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Amfasoft Corporation

Mission

The mission of Amfasoft is to provide career enhancement courses to help build the skills of qualified professionals and beginners.

Amfasoft aims to bring qualified faculty who have good working experience in software industries into contact with students who aspire to develop their skills and excel in their careers.

Faculty

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

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

Local Activities

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

Admission Policies

Admission Requirement

To enroll in any course, an applicant must have good oral and written communication skills in English language. The applicant should have basic computer knowledge. In order to satisfy the admission requirement, a course coordinator will interview verbally with the student to test her/his skills. Minimum level of education required is at least 2 years of college-level of education.

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

Enrollment Agreement

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

Upon joining Amfasoft Corporation, a student is given an Enrollment Agreement Package and the administrative staff will go over all the forms with the student. The student will be asked to sign on the

Registration form only after understanding and agreeing to the terms and conditions. Both the student and the school keep a copy of the form.

Entrance Testing Requirement

Admission for the course will be based on the prerequisite of the course for which the student is interested in joining. The course counselor will take an oral or written test that is designed to measure the student's ability to be successfully trained to perform the tasks associated with the occupations or job titles to which the program of instruction is represented to lead. The student's performance on the test must demonstrate that ability. If a prospective student fails to pass the test than the course coordinator will recommend him to start with a more basic course that will build the foundation.

Orientation Day

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

Registration

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

Notice of Admission

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

Class Schedule

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

Full time administrative personnel are available at the training campuses both day and evening, weekdays and Saturdays to assist the students, instructors and new applicants.

Standards of Satisfactory Progress

All students must maintain satisfactory progress at Amfasoft. A student is required to successfully complete his/her course within the program period in order to receive a course completion certificate. A student is evaluated in the middle of the course based on in-class assignments, take home assignments, lab exercises, midterm, final exam and attendance. A prospective individual must achieve to demonstrate an ability to be successfully trained to perform the tasks associated with the occupations or job titles to which the course is represented to lead.

An evaluation of the student will be done in the middle of the course in order to determine that the student has the desire and the ability to progress satisfactorily in the program. If the counselor finds that the student lacks the desire or ability to progress satisfactorily, the counselor will arrange a meeting with student to discuss the cause for lacking desire and ability in the course

Grading Policy and Academic Standards

Grades: Approximately two weeks after the end of the course, grade reports will be Printed for the students to give in the class. Grades are not given out over the telephone. The following symbols shall be used in evaluating student performance. The symbols Reflect the quality of the student's Accomplishment relative to standards set for each course.

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

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

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

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

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

Dismissal: A student will be dismissed from his/her program of study if meeting either of the following conditions. 1. Failing to meet the requirements for attendance, grades and payment policies.

The dismissal will be conducted by the course coordinator after evaluation of the student progress. The office will arrange a course counseling session for the student with the course coordinator to find that in why the student is lacking the desire or ability to progress satisfactorily.

Dropout and Leave-of-absence policies

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

Leave-of-absence: Only allowed with prior notice or in case of emergency. If the student does not show for 2 lecture classes without notifying Amfasoft than he/she will try to make up the missed lecture from other students or try to go over the course material by them. The instructor will not arrange a makeup class for the students from whom they have not received any notice of leave-of-absence from course.

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

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

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

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

Attendance

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

Tardiness

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

Rules of Operation and Student Conduct

Student Discipline

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

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

Student Complaint Procedures

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

Policies Regarding Record Retention

Educational Records are kept in Administrative office in lock. The educational records are all files, records, or documents maintained by Amfasoft, which contain information directly related to the students. Example of education records is the general inquiry form filled by the students at the time of registration, the enrollment agreement papers, job placement files, evaluation sheets, student grades, resumes etc. It is the policy of the school to monitor educational records to ensure that they do not contain information that is inaccurate, misleading, or otherwise inappropriate. The school may destroy records that are no longer useful or pertinent to the students' circumstances. The student records are kept in the administrative office for at least five years from his/her date of registration.

