic Unix commands.

### Objectives

Upon completion of this course, students will be able to

- use a variety of tools for Linux application development.
- use Linux system calls and library routines.
- compile programs with options.
- use GDB to debug applications.
- use electric fence, gprof, gcov, and other tools for debugging and performance analysis.
- write a simple shell.
- create socket base applications.

### Course Outline

Module 1 Linux Development  
 Module 2 Overview of Linux Programming  
 Module 3 System Libraries and Headers  
 Module 4 Programming with GNU Tools  
 Module 5 Tools  
 Module 6 Process Management  
 Module 7 Linux File System

## **Adobe Dreamweaver Level 1**

In this course, formerly Macromedia Dreamweaver Level 1, students will design, build, and upload a website using Dreamweaver.

### Course Length

7 Clock Hours, 1 Day

### Tuition

\$495.00

### Prerequisites

Students should have an understanding of how to use Microsoft Windows 2000 or Windows XP operating systems.

### Objectives

Upon completion of this course, students will be able to

- prepare to use the Dreamweaver environment.
- create a website.
- add design elements to web pages.
- work with links.
- work with frames.
- upload a website.

### Course Outline

Module 1 Getting Started with Dreamweaver

Module 2 Creating a Website

Module 3 Adding Design Elements to Web Pages

Module 4 Working with Links

Module 5 Working with Frames

Module 6 Uploading a Website

## **Adobe Dreamweaver Level 2**

Students will develop professional-looking web pages using the Adobe Dreamweaver CS3 application.

### Course Length

7 Clock Hours, 1 Day

### Tuition

\$495.00

Prerequisites

Students should have completed the Adobe Dreamweaver® CS3: Level 1 course or possess equivalent knowledge.

Objectives

Upon completion of this course, students will be able to

- work in code view using the coding features of Dreamweaver.
- format content using style sheets.
- create an effective user-navigation interface.
- work with AP elements to enhance the layout and positioning of elements on a web page.
- automate tasks.
- create forms.
- author a web page using XML-based data.

Course Outline

Module 1 Working in Code View

Module 2 Formatting with Style Sheets

Module 3 Creating an Effective User Navigation Interface

Module 4 Working with AP Elements

Module 5 Automating Tasks

Module 6 Creating Forms

Module 7 Authoring with XML Based Data

**Adobe Dreamweaver Level 3**

Students will create and manage database-driven websites.

Course Length

7 Clock Hours, 1 Day

Tuition

\$495.00

Prerequisites

Students should have completed the Adobe Dreamweaver CS3, Levels 1 and 2, or possess equivalent knowledge.

Objectives

Upon completion of this course, students will be able to

- establish database connectivity.
- work with record sets.
- create interactive page elements.

- administer database records.
- create a user authentication system.
- administer websites.

### Course Outline

Module 1 Establishing Database Connectivity

Module 2 Working with Record Sets

Module 3 Creating Interactive Page Elements

Module 4 Administering Database Records

Module 5 Creating a User Authentication System

Module 6 Administering Websites

### **Macromedia Fireworks Level 1**

In this course, students use Macromedia Fireworks to create vector graphics, edit bitmap graphics, optimize images, and create and assign rollover effects for the Web.

### Course Length

7 Clock Hours, 1 Day

### Tuition

\$495.00

### Prerequisites

Students must have a basic understanding of computer operating systems. For example, students should know how to launch an application, create and save files, and copy files from CDs and other media.

### Objectives

Upon completion of this course, students will be able to

- explain the difference between bitmap and vector graphics.
- use the info panel to precisely scale objects.
- use Fireworks to create and manipulate complex vector graphics and apply effects, textures, and patterns.
- explain the GIF, JPEG, and PNG file formats and choose the correct one for each image type.
- import bitmap (raster) graphics and modify them.
- create selections within bitmap images using the Lasso, Marquee, and Magic Wand tools.
- import and modify text objects and merger them with vector graphics.
- explain image resolution
- show and edit rulers, grids, and guides.
- create hotspots and assign links, alt text, and link targets.

- slice complex images into sections and use the Optimize panel and Fireworks' Preview modes to optimize images.
- create simple and customized rollover and disjoint roll over effects.
- export a multi-frame Fireworks file with rollover effects as an HTML document.

### Course Objectives

Module 1 The Fireworks Environment

Module 2 Creating Vector Graphics

Module 3 Transforming Vector Images and Effects

Module 4 Bitmap Images

Module 5 Using Text

Module 6 Optimizing Graphics for the Web

Module 7 Hotspot Links

Module 8 Slicing and Rollovers

## **Macromedia Fireworks Level 2**

Students will learn advanced skills for working with vector graphics, photographic images and effects, slicing and rollovers, symbols and animation, and exporting to HTML

### Course Length

7 Clock Hours, 1 Day

### Tuition

\$495.00

### Prerequisites

Students should have experience with Macromedia Fireworks Level 1.

### Objectives

Upon completion of this course, students will be able to

- create and edit vector paths using the Pen and Sub Selection tools.
- wrap text on a path and convert text to paths.
- sharpen images and improve contrast.
- create and edit complex rollover behaviors.
- use instances of symbols throughout a Website.
- create animation and buttons using symbols.
- modify HTML export settings to create files.

Course Outline

Module 1 Vector Paths  
 Module 2 Image Effects  
 Module 3 Advanced Rollovers and Slicing  
 Module 4 Symbols, Instance, and Animation  
 Module 5 Exporting Pages for a Website

**Macromedia Flash Action Scripts**

In this course, students will learn how to create web-based games and Internet application with streaming media.

Course Length

21 Clock Hours, 3 Days

Tuition

\$495.00

Prerequisites

Students should have experience with Flash.

Objectives

Upon completion of this course, students will be able to

- control movie clips on the stage.
- use and write functions.
- respond to events.
- explain and execute classes.
- execute decision-making and repetition.
- use math.
- use filters.
- work with multimedia.
- execute bitmap caching and RAM.
- add advanced interactivity.
- execute Zapper.

Course Outline

Module 1 Introduction to Action Script 3  
 Module 2 Communicating, Controlling Movie Clips on the Stage  
 Module 3 Using and Writing Functions  
 Module 4 Responding to Events  
 Module 5 Understanding Classes  
 Module 6 Decision Making and Repetition  
 Module 7 Using Math

Module 8 Working with Multimedia  
Module 9 Bitmap Caching and RAM  
Module 10 Adding Advanced Interactivity  
Module 11 Zapper

### **Macromedia Flash Application Development**

This course teaches students how to produce and deliver high quality animations, interface, games, and applications specifically designed to take advantage of mobile device capabilities.

#### Course Length

21 Clock Hours, 3 Day

#### Tuition

\$495.00

#### Prerequisites

Students must possess knowledge of mobile terminology and scripting language.

#### Objectives

Upon completion of this course, students will be able to

- optimize image and graphical objects.
- work with text assets.
- create animation
- work with buttons and movie clips
- access phone functionality from Flash Lite.
- add interactive animation.
- incorporate sounds in mobile applications.
- use dynamic data.

#### Course Outline

Module 1 Introducing the Course

Module 2 Getting Started

Module 3 Optimizing Image and Graphic Objects

Module 4 Working with Text Assets

Module 5 Creating Animation

Module 6 Working with Buttons and Movie Clips

Module 7 Accessing Phone Functionality from Flash Lite

Module 8 Adding Interactive Animation

Module 9 Incorporating Sounds in Mobile Application

Module 10 Using Dynamic Data

## **Adobe Flash Level 1**

Students will create Flash-based movies that contain graphics, text, and animations.

### Course Length

7 Clock Hours, 1 Day

### Tuition

\$495.00

### Prerequisites

Students should be familiar with using a Windows-based computer. They should be comfortable using the Internet with Internet Explorer; familiarity with other browsers is a plus. Furthermore, students should have a basic understanding of HTML and design and media applications, such as Freehand and Fireworks

### Objectives

Upon completion of this course, students will be able to

- explore the types of applications you can build, how the user interface can be used, and how to create Flash movies.
- create and manipulate graphics in your Flash document.
- add text and Flash components to your Flash document.
- animate graphics using different techniques.
- add interactivity to your Flash document using buttons.
- work with movie clips.
- add audio to a movie.
- add video to a movie for creating dynamic animations in Flash.
- publish Flash documents.

### Course Outline

Module 1 Exploring Adobe Flash CS3

Module 2 Working with Graphics

Module 3 Managing Text in a Flash Document

Module 4 Adding Animation to a Flash Document

Module 5 Adding Interactivity to Buttons

Module 6 Working with Movie Clips

Module 7 Adding Audio to a Movie

Module 8 Adding Video to a Movie

Module 9 Publishing Flash Documents

## **Macromedia Flash Level 2**

This class provides students with the knowledge and hands-on practice they need to create rich media containing animation, sound, and video.

### Course Length

7 Clock Hours, 1 Day

### Tuition

\$495.00

### Prerequisites

Students should have taken the Adobe Flash CS3, Level 1 course or have equivalent knowledge.

### Objectives

Upon completion of this course, students will be able to

- use basic ActionScript code.
- manipulate components with ActionScript.
- work with movie clips.
- add data to your application using built-in classes.
- reuse code with functions.
- connect to external data.
- build a navigation system.
- manage user data with forms.

### Course Outline

Module 1 Using Action Script

Module 2 Manipulating Components with Action Script

Module 3 Working with Movie Clips

Module 4 Adding Data Using Built-in Classes

Module 5 Reusing Code with Functions

Module 6 Connecting to External Data

Module 7 Building a Navigation System

Module 8 Managing User Data Using Forms

## **Macromedia Flash Rich Design**

This course prepares students to build media applications that use animation, sound, and video.

### Course Length

14 Clock Hours, 2 Days

Tuition

\$995.00

Prerequisites

Students must possess knowledge of the Windows environment as well as a good knowledge of standard graphical user interface features. Knowledge of design and layout is an asset.

Objectives

Upon completion of this course, students will be able to

- use the Flash interface.
- create a new Flash document.
- use text effectively.
- create animation.
- publish Flash for web use.
- use Flash and HTML together.

Course Outline

Module 1 Introducing the Course

Module 2 Learning the Basics

Module 3 Creating Graphics

Module 4 Using Text

Module 5 Creating Animation

Module 6 Building a Navigation System

Module 7 Using Movie Clips for Interactive Rich Media

Module 8 Adding Sound and Video

Module 9 Publishing

**Macromedia FreeHand Level 1**

Student will use Macromedia FreeHand 10 to create graphics using advanced drawing and editing tools, path editing techniques, and masks. They will also take advantage of some of the latest features that FreeHand offers such as contour gradients and multi-page document master page support.

Course Length

7 Clock Hours, 1 Day

Tuition

\$495.00

Prerequisites

Students must possess knowledge of the Windows environment as well as a good knowledge of standard graphical user interface features. Knowledge of design and layout is an asset.

### Objectives

Upon completion of this course, students will be able to

- use advanced drawing techniques to create complex shapes and to quickly generate many copies of objects in an illustration.
- expand single paths into shapes.
- create ruler guides and convert paths into guides.
- combine paths to intertwine objects and simulate transparency.
- use transformation tools to scale, rotate, mirror, and skew objects.
- distort, warp, and apply perspective to objects.
- blend objects and colors for subtle or striking effects.
- use composite paths to cut holes in images and simplify paths.
- create clipping paths to apply cropping effects, simulate transparency, and create special effects.
- create and apply master pages in a multi-page document.

### Course Outline

Module 1 Advanced Drawing

Module 2 Advance Editing

Module 3 Transforming and Distorting

Module 4 Gradients and Blends

Module 5 Compound Paths

Module 6 Clipping Paths

Module 7 Multi-Page Documents

### **Macromedia FreeHand Level 2**

Students will learn advanced skills for working with various graphic formats, drawing efficiently, creating HTML and Flash files for the Web, typesetting, and preparing for high-resolution printing.

### Course Length

7 Clock Hours, 1 Day

### Tuition

\$495.00

### Prerequisites

Students must take FreeHand Level 1 or have equivalent knowledge

## Objectives

Upon completion of this course, students will be able to

- import and export vector and raster images to integrate FreeHand with other desktop publishing applications.
- trace raster images automatically to create editable line art from scans.
- customize FreeHand's interface to make it easier to access frequently-used tools and commands.
- use symbols and instances, custom brushes, and custom tiled fills to draw and format graphics efficiently and attractively.
- export to HTML Web pages, including converting text to graphics and adding links to other Web pages.
- export Flash files to create animation and interaction including rollover effects for viewing on the Web.
- use typographic commands and shortcuts to integrate text professionally in your illustrations.
- pre-flight documents to ensure smooth gradients and prevent printing problems.
- create color separations, specifying ink settings and printer's marks.

## Course Outline

Module 1 Graphic Formats

Module 2 Drawing Efficiently

Module 3 Web Output

Module 4 Advanced Type

Module 5 Preparing for Output

Module 6 Printing

## **Microsoft Access Introduction**

This course is designed for students who wish to learn the basic operations of the Microsoft Access Database program to perform their day-to-day responsibilities, and to understand the advantages that using a relational database program can bring to their business processes. The Level 1 course is for the individual whose job responsibilities include designing and creating new databases, tables, and relationships; creating and maintaining records; locating records; and producing reports based on the information in the database. It also provides the fundamental knowledge and techniques needed to advance to more complex Access responsibilities such as maintaining databases and using programming techniques that enhance Access applications.

## Course Length

7 Hours, 1 Day

## Tuition

\$495.00

Prerequisites

Basic computer skills

Objectives

Upon completion of this course, students will be able to create databases and tables, create and maintain records, locate records, and produce reports based upon database information.

Course Outline

Module 1 Creating Databases and Tables

Module 2 Creating and Maintaining Records

Module 3 Locating Records

Module 4 Producing Reports

**Microsoft Access Intermediate**

In this course, students will improve and customize tables, queries, forms and reports, and share Access data with other applications.

Course Length

7 Hours, 1 Day

Tuition

\$495.00

Prerequisites

This course is designed for individuals who wish to learn intermediate-level operations of the Microsoft Office Access program. The target student may also include individuals whose job responsibilities include creating databases, tables, and relationships, as well as working with and revising intermediate-level queries, forms, and reports.

Objectives

Upon completion of this course, students will be able to improve and customize tables, queries, forms and reports, and share Access data with other applications.

Course Outline

Module 1 Improving and Customizing Tables

Module 2 Queries

Module 3 Forms and Reports

Module 4 Sharing Data with Other Applications

## **Microsoft Access Advanced**

In this course, students will exchange data with other applications, automate business processes by using VBA code, and secure and share databases. (Second Edition)

### Course Length

7 Hours, 1 day

### Tuition

\$495.00

### Prerequisites

This course is designed for students who have a thorough understanding of the basic and advanced user features of the Microsoft Office Access 2007 application, and are interested in learning introductory level administrator skill sets. The course is also for the student who may be working in a web-based environment and may need to adapt Access applications to the environment.