Student Privacy

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

Faculty Qualifications

Instructors for the courses

Aliuddin M. Ahmed: Founder and President of Amfasoft Corporation, has more than 15 years of experience in IT industry and has been a programmer since 1995 and working on ERP implementation projects for Oracle Financials and Manufacturing 11i. In addition to working experience, he has more than 10 years of teaching experience. He is an instructor and a course coordinator for Introduction to oracle RDBMS, SQL & SQL*PLUS and Oracle Financials and Manufacturing 11i courses. He is also the Academic Course Counselor for all courses. OCP Certified Professional Instructor

Qualifications: B. S (Engineering), MBA

Farhana Ahmed: Director of Education of Amfasoft Corporation. She has over 11 years of experience in IT Industry and has been teaching Accounting, Quickbooks, Payroll and Bookkeeping certification courses for more than 8 years. She has been a career counselor for all the courses. She is a Quickbooks proadvisor and a **CTEC** registered tax preparers who have successfully completed the qualifying and continuing education requirements of the State of California.

Qualifications: BS in Accounting

Venkateswaran R: Has over 15 years of DBA on oracle 11g/11gi and Sybase,1.1.x,12.5.x,Oracle Applications 11 and 11i.He is proficient in the Analysis, design & development of client/Server based application Software using RDBMS Tools. He has an extensive experience in Database administration including database installation, Managing Security, Profiles, Server Tuning, and Backup & Recovery Procedures. Apps11i includes installation, patching, maintenance, cloning using rapid cloning administration of users, managing printer setups. He has been teaching SQL, Unix, Oracle DBA and Application DBA at Amfasoft Corporation for more than 10 years. OCP Certified Professional Instructor

Qualifications: MS in information technology.

Fareed Shaikh – Over 15 years of experience in design, development and implementation of various business application using Oracle Applications release Rel12/11i/10.7 modules (ERP/CRM, PO, BOM, WIP, INV, OM, EDI), extensive experience in usage of SQL, PL/SQL, SQL *Plus oracle8i/7.x, Forms 6i server Reports 6i for both development and customization of forms and reports and experienced in back end programming. Possesses strong programming experience in SQL and PL/SQL with a sound understanding of Application Object Library (AOL). He has been teaching Oracle Developer, Oracle Manufacturing, and Oracle DBA and Application DBA at Amfasoft Corporation for more than 10 years.

Qualifications: MS Computer Science

Tahir Qader: Over 15 years of hands on experience in technology and consulting encompassing the implementation of Enterprise Business Applications including ERP, CRM, HRMS, BI and Data Warehousing. Solid experience in the management of Business Application implementation and upgrade projects with proven strategies that reduce costs through short execution cycles and low cutover downtimes. Expertise in the architecture design, configuration, administration and maintenance of Database and Application tiers for Oracle Apps, JD Edwards and PeopleSoft HRMS on UNIX and Linux platforms. Vast practical experience in full implementation of Oracle Apps upgrade projects through cloning, patching, debugging and maintenance, besides backup/recovery and application performance tuning.

Qualifications: MS in Computer Sciences and Information Management

Mohan Jayaraman: 18 Years of work experience in Software Development using Adobe Flex, Cold Fusion MX, Oracle 9i, PL/SQL, Java, HTML, DHTML, Java Script and Flash. Worked on multiple platforms including Sun Solaris, Windows NT and Unix Proficient with ORACLE 11g/011g/9i, Oracle Developer 2000 - Forms 6i/9i and Reports 6i/9i, SQL Server 6.5, Sybase System 11 Worked with designing tools Dream Weaver MX, Fireworks MX and Flash MX. Good Knowledge in FuseBox Methodology and Mach-ii Framework. Extensive experience in database modeling. Expert in writing Complex SQL queries, PL/SQL Packages, Collections, Objects, Types and Oracle 9iAS Portlets. Good knowledge in SDLC. Plenty of leadership qualities, initiative, dedication, hardworking, commitment and Co-ordination. He has been teaching Oracle Developer, SQL, and Unix at Amfasoft Corporation for more than 7 years.

Qualifications: B.Tech

Gopi Krishna Gourishetty : Over 12 years of experience as IT professional with over 10 years as Oracle Database Administrator. Experience in installing and maintaining Oracle Applications 11i, Advanced Multi-Master Replication, Partition, Oracle RMAN integrated with Netbackup, Data Guard and Stand-by Databases and Oracle RAC. Experience in support activities for Oracle Applications 11i -- patching, cloning, troubleshooting, etc. Experience in Veritas Volume Manager, Veritas High Availability (H/A) and Quick I/O. Experience in database modeling / Warehousing using tools like ERWin, DB Artisan & Data Junction. Working knowledge of Oracle 9iAS Portal, Apache, resin, JDBC. Experience in maintaining Remedy (Customer support), TRACKWeb (Defect tracking system) and Perforce (Source Code Management).

Qualifications: B.E (Computer science)

Bijoy Chattopadhyay : More than 18 years of IT experience including 15 years of ERP (SAP) consulting with Big-4 Consulting Firm specializing in project management, providing advisory and strategy as well as architecting complex large-scale enterprise solution for the Fortune 500 Companies. Project Manager / Development Manager on several major SAP implementation projects for the Fortune 500 companies including Chevron, Lockheed Martin. Experience in diversified industry including Financial, Manufacturing, High-Tech for various business processes e.g. HCM, Finance, CRM, Procurement Strong diversified function knowledge in SAP CRM, FICO, SD, MM and HR. Previously taught many classes internally at Deloitte and SAP as well as externally on SAP FICO, SD, MM and CRM. He has been teaching SAP: All in One at Amfasoft Corporation for more than 8 years.

Qualifications: BS & MS (Engineering), MBA (Finance)

Narsimha Naidu: Over 18 years of hands on experience in Design and Development of Business Applications using wide variety of Internet tools, Oracle 8.0/8i, C and C++

Expert in Development and Testing of Web applications using Java, Servlets, JSP, JDBC, EJB, Java Script, WebSphere Application Server (WAS) 4.X/3.5/3.0.2, Web Logic, Java Web Server, IIS, Cold Fusion, PHP, Dreamweaver, Visual Age for Java (VAJ), JBuilder, JDeveloper, WebSphere Application Developer (WSAD), Struts, NetWeave, XML, C, C++, Oracle 8.0. Experience on personalizing website using ATG Dynamo. Also, has expertise in Re-factoring the code and TDD development for Java applications. He has been teaching Web Development, SQA courses at Amfasoft Corporation for more than 9 years.

Qualifications: BS & MS Engineering

Jani Basha: Over 10 years of hands on experience in Sales & Distribution, Material Management and Plant maintenance, IS-U areas with over 3 years in SAP R/3 software. SAP Enhancements (Function module exits, Screen exits, Field exits and Menu exits).

Qualifications: BS Computer Science

Ajit Dwivedi: Consultant with SAP FICO certification, ITIL certification with over 12 years of strong and proven Financial Management and Information Systems experience. I am highly motivated, resilient and hard working individual. Over 7 years of experience in SAP FICO configuration/customization, training, testing, documentation and design. I am experience in using various tools, process flow analysis, integrated test design, implementation and maintenance of Financial Accounting and Controlling (FICO) module. Possess good analytical, communication, interpersonal, customer relationship, people management and project management skills.

Qualifications: MS (Computer Information System)

German Sedano: Over 12years of Solid experience in Project Management, SW Development, and Technical Support allowing foresight in problem solving. Skilled at bringing cross-functional teams together and achieving the desired outcome through calm, methodical and professional means. Proficiency in managing and resolving technical and process related issues escalated by internal/external customers and partners. PMP and Six-Sigma certified. Project Management Instructor

Qualifications: MS, MBA

Angira: Over14 years of progressive experience in Development, Design and Implementation, Analysis AND Project Management in IT industry, last 8 years being in diverse roles of functional and business Analyst, SME, as well as Onshore coordinator and Manager.

She has extensive experience with creating Functional and business requirement documents , Gap Analysis , Issue resolution , conducting business Acceptance testing , conducting working sessions for risks and issue management, socializing with various levels of stakeholders of projects in Organizations at various phases of Project lifecycle including senior managements . She has been consulting in companies like Sun Microsystems, Cisco Systems. Finish Line, Professional Access, Proctor and Gamble during her Analyst/Coordinator career.

Qualifications: MS (Computer science)

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

Qualification: MCIT (Master in Computer and Information Technology), Bcom (Bachelor in Commerce)

Technical Qualification: Oracle Certified Professional.

Irfan Mohammed: Around 4+ years of extensive experience in Design, Analysis and Development of Business critical Applications. Proven proficiency as a Database Developer, Applications Developer with Oracle Financials (AR, AP, GL, PO, and FA), Oracle Manufacturing (OM, INV, BOM, WIP, QP) and Self-Service Application Modules Exceptional PL/SQL programming skills with sound knowledge of OLAP and OLTP Systems.