### Objectives

Upon completion of this course, student will be able to exchange data with other application, automate business processing by using VBA code, and secure and share databases.

### Course Outline

Module 1 Exchanging Data with Other Applications  
Module 2 Automating Business Processes using VBA code  
Module 3 Securing Databases  
Module 4 Sharing Databases

## **Microsoft Excel Introduction**

This course teaches the basic functions and features of Excel 2010.

### Course Length

7 Hours, 1 Day

### Tuition

\$495.00

### Prerequisites

Students must possess basic computer skills

### Objectives

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

### Course Outline

Module 1 Introduction to Spreadsheet Terminology  
Module 2 Excel's Window Components  
Module 3 Using the Help System  
Module 4 Entering Texts, Values, Formulas, and Pictures  
Module 5 Editing Data  
Module 6 Creating and Modifying Charts

## **Microsoft Excel Intermediate**

Students will learn how to use multiple worksheets and workbooks efficiently and they will start working with more advanced formatting options including styles, themes, and backgrounds. They will also learn how to create outlines and subtotals, how to create and apply cell names, and how to work with tables. Students will save workbooks as Web pages, insert and edit hyperlinks, and learn to share workbooks by email. This course also covers advanced charting techniques, use of trend lines and spark lines, worksheet auditing and protection, file sharing and merging, and workbook templates. Finally, students will learn to work with PivotTables and Pivot Charts.

### Course Length

7 Hours, 1 Day

### Tuition

\$495.00

### Prerequisites

Students should possess some basic knowledge of Excel

### Objectives

Students will learn how to use multiple worksheets and workbooks efficiently and they will start working with more advanced formatting options including styles, themes, and backgrounds.

They will also learn how to create outlines and subtotals, how to create and apply cell names, and how to work with tables. Students will save workbooks as Web pages, insert and edit hyperlinks, and learn to share workbooks by email. This course also covers advanced charting techniques, use of trendlines and sparklines, worksheet auditing and protection, file sharing and merging, and workbook templates. Finally, students will learn to work with PivotTables and PivotCharts.

#### Course Outline

Module 1 Multiple Worksheets and Workbooks  
Module 2 Using Styles, Themes, and Backgrounds  
Module 3 Creating Outlines, Subtotals, Cell Names  
Module 4 Working with Tables  
Module 5 Advanced Charting Techniques

### **Microsoft Excel Advanced**

In this course, students will automate some common Excel tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others, and share Excel data with other applications.

#### Course Length

7 Hours, 1 Day

#### Tuition

\$495.00

#### Prerequisites

This course was designed for students who have experience using Excel to create, edit, and manage worksheets, and want to further their skills to create macros, collaborate with others, audit and analyze worksheet data, incorporate multiple data sources, and import and export data.

#### Objectives

In this course, students will automate some common Excel tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others, and share Excel data with other applications.

#### Course Outline

Module 1 Automating Excel Tasks  
Module 2 Applying Advanced Analysis Techniques  
Module 3 Sharing Excel Data with Other Applications

## **Microsoft FrontPage Introduction**

This course prepares students to create and publish web site using Microsoft FrontPage.

### Course Length

7 Clock Hours, 1 Day

### Tuition

\$495.00

### Prerequisites

Students should have experience with Microsoft Word 2010, Levels 1 and 2, Internet Explorer, Windows XP or higher, FreeHand Level 1, and some background in HTML

### Objectives

Upon completion of this course, students will be able to

- create a web site that includes new and existing web pages.
- add images to web pages.
- add links to web pages.
- add and format tables.
- format a web page.
- design layouts for web pages.
- use navigation view to structure a web site.
- publish a FrontPage web.

### Course Outline

Module 1 Creating a Web Page

Module 2 Adding Images

Module 3 Creating Links

Module 4 Adding Tables

Module 5 Formatting a Web Page

Module 6 Designing Your Web Pages

Module 7 Structuring a Web Site with Navigation View

Module 8 Publishing a Web Site

## **Microsoft FrontPage Intermediate**

Students will learn how to enhance the functionality and usability of web sites using Microsoft Office FrontPage tools.

### Course Length

7 Clock Hours, 1 Day

Tuition

\$495.00

Prerequisites

Students should have taken Microsoft FrontPage, Introduction.

Objectives

Upon completion of this course, students will be able to

- use frames to display several pages of web content within a single browser window.
- add user navigation components to a site.
- create web form and save collected data to a file and a database.
- add dynamic content to web pages.
- manage workgroups-based development of FrontPage webs.
- Maintain a site with FrontPage tools.

Course Outline

Module 1 Laying Out a Page with Frames

Module 2 Adding User Navigation Components

Module 3 Working with Forms

Module 4 Displaying Dynamic Content

Module 5 Managing Workgroup Development

Module 6 Maintaining a Site

**Microsoft Office Macro Programming Using VBA**

This course introduces students to the Microsoft Office macro programming environment and shows students how to use Visual Basic for Applications to create more complex macros. Microsoft Excel is used as the platform for this course, although the concepts apply across the entire Microsoft Office suite.

Course Length

7 Clock Hours, 1 Day

Tuition

\$995.00

Prerequisites

Students should have a strong familiarity with Microsoft Excel.

## Objectives

Upon completion of this course, students will be able to

- manage macros.
- record and edit macros.
- use a personal macro workbook.
- run macros using the Quick Access toolbar.
- explain macro security setting considerations and options.
- use Visual Basic for applications.
- use the Visual Basic editor interface.
- work with module design.
- explain Excel objects, properties, and methods.
- edit VBA code using the Visual Basic editor.
- run macro from within other macros.
- debug a macro.
- use loop structure in VBA code.
- use a for next statement.
- use a do loop statement.
- declare and use variables in VBA
- execute with end with.
- work with Syntax and interactive macros.
- create a custom message box.
- create a custom input box.
- work with VBA decision making code.
- work with select case and if then decision structures.

## Course Outline

Module 1 Macros Management

Module 2 Recording and Editing Macros

Module 3 Using a Personal Macro Workbook

Module 4 Running Macros Using the Quick Access Toolbar

Module 5 Understanding Macro Security

Module 6 Introduction to Visual Basic for Applications

Module 7 Understanding the Visual Basic Editor

Module 8 Examining Module Design

Module 9 Reviewing Excel Objects, Properties, and Methods

Module 10 Editing VBA Code Using the Visual Basic Editor

Module 11 Running a Macro from Within Another Macro

Module 12 Learning How to Debug a Macro

Module 13 Using Loop Structures in VBA Code

Module 14 Using For Next and Do Loop Statements

Module 15 Declaring and Using Variables in VBA

Module 16 Understanding “With End With” Syntax

## **Microsoft Outlook Introduction**

In this course, students learn the basic functions and features of Outlook.

### Course Length

7 Clock Hours, 1 Day

### Tuition

\$495.00

### Prerequisites

Students should possess a basic knowledge of Microsoft Windows.

### Objectives

Upon completion of this course, students will be able to

- read and send email messages.
- manage email messages and attachments.
- configure message options.
- use search folders.
- manage contacts.
- use the People Pane.
- work with tasks.
- create appointments.
- send and respond to meeting requests.

### Course Outline

Module 1 Getting Started

Module 2 E-mail

Module 3 E-mail Management

Module 4 Contact Management

Module 5 Tasks

Module 6 Appointments and Events

Module 7 Meeting Requests and Responses

## **Microsoft Outlook Intermediate**

This course teaches students how to customize the Outlook environment, calendar, and mail messages. Students will also learn how to track, share, assign, and locate Outlook items.