Qualifications: MS (Computer Science)

Phong Ha: Solutions-oriented Unix System Administrator with proven experience in the installation, configuration, administration, and support of robust business networks and systems of all sizes, including servers, components, network protocols, systems, and software. Expertise in administration and support of major network protocols and platforms, with high technical proficiency and strong knowledge in UNIX, LINUX system development and administration. Highly adept at promptly and thoroughly mastering new technologies. Success in broad-based IT arenas, including network administration, system support, programming, quality assurance, and database development. Solid analytical and troubleshooting skills, promptly resolving network, system, and software issues.

Qualifications: BS (Computer Science)

Fareed Masood Sr. Solution Architect / Program Manager

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

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

Qualifications: Post Graduate Dip. In Business Administration – Finance

Madhuri Manikonda

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

EDUCATION: Masters' in Computer Engineering , Bachelor's in Information Technology

Agha Bilal: He has over 15 years of experience in Corporate Finance - Accounts Payable, Accounts Receivable, Payroll, Taxes, Account Analysis and Detail, Account Reconciliations, Bank Account Reconciliation, Preparation of Financial Statements, Office Management, and Supervision and training to up to 14 people. Windows, Windows' 02, Microsoft Office: Excel, Access, Word and Power Point, Word Perfect, Peachtree Accounting, Audit Vision, Yardi, QuickBook.

Qualifications: MBA – Finance

Asad Iqbal: MICROSOFT CERTIFIED SYSTEMS ENGINEER (MCSE) / MICROSOFT CERTIFIED DATABASE ADMINSTRATOR (MCDBA), CCNA and a self directed technical management professional with over 10 years of progressive strong hands-on experience with a variety of hardware platforms and software applications, including networking, peripherals, and database management. Experience troubleshooting system problems, providing user training, and serving as senior Analyst for network and database applications. Excellent ability to assess user needs, establish project specifications, evaluate hardware/software solutions, and supervise installations. History of commitment to bottom-line objectives and professional achievement.

Qualifications: Bachelors of Science

Management

Farhana Ahmed: Vice-President and Director of Amfasoft Corporation. She has more than 11 years of experience in the management of personnel and administrative tasks. Responsible for arranging faculty and class schedules for the students. She helps students in making career decisions by evaluating their personality, skills interests and education qualifications. She is responsible for maintaining student monthly progress records, attendance records, student's evaluations on weekly and monthly basis, job postings, complaints against students/faculty and oversee that refunds are given on time to the students.

Qualifications: BS Accounting

Amfasoft – Director of Education

Sarah Shaik: Administrator Assistant

Matheen Shaik: Administrator

School Location

Fremont: 39510 Paseo Padre Parkway suite 380, Fremont, CA. 94538
Santa Clara: 2975 Scott Blvd, St#110, Santa Clara, CA 95054
San Francisco: Flood Building- 870 Market Street, Suite 648, San Francisco, CA, 94102
Gilroy: 7951 Wren Avenue, Suite B, Gilroy, CA 95020
Illinois: 799 Roosevelt Road, Building 6, Suite 116B, Glen Ellyn, IL 60137
Dallas: Opening Soon!!



Programs and Fees

SAP All In One	Sales Force End User (SD)
Total approximate Cost: \$5995.00	Total approximate Cost: \$6,000.00
SAP: FICO	Sales Force Developer
Total approximate Cost: \$3000.00	Total approximate Cost: \$6,000.00
SAP: SD	Sales Force Business Analyst
Total approximate Cost: \$3000.00	Total approximate Cost: \$4,500.00
SAP: MM	Sales Force Administrator
Total approximate Cost: \$3000.00	Total approximate Cost: \$4,500.00
Oracle Rel12 Project Management	UNIX System Administration
Total approximate Cost: \$5995.00	Total approximate Cost: \$950.00
Oracle Developer 11g(PL/SQL & Forms/ Reports)	Linux System Administration
Total approximate Cost: \$3,500.00	Total approximate Cost: \$2,800.00
Web Development	Sun Certified Solaris System Administration
Total approximate Cost: \$3900.00	Total approximate Cost: \$3000.00
Microsoft: All in One	Business Analyst
Total approximate Cost: \$500.00	Total approximate Cost: \$2,500.00
Project Management	Computerized Accounting/Bookkeeping
Total approximate Cost: \$3,500.00	Total approximate Cost: \$2,500.00
QuickBooks for Accounting	Accounting: All In One
Total approximate Cost: \$1,800.00	Total approximate Cost: \$5,900.00
Bookkeeping & MS Office Professional	Certified Bookkeeper
Total approximate Cost: \$2,800.00	Total approximate Cost: \$1,800.00
	Payroll Certification
	Total approximate Cost: \$5,900.00