### Course Length

7 Clock Hours, 1 Day

Tuition

\$495.00

Prerequisites

Students should have taken Microsoft Outlook Introduction

Objectives

Upon completion of this course, students will be able to

- organize and locate messages.
- set calendar options.
- track activities using the journal.
- manage tasks.
- share folder information.
- customize the Outlook environment.

Course Outline

Module 1 Customizing Message Options

Module 2 Organizing and Locating Messages

Module 3 Setting Calendar Options

Module 4 Tracking Activities using the Journal

Module 5 Managing Tasks

Module 6 Sharing Folder Information

Module 7 Customizing the Outlook Environment

**Microsoft Outlook Advanced**

In this course, students will learn advanced techniques for managing stored e-mail messages. Students will learn how to create and work with note and journal entries, schedule and manage meetings, share Outlook content, and customize templates and forms.

Course Length

7 Clock Hours, 1 Day

Tuition

\$495.00

Prerequisites

Students should have experience with Outlook Introduction and Outlook Intermediate.

Objectives

Upon completion of this course, students will be able to

- manage mailboxes.
- create notes and journal folders.
- share folders and calendars.
- work with templates and forms.

Course Outline

Module 1 Mailbox

Module 2 Notes and Journal Folders

Module 3 Calendar and Contacts

Module 4 Collaboration Features

Module 5 Templates and Forms

Module 6 Business Contact Manager

**Microsoft PowerPoint Introduction**

Students will explore the PowerPoint environment and create a presentation. Students will add graphical objects to a presentation and modify them. Students will also add tables and charts to a presentation to present data in a structured form.

Course Length

7 Hours, 1 Day

Tuition

\$495.00

Prerequisites

Students must possess basic computer skills.

Objectives

Upon completion of this course, students will be able to create presentations, add graphical objects to a presentation, modify presentations, and add tables and charts

Course Outline

Module 1 Creating Presentation

Module 2 Adding Graphics

Module 3 Modifying Presentation

Module 4 Adding Tables and Charts

## **Microsoft PowerPoint Intermediate**

Students will be able to execute visual dynamics and the advanced features of Power Point.

### Course Length

7 Hours, 1 Day

### Tuition

\$495.00

### Prerequisites

Students must possess a basic working knowledge of Power Point.

### Objectives

Upon completion of this course, students will be able to execute visual dynamics and the advanced features of PowerPoint.

### Course Outline

Module 1 Visual Dynamics

Module 2 Advanced Features

## **Microsoft PowerPoint Advanced**

In this course, students will learn to identify and use the new and enhanced features of PowerPoint 2010 to create dynamic and visually appealing presentations.

### Course Length

7 Hours, 1 Day

### Tuition

\$495.00

### Prerequisites

This course is designed for experienced PowerPoint users who have worked with earlier versions of Microsoft Office PowerPoint, ideally Microsoft Office PowerPoint 2003, and who have or are planning to upgrade to Microsoft Office PowerPoint 2010.

### Objectives

Upon completion of this course, students will be able to and use the new and enhanced features of PowerPoint 2010 to create dynamic and visually appealing presentations.

### Course Outline

Module 1 Using New and Enhanced Features

Module 2 Creating Presentations

## **Microsoft Project Fast Track**

This course provides students with advanced features of Microsoft Project. Students will be able to create and work with custom WBS codes and templates, create and use custom forms, evaluate data by using filtering and grouping techniques, administer Project Central, navigate Project Central, and work with categories and views in Project Central.

### Course Length

14 Hours, 2 Day

### Tuition

\$795.00

### Prerequisites

Prior to attending this class, students should possess basic computer skills, be familiar with Windows, and have experience with Microsoft Project.

### Objectives

Upon completion of this course, students will be able to create and work with custom WBS code and templates, create and use custom form, evaluate data using filtering and grouping techniques, and administer and navigate Project Central.

### Course Outline

Module 1 Getting Started  
 Module 2 Working with Tasks  
 Module 3 Scheduling  
 Module 4 Managing Resources  
 Module 5 Working with Views and Tables  
 Module 6 Filtering, Grouping, and Sorting  
 Module 7 Finalizing the Task Plan  
 Module 8 Tracking Project Work  
 Module 9 Analyzing and Adjusting the Plan  
 Module 10 Formatting and Reporting  
 Module 11 Customizing the Project Environment  
 Module 12 Managing Multiple Projects  
 Module 13 Project Communication  
 Module 14 Exchanging Project Data

## **Microsoft Project Introduction**

This course teaches the basic commands and features of Microsoft Project 2010. Students will learn how to create and modify task lists, establish a project schedule, create calendars, assign resources to tasks, track costs, and work with different views and tables. Students will also apply filters and groups, and sort task and resource data. Finally, they will learn how to resolve resource conflicts.

Course Length

7 Hours, 1 Day

Tuition

\$495.00

Prerequisites

Students must possess basic computer skills.

Objectives

Upon completion of this course, students will be able to create and modify task lists, establish a project schedule, create calendars, assign resources to tasks, track costs, sort task and resource data, apply filters and groups, and resolve resource conflicts.

Course Outline

Module 1 Creating and Modifying Task Lists

Module 2 Establishing a Project Schedule

Module 3 Creating Calendars

Module 4 Assigning Resources to task

Module 5 Applying Filters and Groups

**Microsoft Project Intermediate**

This course builds on the concepts and skills taught in the introductory course. Students will learn how to work with templates, create baseline plans, monitor and update projects, analyze project statistics, handle delays and conflicts, create reports, consolidate project files, share resources, and customize Project. Students will also learn how to communicate project information by using Project Server 2010 and how to integrate Project data with other Office applications.

Course Length

7 Hours, 1 Day

Tuition

\$495.00

Prerequisites

This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying, has the basic skills to create and modify project plans using Microsoft Project 2010, and who needs a tool to manage those project plans to use Microsoft Project 2010 to manage and customize those plans through the implementation stage of a project.

Objectives

Upon completion of this course, students will be able to create and modify task lists, establish a project schedule, create calendars, assign resources to tasks, track costs, sort task and resource data, apply filters and groups, and resolve resource conflicts.

Course Outline

Module 1 Creating and Modifying Tasks Lists

Module 2 Establishing a Project Schedule

Module 3 Creating Calendars

Module 4 Assigning Resources

Module 5 Applying Filters and Groups

Module 6 Resolving Resource Conflicts

**Microsoft Project Professional**

In this course, students learn how to use Microsoft Office Project Professional to access project information on a server and report progress on assigned project tasks.

Course Length

7 Clock Hours, 1 Day

Tuition

\$1,295.00

Prerequisites

Students should have experience with Microsoft Project.

Objectives

Upon completion of this course, students will be able to

- use Project Web Access (PWA) to connect to the project server and alter the email notification settings.
- view task assignments using the My Tasks page.
- modify various view options.
- print task information.
- enter task progress.
- reject and delegate task assignments.
- create new task assignments.
- work with status reports.
- post and locate the risks, issues, and documents associated with a project.
- view and analyze project status using enterprise tools.

Course Outline

Module 1 Using Project Web Access  
Module 2 Viewing Tasks in the Tasks Page  
Module 3 Updating the Assignment  
Module 4 Submitting Status Reports  
Module 5 Managing Risks, Issues, and Documents  
Module 6 Viewing Project Status within the Enterprise

**Microsoft Project Web Access**

In this course, students learn how to interact with the Project Server environment to update progress view project and resource information, and manage tasks and the related issues.

Course Length

7 Clock Hours, 1 Day

Tuition

\$995.00

Prerequisites

Students should have experience with the Windows operating system and web browsers.