Oracle University Approved Certification Courses



Certification in Oracle Database 11g - RAC Total Cost: \$2,500.00	Certification in Oracle Financials Rel12 Total Cost: \$4,500
Certification in Oracle Database 11g – Administration I Total Cost: \$2,500.00	Certification in Oracle Manufacturing Rel12 Total Cost: \$6,000.00
Certification in Oracle Database 11g – Administration II Total Cost: \$2,500.00	Certification in Oracle Rel12 Order to Cash Total Cost: \$6,000.00
Certification in Oracle Database 11g – Admin I & II Total Cost: \$6,000.00	Certification in Oracle Rel12 Procure to Pay Total Cost: \$6,000.00
Certification in Oracle Database 11g New Features Total Cost: \$2,500.00	Certification in Oracle Rel12 Supply Chain Planning Total Cost: \$6,000.00
Certification in Oracle Application DBA Rel12 Total Cost: \$3,500.00	Certification in Oracle CRM Service Contract Total Cost: \$4,000
Certification in Oracle Database SQL 11g Total Cost: \$1,000.00	Certification in Oracle Application Developer Package 11g Total Cost: \$9,000.00
Certification in Oracle Application DBA Package11g/Rel12 Total Cost: \$9,800.00	

CISCO CERTIFICATION & CISSP COURSES

CCNA I & II Total Cost: \$3,150.00	CCNA Security & Voice Total Cost: \$6,000.00
CCNA Security Total Cost: \$3,150.00	CCNP (Covers 4 courses) Total Cost: \$6,000.00
CCNA Voice Total Cost: \$3,150.00	CISCO IOS Network Security Total Cost: \$3,000.00
CISCO IPV6 Total Cost: \$3,000.00	CISCO IP Routing Total Cost: \$3,000.00
CCNA & CCNP Total Cost: \$10,000.00	CISSP-PM Total Cost: \$6000.00

WINDOWS CERTIFICATION COURSES

Understanding Microsoft IPV6	Windows Server 2008 APPS Infrastructure
Total Cost: \$3,000.00	Total Cost: \$3,000.00
Windows 7 Configuration	Windows Server 2008 Enterprise Admin
Total Cost: \$3,000.00	Total Cost: \$3,000.00
Windows 7 Enterprise Desktop	Windows Server 2008 Network Infrastructure
Total Cost: \$3,000.00	Total Cost: \$3,000.00
Windows Server 2008 Active Directory	Windows Server 2008 Server Administration
Total Cost: \$3,000.00	Total Cost: \$3,000.00

COMPTIA CERTIFICATION COURSES

COMPTIA STRATA	COMPTIA Network+
Total Cost: \$6,000	Total Cost: \$2,500.00
COMPTIA A+	COMPTIA Security
Total Cost: \$2,500.00	Total Cost: \$2,500.00

Adding and Dropping Courses

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

Minimum Terms for Tuition Payments

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

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

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



STUDENT'S NOTICE OF CANCELLATION

As Required By State Education Code for Article 7 Courses of Instruction

Date of first class or date of first lesson received: _____

You may cancel this contract for school, without any penalty or obligation, by the date stated below.

If you cancel, any payment you have made and any negotiable instrument issued by you shall be returned to you within 30 days following the schools' receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30 day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice or any other written notice indicating your cancellation, or send a telegram to this institution at:

AmfaSoft Corporation
39510 Paseo Padre Parkway Suite 380
Fremont CA – 94538

Do this no later than midnight on the date that is the fifth business day following the day of the first class or the day the first lesson was received.

I cancel the contract for school.

Date: _____

Signature: **X**_____

Notice of Refund

This Notice Is Important. Keep It For Your Records.

Student Name _____

Address _____

City _____

State _____

Zip _____

A refund was issued on behalf of the above named student on the following date: _____

The amount of the refund was: _____

_____ The refund was sent to the above address.

_____ The refund was sent to the following person or entity at the following address:

The refund was calculated as follows:

This form was completed by: _____
School Director Date Mailed

Sample Refund Table

For All Courses Subject to Article 7

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

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

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

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

For this same course, the following would apply:

Completed:	10%	25%	50%	60%	75%
Refund Amount:	\$900	\$750	\$500	\$400	\$250

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

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

State of California Student Tuition Recovery Fund

California law requires that, upon enrollment, a fee be assessed in relation to the cost of tuition. This fee supports the Student Tuition Recovery Fund (STRF), a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of untimely school closure. Students may be reimbursed by STRF only for prepaid buy unused tuition. Institutional participation is mandatory. (Education Code Section 94342) It is mandatory that enrollees keep a copy of any enrollment agreement, contract, or application to document enrollment; tuition receipts or canceled checks to document the total amount of tuition paid; and records which will show the percentage of the program which has been completed. Such records would substantiate a claim for reimbursement from the STRF, which, to be considered, must be filed within one year following school closure. If a student has obtained a judgment against the institution for any violation of the law and student certifies that the judgment cannot be collected after diligent effort, a claim can be made to the STF within two years after the date upon which the judgment became final. For further information or instructions, contact: Bureau for Private Postsecondary Education 2535 Capitol Oaks Drive, Suite 400 Sacramento California, 95833 Phone: (916) 431-6959

STRF

The state of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending school's approved by or registered to offer Short – term Career Training with the Bureau of Private Postsecondary and Vocational education (Bureau).

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

1. The school closed before the course of instruction was completed;

2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The School's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. The school's breach or anticipatory breach of the agreement for the course of instruction.
5. There was a decline in the quality of the course of instruction within 30 days before the school closed, or if the decline began earlier than 30 days prior to closure, a time period of decline determined by the Bureau.
6. The school committed fraud during the recruitment or enrollment or program participation of the student.

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Education Reform Act of 1989.

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

1. You are a student, who is a California resident and prepays 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 SRTF and you are not required to pay the STRF fee if either of the following applies:

1. You are not a California residents,
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

Student Services

Job Placement Assistance

Following job/ career assistance will be provided by Amfasoft:

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

Career Counseling

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

COURSES - Description & Objectives

SAP All in One	SAP: FICO
Course Description & Objectives	Course Description & Objectives
<p>This course is essential study for users of all R/3 modules, regardless of the organization's business/industry classification. To fully exploit the functionality of R/3 3.0, business users need to be both confident and proficient in the use of all the main navigational and systems functionality of SAP. This course will provide R/3 users with the knowledge and skills to perform regular tasks and procedures, including customizing activities. SAP's FI module is a powerful, integrated environment, dynamically interfacing Accounts Receivable/Payable functions with General Ledger and Assets Accounting. You will usually encounter both FI and CO (Cost Center Controlling) in a business environment. The procedures for Accounts Receivable and Accounts Payable are very similar in R/3. In this course you will learn to process posting procedures for Accounts Receivable and Accounts Payable. Students will also learn to process inquiries, quotations, orders, billing, shipping and sales and distribution. The course shows how to process sales and use the function during presale phases.</p>	<p>This course is essential study for users of all R/3 modules, regardless of the organization's business/industry classification. To fully exploit the functionality of R/3 3.0, business users need to be both confident and proficient in the use of all the main navigational and systems functionality of SAP. This course will provide R/3 users with the knowledge and skills to perform regular tasks and procedures, including customizing activities. SAP's FI module is a powerful, integrated environment, dynamically interfacing Accounts Receivable/Payable functions with General Ledger and Assets Accounting.</p>
Related Job Titles/ Occupations	Related Job Titles/ Occupations
SAP Business Architecture	SAP Business Architecture
SAP FICO Consultant	SAP FICO Consultant
SAP SD Consultant	SAP Specialist (Technical and Functional)
SAP SD Analyst	SAP Business Analyst
SAP Specialist (Technical and Functional)	SAP Testers
SAP Business Analyst	SAP Business Analyst
SAP MM-System Specialist	Functional SAP Analyst
SAP Consultants, MM, PP, FICO	SAP Business Architecture
SAP Consultants	
SAP Testers	
SAP Business Analyst	
Functional SAP Analyst	
SAP Business Architecture	
Length of Programs: 320 Hours	Length of Programs: 160 Hours
Delivery: 16 weeks, 20 hrs/week	Delivery: 8 weeks, 20 hrs/week