Objectives

Upon completion of this course, students will be able to

- use Project Web Application to access Project Server.
- view task assignments.
- modify task assignment.
- manage status reports.
- manage risks, issues and documents.
- track project status.

Course Outline

Module 1 Using Project Web Application  
Module 2 Viewing Tasks  
Module 3 Modifying Task Assignments  
Module 4 Managing Status Reports  
Module 5 Managing Risks, Issues, and Documents  
Module 6 Tracking Project Status within the Enterprise

## **Microsoft Visio Introduction**

In this course, students learn how to create and modify drawings with Microsoft Visio 2010.

### Course Length

7 Clock Hours, 1 Day

### Tuition

\$495.00

### Prerequisites

Students should have an understanding of basic workflows and the concept of end-to-end flowcharting.

### Objectives

Upon completion of this course, students will be able to

- create a drawing.
- examine the work area.
- use Visio help.
- navigate in Visio.
- use windows and stencils.
- manipulate objects.
- use drawing tools.
- execute basic diagrams.
- format drawings.
- work with pages.
- execute network and brainstorming diagrams.
- use basic advanced features.

### Course Outlines

Module 1 The Visio Environment

Module 2 Drawing Tools

Module 3 Basic Diagrams

Module 4 Formatting Drawing

Module 5 Working with Pages

Module 6 Network and Brainstorming Diagrams

Module 7 Introduction to Advanced Features

## **Microsoft Visio Intermediate**

This course builds on the concepts and skills taught in Visio Introduction. Students will learn how to create and assign layers, work with themes and styles, customize stencil shapes, compare organization charts, and create PERT and Gantt charts. They will also learn how to integrate Visio with other Office programs, generate a Web site map, and draw a system diagram.

### Course Length

7 Clock Hours, 1 Day

### Tuition

\$495.00

### Prerequisites

Students should have experience with Visio. Microsoft Visio Introduction

### Course Outline

Module 1 Creating Technical Layouts

Module 2 Advanced Formatting

Module 3 Custom Shape Design

Module 4 Business diagrams and Web Site Mapping

Module 5 Integration Visio with other Programs

Module 6 Software and Database Diagrams

## **Microsoft Word Introduction**

In this course, students will create, edit, and enhance standard business documents using Microsoft Office Word 2010.

### Course Length

7 Clock Hours, 1 Day

### Tuition

\$495.00

### Prerequisites

Students must possess basic computer skills

### Objectives

Upon completion of this course, students will be able to create, edit, and enhance standard business documents using Microsoft Office Word 2010.

Course Outline

Module 1 Creating Documents

Module 2 Editing Documents

Module 3 Working with Business Documents

**Microsoft Word Intermediate**

In this course, students learn how to create complex documents and build personalized efficiency tools using Microsoft Office Word 2010.

Course Length

7 Clock Hours, 1 Day

Tuition

\$495.00

Prerequisites

This course is designed for students who are able to create and modify standard business documents in Microsoft Word 2010, but need to know how to create or modify complex business documents and customized Word efficiency tools. It also aims to assist students preparing for the Microsoft Office Specialist exams for Microsoft Word 2010.

Objectives

Upon completion of this course, students will be able to students will create complex documents and build personalized efficiency tools using Microsoft Office Word 2010.

Course Outline

Module 1 Creating Complex Documents

Module 2 Building Personalized Efficiency Tools

**Microsoft Word Advanced**

In this course, students will create, manage, revise, and distribute long documents.

Course Length

7 Clock Hours, 1 Day

Tuition

\$495.00

### Prerequisites

This course is designed for persons who want to gain skills necessary to manage long documents, collaborate with others, and secure documents. In addition, it will be helpful for persons preparing for the Microsoft Certified Application Specialist exams for Microsoft Office Word 2010.

### Objectives

Upon completion of this course, students will be able to students will create complex documents and build personalized efficiency tools using Microsoft Office Word 2010.

### Course Outline

Module 1 Managing Long Documents

Module 2 Interfacing with other Users

Module 3 Working with Secure Documents

## **Microsoft Word Macros**

This course builds on the skills and concepts taught in Microsoft Word Intermediate. Students will learn how to perform mail merges, create and use forms, and create master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references, and Web frames. They will also learn to create macros, customize the Quick Access toolbar and keyboard shortcuts, and work with XML documents

### Course Length

7 Clock Hours, 1 Day

### Tuition

\$495.00

### Prerequisites

Students should have experience with Microsoft Word.

### Objectives

Upon completion of this course, students will be able to

- use mail merge.
- work with objects and backgrounds.
- work with forms.
- record and run macros.
- modify and delete macros.
- customize toolbar and keyboard.
- work with long documents.
- work with EML.

### Course Outline

Module 1 Mail Merge

Module 2 Objects and Background

Module 3 Forms

Module 4 Macros

Module 5 Toolbar and Keyboard Customization

Module 6 Long Documents

Module 7 XML Features

### **Programming .Net Using Java**

This course examines how to utilize advanced features the .NET Framework using the Java programming language in order to build sophisticated applications. It includes coverage of .NET 2.0 through .NET 4.0. The course begins by quickly reviewing .NET's Common Type System, and then examines nullable types, inferred types and dynamic data. Students then learn about object-oriented programming topics, including inheritance, abstract classes, sealed classes, partial classes and generics. Students also learn about many of the .NET interfaces and how they can take advantage of them.

### Course Length

21 Clock Hours, 3 Days

### Tuition

\$1,695.00

### Prerequisites

Students should have some experience with Java programming.

### Objectives

Upon completion of this course, students will be able to

- build and use classes, derived classes, abstract classes, and sealed classes.
- implement .NET interfaces and custom interfaces.
- work with object-based collections and generics collections.
- define and use synchronous and asynchronous delegates.
- fire custom events.
- work with data using ADO.NET and XML.
- make queries using LINQ and PLINQ.
- build multithreaded applications.
- use the parallel task library.
- build and use private and shared assemblies.
- work with reflection.
- build and consume WCF services.
- explain .NET security.

Course Outline

Module 1 Working with Types  
 Module 2 Working with Text  
 Module 3 Delegates  
 Module 4 Using XML  
 Module 5 Working with Threads  
 Module 6 Working with the Parallel Task Library  
 Module 7 Reflection and Attribute Programming  
 Module 8 .NET Interoperability Services  
 Module 9 Oriented Programming  
 Module 10 Collections and Generics

**UNIX Advanced Administration**

Students gain practical skills over Advanced UNIX Administration.

Course Length

35 Clock Hours, 1 Week

Tuition

\$995.00

Prerequisites

Students must be familiar with UNIX fundamentals.

Objectives

Upon completion of this course, students will be able to

- explain UNIX administration concepts.
- explain UNIX system sizing and clustering.
- install specific UNIX software.
- work with vendor-specific system management tools.
- navigate UNIX physical and virtual memory management.
- configure networks, NFS, and Kernal.
- install UNIX patches and full backup management.
- execute troubleshooting methodologies.
- execute clustering and failover.

Course Outline

Module 1 Overview of UNIX Administration Concepts  
 Module 2 Sizing and Installation Guidance of Specific Unix Software  
 Module 3 Vendor Specific System Management Tools  
 Module 4 UNIX File System and Volume Operation  
 Module 5 UNIX Device and Disk Management

Module 6 UNIX Physical and Virtual Memory Management  
Module 7 Configuring Networks, NFS, and Kernal  
Module 8 Installing UNIX Patches and Full Back-up Management  
Module 9 Advanced Shell Programming  
Module 10 Introduction to UNIX Clustering and Fall over Concepts

## **UNIX Network Administration**

In this course, students learn how to access and manage Oracle in a UNIX environment.

### Course Length

35 Clock Hours, 1 Week

### Tuition

\$995.00

### Prerequisites

Students must have basic experience with Oracle

### Objectives

Upon completion of this course, students will be able to

- execute complex UNIX commands on a server.
- issue command that retrieve data from Oracle.
- write script to manage Oracle in UNIX.

### Course Outline

Module 1 Introduction to UNIX  
Module 2 Server Monitoring UNIX  
Module 3 Extending STATSPACK for Server Statistics  
Module 4 Disk I/O Monitoring in UNIX  
Module 5 UNIX Network Consideration  
Module 6 Oracle Interfaces to the Server  
Module 7 Oracle Sessions and the UNIX Server  
Module 8 Building a Server Monitor with STATSPACK  
Module 9 Creating Server Exception Reports and Alerts  
Module 10 UNIX Administration for the Oracle DBA  
Module 11 Oracle Job Scheduling in UNIX  
Module 12 Advanced UNIX Administration for Oracle

## **UNIX System Administration**

This course teaches students the fundamentals of administering a server running the UNIX operating system.

### Course Length

35 Clock Hours, 1 Week

### Tuition

\$995.00

### Prerequisites

Students must have an understanding of UNIX and Linux operating system fundamental as well as Korn Shell Scripting.

### Objectives

Upon completion of this course, students will be able to

- explain the root account.
- boot and shut down.
- execute disk structures and partitions.
- work with hardware devices and drivers.
- navigate through the UNIX Filesystem.
- execute process controls.
- add and remove users.
- add hardware.
- communicate with users.
- backup and archive.

### Course Outline

Module 1 Getting Started

Module 2 The Root Account

Module 3 Booting and Shutting Down

Module 4 Disk Structures and Partitions

Module 5 The UNIX File System

Module 6 Process Control

Module 7 Adding and Removing Users

Module 8 Adding Hardware

Module 9 UNIX System Logging

Module 10 Communication with Users

Module 11 Periodic Jobs

Module 12 Backups and Archiving

## **UNIX System Security**

In this course, students gain the skills needed to secure UNIX and Linux platforms. They will also learn to use tools and utilities to assess vulnerabilities, detect threats and provide effective access controls.

### Course Length

35 Clock Hours, 1 Week

### Tuition

\$995.00

### Prerequisites

Students should have knowledge of Linux or UNIX

### Objectives

Upon completion of this course, students will be able to

- secure UNIX and Linux systems from internal and external threats.
- control authenticated access to local and remote resources.
- scan servers for vulnerabilities and correct any problems.
- reduce security risk by limiting super user privileges.
- configure tools and utilities to minimize exposure and detect intrusions

### Course Outline

Module 1 UNIX and Security

Module 2 Protecting User Accounts and Strengthening Authentication

Module 3 Reducing Exposure to Threats by Limiting Super-user Privileges

Module 4 Safeguarding Vital Data by Securing Local and Network File Systems

Module 5 Avoiding the Exploitation of Programs

Module 6 Minimizing Threats to Network Services

## **XML Programming Using Java**

In this course, students learn how to program XML using Java.

### Course Length

28 Clock Hours, 1 Week

### Tuition

\$995.00

### Prerequisites

Students must have experience in Java programming including object-oriented Java and the Java streams model. Basic understanding of XML is required.

### Course Outlines

Module 1 The Java API for XML Processing (JAXP)  
Module 2 The Simple API for XML (SAX)  
Module 3 The Document Object Model (DOM)  
Module 4 Manipulating XML Information with the DOM  
Module 5 Using the JAXP for Transformations  
Module 6 XPath  
Module 7 Templates and Production  
Module 8 XSLT: Dynamic Content and Flow Control  
Module 9 The Java API for XML Binding  
Module 10 Working with JAXB Object Models

### **XML Schema Design**

This course builds upon the skills developed XML-An Introduction. Students will learn more complex uses of XML.

### Course Length

7 Clock Hours, 1 Day

### Tuition

\$995.00

### Prerequisites

Students must possess some experience with XML

### Objectives

Upon completion of this course, students will be able to

- develop XML schema to express precise type information for an XML document.
- associate schema with XML instance documents.
- validate instance documents against associated schema.
- define simple types, and use value restrictions and enumerations to constrain values.
- define list and union types.
- create complex types.
- define element and attribute groups for better reuse and more maintainable schema.
- associate elements of different types using keys and key references.
- create derived simple and complex types using restriction and/or extension.
- develop hierarchies of reusable complex types using type extension.

- populate multiple namespaces using schema and import and use those namespaces in valid instance documents.
- design schema that maximize validation capabilities and type reuse.
- use XSLT as an additional stage of document validation.

### Course Outline

Module 1 Getting Started with XML Schema

Module 2 Simple Types

Module 3 Complex Types

Module 4 Keys and Key Types

Module 5 Reusing Schema Types

Module 6 Namespaces and Schema

Module 7 Using Schema in XML Applications

Module 8 Application Validation

### **XML An Introduction**

This course introduces students to XML. Students learn to develop web pages according to the W3CXHTML standard.

### Course Length

14 Clock Hours, 1 Day

### Tuition

\$995.00

### Prerequisites

Students should have some understanding of XML.

### Course Outline

Module 1 XML Basics

Module 2 XML Components

Module 3 Document Type Definition (DTD)

Module 4 Schema

Module 5 Cascading Style Sheets (CSS)

Module 6 XML Transformation (XSLT)

Module 7 Linking in XML

Module 8 SML API's

Module 9 XML Data Binding Basics

Module 10 Authoring Tools

Module 11 Introduction to XHTML

## **RULES OF OPERATION AND CONDUCT**

All students, faculty members and administrators shall conduct themselves in accordance with the published rules and regulations of the school. Each person shall endeavor to treat others with respect. Students are expected to dress in business attire and behave in a mature manner consistent with the professional nature of the school and its surroundings.

## **FACILITIES AND STUDENT SERVICES 25(9)**

### **25(12)**

#### **Location**

The school is located at 6910A Miramar Road, Suite 206 in San Diego, California. The classrooms are designed to accommodate up to 20 students each. Each classroom is equipped with the appropriate computer work station. The building, classrooms, restrooms and complete facilities are fully accessible to the physically challenged. There is ample free parking for all students in the adjacent parking structure, and numerous spaces reserved for the disabled.

#### **The Library 25(10)**

The School maintains a resource center that houses textbooks, periodicals, and reference materials. These materials can be checked-out by students. Additionally, students have Internet access for research purposes.

#### **Placement Assistance 21**

The School provides placement assistance for all program graduates. Services include resume and interview preparation. Placement assistance continues until the graduate obtains employment in the field of instruction.

#### **Financial Aid 25(6)**

Students are expected to make arrangements for tuition payment at the time of enrollment. All financial information is clearly disclosed in the Enrollment Agreement.

### **18**

Blue Star Learning does not participate in Department of Education, Title IV Funds programs. However, selected programs are approved by the San Diego Workforce Investment Board. Check with your admissions representative to inquire about the approved programs. Moreover, the school maintains GSA and CMAS contracts. Again, check with your admissions representative to determine if you qualify for this assistance.

### **19**

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

**Distance Education 25(11)**

Blue Star Learning does not offer distance education.

**Housing 25(12)  
25(13)(C)25(13)**

Blue Star Learning does not provide housing and has no responsibility to find or assist a student in finding housing.

**SCHOOL POLICIES****Admission Requirements 12**

Admission to the school is open to anyone 18 years of age or over who has a high school diploma or GED. The School does not accept ability to benefit students.

The School does not offer any English Second Language (ESL) classes.

The School admits qualified students without discrimination toward race, color, national or ethnic origin, marital status, sex, sexual orientation, and age, religion or physical ability.

All students must file a complete an accurate application for admission before being considered for admission.

**Admissions Procedure 12**

During the admissions process, prospective students must

- complete an enrollment agreement.
- participate in an enrollment interview during which program details are discussed and all forms are completed.
- pay the registration fee of \$100.00.
- make arrangements for tuition payment, not including any certification examination fee.

The enrollment agreement is written in language that is easily understood. If English is not the student's primary language and the student is unable to understand the terms and conditions of the enrollment agreement, the School will not enroll the student. All recruitment is conducted in English.

All of the diploma and certificate programs at Blue Star Learning are short-term in nature. That is, they can be completed in one term or four months. Therefore, payment of all tuition and fees are required on the first day of instruction. Students may arrange for a payment schedule that must be indicated on the enrollment agreement.

If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. 19

### **Foreign Students**

Currently, Blue Star Learning does not admit students from other countries. That is, students required visa services for matriculation.

### **Language Proficiency 25(4), 25(5)**

Students must be fluent in English. That is, they must be able to effectively read and write English at the high school level. No ESL services are provided nor are any instruction provided in any language other than English.

### **Attendance 15**

Blue Star Learning emphasizes the need for all students to attend classes on a regular basis. Any absences, except those necessitated by death of a family member, illness, verified court appearance, military duty, or other legal requirements are discouraged and unexcused.

To maintain satisfactory attendance, students may not miss more than 5% of the total hours in any given class. Upon missing more than 5%, a student will receive written notification of attendance probation. Additional unexcused absences during such probation periods may result in an absence contract between the student and instruction, suspension, or dismissal from the school. A student will remain on probation until the end of the module.

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT BLUE STAR LEARNING 23**

The transferability of credits you earn at Blue Star Learning is at the completed discretion of an institution to which you may transfer. Acceptance of the diploma or certificate you earn in any course or program is also at the complete discretion of the institution to which you may transfer. If the credits, diploma, or certificate that you earn at Blue Star Learning 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 Blue Star Learning will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Blue Star Learning to determine if your credits, diploma, or certificate will transfer.

### **Transfer Of Credit From Another Institution 12**

Due to the technical nature of the courses and programs at Blue Star Learning as well as how the courses/programs are measured (clock hours, only), the institution does not accept transfer credits from other institutions. Furthermore, Blue Star Learning does not maintain articulation agreements with any other institution. 12

**Credit For Prior Experiential Learning 12, 25(7)**

Blue Star Learning does not grant credit for prior experiential learning.

**Credit By Examination 12**

Students may receive credit by examination for a selected course. However, credit by examination does not relieve tuition responsibility. Specifically, students must still pay the full tuition for credit by examination courses.

**Ability To Benefit Students 12**

Blue Star Learning does not admit ability to benefit students.

**Student Complaint/Grievance 25(14)**

The School accepts the responsibility for its course content, the manner in which it is presented, and the representatives who administer and instruct at the School. The information that follows represents procedures by which a student may air any grievance or complaint that he or she may be inclined to register regarding the School, its course content or personnel.

- A. A student who believes that an injustice has been done to him/her should first attempt to resolve the complaint by informal discussion with the employee(s) involved.
- B. If the problem is not resolved with direct discussion between the student and the school employee(s), the student should request an informal discussion with the person at the lowest level of authority directly above the person at which the complaint was directed.
- C. If the complaint is still not resolved, the student has the option to submit a written statement with regards to the nature of the grievance to that level of authority spoken to in Section B, which will be forwarded to the director (student complaint designee), for review. This written statement should specify the time, place and nature of the complaint and a remedy or corrective action requested by the student. This statement should be submitted within three days of the incident's occurrence, after the concerned parties are made aware of all aspects of the complaint or grievance.

The director handles complaints and grievances, and is regularly accessible during school hours of operation and by appointment before and after school, Monday through Friday.

- D. The School and its administration believe that most grievances can be resolved through this policy. In the event that it cannot, the student may submit a copy of the written grievance as described in Section C, to:

The Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
Or  
P.O. Box 980818  
West Sacramento, CA 95798

- E. A students or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888.370.7589 toll free or by completing a complaint form, which can be obtained on the bureau's web site [www.bppe.ca.gov](http://www.bppe.ca.gov). 7

### **Student Grade Grievance 25(14)**

This policy describes the procedure by which a student may present a grievance on grades or grading practices. The California Education Code, quoted below, states clearly the conditions upon which grades or grading can be questioned.

*“When grades are given for any course of instruction...the grade given each student shall be determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or competency, shall be final.”*

- A. The student who believes that an injustice has been done to him/her regarding a grade or the grading policy should first attempt to resolve the matter through informal discussion with the class instructor.
- B. If the problem is not resolved with the instructor, the student should pursue a conversation with the director. Any matter dealing with a grade or grading policy is the sole responsibility and final decision of this administrator. The School and its staff believe that the scope of any grade grievance can be resolved at this level. There is no further chain of action.
- C. If the student has received an unsatisfactory grade on a particular segment of the class, that student can attend a future class, as specified and approved by the administration, to review that segment and retake the exam at no additional cost. No certificate will be awarded until the student demonstrates satisfactory knowledge and skill level by passing all testing phases of the course.

## Student Conduct

All students are expected to conduct themselves as responsible adults, regular attend classes, and maintain satisfactory academic progress. The school reserves the right to dismiss any student whom

- exhibits conduct, determined by the administration, to be detrimental to fellow students, other individuals, and the community or school.
- fails to maintain satisfactory academic progress.
- fails to meet attendance standards.
- fails to meet financial obligations to the school as agreed.

The School reserves the right to cancel a class start date due to insufficient enrollment. If this occurs, the student may request a full refund of all monies paid or apply all monies paid to the next scheduled class start date.

The School reserves the right to change or modify the program contents, equipment, staff or materials as it deems necessary. Such changes may be necessary to keep pace with technological advances and to improve teaching methods or procedures. In no event will any such changes diminish the competency or content of any program or result in additional charges to the student.

## STANDARDS FOR STUDENT ACHIEVEMENT 25(8)

### Grading/Student assessment

Listed below is the grading policy.

<u>Grade</u>	<u>Percent</u>	<u>Grade Point</u>
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	0-59	0.0

Students are required to master all course segments and pass all tests, take notes, complete homework assignments and participate fully in all classes and hands-on application sessions prior to earning a certificate of completion. To graduate and receive a diploma, students must complete the course with a minimum combined average of 70% or better and meet the minimum attendance requirements.

## **Tracking Progress Probation/Termination 14**

If a student misses part of a class, that work must be made up after class or as homework. If a student misses class without reasonable cause or is persistently tardy, a warning is issued as a precursor to termination from the program. The director will study each absence or tardy on a case-by-case basis, and will use discretion in deciding if the student is to be dismissed, retained or placed on probation. If terminated, the student will receive a pro-rata refund (clock-hour formula).

A student will be placed on probation for three unexcused tardies or for missing a class, or part of a class, without reasonable cause. The student will be required to make up the work, and will remain on probation until all course work is current and progress is satisfactory again. If a student repeats any course segment or has to make up a segment, the total time to complete the program must not exceed 1.5 times the maximum planned program completion time.

A student is considered tardy for arriving more than 20 minutes late to class, or leaving more than 20 minutes early. Three tardies without reasonable cause mean the student has missed a day of class, and that will result in probation or termination. Three consecutive absences will result in termination from the program.

If a student is unable to satisfactorily assimilate the knowledge or skills contained in a course, then it is in the best interests of both the student and the School for the student to withdraw or be dropped from the program. Students who successfully complete the program will receive a diploma on the last day of class.

## **Satisfactory Academic Progress 14**

Each student is evaluated at the end of the first 25 percent of the program and must have a grade-point average of 1.0, a 1.5 grade-point average at the midpoint of the program and a 2.0 grade-point average upon graduation.

If a student does not meet the required grade-point average at the appropriate checkpoint he or she would be placed on probation and given until the next checkpoint to increase the grade to the required minimum. If the required minimum standard is not met by the next checkpoint, the student will be terminated.

## **Student Appeal Process**

If a student is terminated from a program for unsatisfactory attendance, lack of progress, unacceptable conduct or failure to abide by financial and/or other agreed upon contracts, the student could initiate the appeal process by submitting a written request for readmittance to the school's director. An Appeals Committee will take into consideration the student's overall attendance record, academic progress, conduct, instructors' recommendations and any other relevant circumstances.

The student will be notified in writing of the Appeal Committee's decision within three working days from the date the appeal was submitted. Students will not be entitled to appeal if they are terminated for exceeding the maximum planned program completion time.

### **Reinstatement**

Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated at the beginning of the next available class. To be reinstated, students must follow the appeals process. Readmitted students must achieve a minimum average of 70% (C).

### **Leave Of Absence 16**

A student may take a leave of absence for good cause, as long as the director is notified in writing. The student must apprise all concerned parties on the length of the LOA and the return date to class, so that adjustments pertaining to scheduling and classroom space availability can be accommodated. Previous grades and progress will not be affected by a leave of absence. Students will not be charged for their LOA.

A discretionary leave of absence, or the taking or retaking of part of the course will not affect previous grades. The maximum time allowed to complete any program is 1.5 times the scheduled number of business class days. The extra class days can be taken on some future date depending on classroom availability and scheduling issues.

### **PROGRAM APPROVAL 4**

Blue Star Learning is a private institution approved to operate by the California Bureau for Private Postsecondary Education (School No. 3712101) pursuant to the California Educational Code Section 94718. The Bureau's approval means that it has determined and certified that an institution meets minimum standards established for integrity, financial stability and educational quality, including the offering of bona fide instruction by qualified faculty and the appropriate assessment of student achievement prior to, during and at the conclusion of its program.

### **DISCLOSURES**

#### **20**

Blue Star Learning has no pending petitions in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy file against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S. Sec 1101 et. seq.)

## STUDENT RECORDS 25(15)

All student academic and financial records are accurately maintained on site in fireproof cabinets and filed in a secure and organized manner. These records are retained for five years to comply with BPPE regulations. After five years the records are moved to a licensed and bonded off-site storage facility that also maintains fireproof protection for these records indefinitely. Students are permitted to view their records, but the records must not leave the school.

The director is responsible for the safekeeping and accuracy of student records.

## STUDENT PROVISIONS

### Student's Right To Cancel And Refund Rights 13

1. You have the right to cancel the enrollment agreement for a program if instruction including equipment or other goods and services included in the agreement, through the first class session or the seventh day after enrollment, whichever is later.
2. Cancellation shall occur when you give written notice of cancellation to the School. You can do this by mail, fax, hand delivery, or telegram. Address this cancellation notice to Campus Director, Blue Star Learning, 6910A Miramar Road, Suite 206, San Diego, CA 92121.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage paid.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by the enrollment agreement.
5. If you cancel the enrollment agreement, Blue Star Learning will keep the \$100.00 registration fee, you will have no liability to the School except as provided in paragraph six of this section and Blue Star Learning will refund any money you paid within (30) days after we receive your notice of cancellation.
6. You have the right to withdrawal from the program at any time. If you withdrawal from your program after the seventh day after enrollment and are entitled to a refund, the School will pay your refund within 30 days of your withdrawal / determination date according to the current regulations. Before we compute your refund, Blue Star Learning will keep the \$100.00 registration fee. The amount of your refund is calculated and determined on a pro-rata basis. The State pro-rata will be calculated for all students who withdrawal from a program and is derived by the number of hours attempted as of the students last date of attendance in a scheduled aacademic year into the total number of hours scheduled for the academic year.

7. For the purpose of determining the amount a student owes for time attended, a student shall be deemed to have withdrawn from a program when any of the following occurs: (a) The student notifies the School of withdrawal or the actual date of the withdrawal (b) The School terminates the student's enrollment, (c) The student has failed to attend classes for 5% of the program length, (d) The student fails to return from a Leave of Absence. For the purpose of subdivision (d) of California Section 94920 and for determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. For the purpose of determining when the refund must be paid pursuant to subdivision (d) of California Section 94920, the student shall be deemed to have withdrawn at the end of the designated period.
8. If the School provided books or equipment, the student must return the equipment in good condition, allowing for reasonable wear and tear within 30 days following the date of withdrawal. The School will refund the charge for the equipment, which was paid. If the student fails to return the equipment in good condition, allowing for reasonable wear and tear, within 30 days following the date of withdrawal, the School may offset against the refund calculated.
9. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

#### **Hypothetical Refund Example:**

Assume that a student enrolled in a 147 clock hour program that costs \$3,462.00 (\$2,412 for tuition, \$100 registration fee, and \$950 for books and materials). The student keeps all books and material and has a cash credit of \$1,000. If the student withdraws after completing 47 clock hours, the calculation is:

1.	Total charges	=	\$3,462.00
2.	Less tuition charges of \$3,362 times remaining hours (100) divided by the total course clock hours (147)	=	\$2,287.00
3.	Subtotal	=	\$1,175.00
4.	Less any amount paid by you or on your behalf	=	\$1,000.00
5.	Amount you still owe	=	\$ 175.00

For the purpose of determining the amount owed for the time attended, a student shall be deemed to have withdrawn from the course when any of the following occurs: (a) The student notifies the school of his/her withdrawal or the actual date of withdrawal in writing. (b) The School terminates the student's enrollment. (c) The student fails to attend classes for 5% of the program duration. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

If any portion of the student's tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or the agency that guaranteed the loan, if any. Any remaining funds will be used to repay any student financial aid program from which the student received benefits, in proportion to the amount of the benefits received. Any sum remaining will be refunded to the student.

## STUDENT TUITION RECOVERY FUND 22

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

3. You are not a California resident, or are not enrolled in a residency program, or
4. Your total charges are paid by a third party, such as an employer, government program or other payer, and have no separate agreement to repay the third party.

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

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

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

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

It is important that students keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents money paid to the school. Direct any questions on STRF to the Bureau for Private Postsecondary and Education, 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833 (916) 431-6959.

## **FACULTY AND STAFF**

### **Administration**

Nimesh Shah, President/School Director/Chief Academic Officer

### **Faculty 11**

All faculty members possess, at a minimum, at least three (3) years of professional experience in the field of instruction accompanied by any required certification (i.e. Microsoft, CompTIA, Oracle, etc.). All faculty members are required to remain current in the field of instruction. This may be achieved through professional conferences and activities, continuing education including certifications, pedagogical courses including classroom management, and advanced diploma or degree achievement.

Gregory Adkins  
Tonya Aerica  
Patrick Armstrong  
Gregory Capps  
Darren Douglas  
Gene Goldman  
Tony Korwin  
Teri Miller  
Gerald Pauler  
Kenneth Platt  
Judy Pipia  
Matt Tyler  
Edwin Wallum  
Brian Whitfield  
Nimesh Shah