SAP: MM	SAP: SD
This course offers students learn Overview of business processes in Materials management, SAP implementation tools and ASAP, Material Planning and Forecasting, Inventory Management, Invoice Verification, Classification in MM, Setting up a model company.	This course offers students learn the overview of business processes in Sales and Distribution and also to process inquiries, quotations, orders, billing, shipping and sales and distribution. The course shows how to process sales and use the function during presale phases.
Related Job Titles/ Occupations	Related Job Titles/ Occupations
SAP Specialist (Technical and Functional)	SAP SD Consultant
SAP MM-System Specialist	SAP SD Analyst
SAP Consultants, MM, PP, FICO	SAP Specialist (Technical and Functional)
SAP Consultants	SAP Consultants, MM, PP, FICO
SAP Testers	SAP Consultants
	SAP Testers
Length of Programs: 160 Hours	Length of Programs: 160 Hours
Delivery: 8 weeks, 20 hrs/week	Delivery: 8 weeks, 20 hrs/week

Oracle Database Administration – 11g	Introduction to Oracle 11g: RDBMS, SQL, SQL*PLUS
Course Topics this course gives the Oracle database administrator (DBA) a firm foundation in basic database administrative tasks. Gain a conceptual understanding of the Oracle 11g/11g data base architecture and how the architectural structures work and interact with one another. Learn how to create an operational database and properly manage the various structures in an effective and efficient manner in order to have a well-designed and operational database. The instructor-led lesson and topics are reinforced with structured hands-on practices.	This course offers students an extensive introduction to data server technology. The class covers the concepts of both relational and object relational databases and the powerful SQL programming language. Students are taught to create and maintain database objects and to store, retrieve, and manipulate data. Students learn to retrieve data by using advanced techniques such as set operators, and hierarchical retrieval. They also learn to write SQL and SQL*PLUS script files using the iSQL*PLUS tool to generate report like output. Demonstrations and hands-on practice in each session
Related Job Titles/ Occupations	Related Job Titles/Occupations
Data Modeling	SQL Developer
Jr. Database Administrator	Data Modeling
Data Base Operator	Data Base Administrator
Data Base Administrator	
Data Base Manager	
Sr. Database Administrator	
Length of Programs: 160 Hours	Length of Programs: 160 Hours
Delivery: 8 weeks, 20 hrs/week	Delivery: 8 week, 20 hrs/week

Oracle Application DBA	Oracle Developer 11g (PL/SQL & Forms/Reports)
<p>After completion of this course, you should be able to do the following: Manage security by granting user's access and defining their application privileges, Optimize the processing throughout the applications, define and manage interfaces between equipment, tools, and Oracle. You should be able to define system and personal profile settings, audit and monitor system processing, create and manage document and create and manage document sequences.</p>	<p>This course is taught on Oracle 8i. It offers students an extensive introduction to PL/SQL programming language, and in addition, students learn to create PL/SQL blocks of application code that can be shared by multiple forms, reports, and data management applications. This course also teaches about oracle forms and reports 6i.</p>
<p>Related Job Titles/Occupations</p>	<p>Related Job Titles/Occupations</p>
<p>Oracle Applications Data Base Administrator</p>	<p>Oracle Developer</p>
<p>Oracle Applications System Administrator</p>	<p>Business Analyst</p>
	<p>Application Analyst</p>
	<p>PL/SQL Programmer</p>
	<p>Oracle web Forms 11g, Web Reports, PL/SQL</p>
	<p>Oracle Forms and Reports Programmer</p>
	<p>Oracle Consultant</p>
	<p>Oracle Forms Developer / Programmer Analyst</p>
	<p>Oracle Forms and Reports Programmer</p>
	<p>Oracle Applications Developer – Forms</p>
<p>Length of Programs: 160 Hours</p>	<p>Length of Programs: 200 Hours</p>
<p>Delivery: 8 weeks, 20 hrs/week</p>	<p>Delivery: 10 weeks, 20 hrs/week</p>

UNIX System Administration	Web Development- Java, J2EE, XML
<p>This course offers a comprehensive hands-on introduction to the UNIX operating system from logging in to file handling and management. Systems and network administrators and anyone in network operations will benefit from learning basic delivery structure, shell utilities and shell scripting. This course combines lecture with lab work and home exercises.</p>	<p>Basic Java is a foundation course that gives knowledge in the industry- standard Java Programming language using JDeveloper while and learning standard object-oriented programming concepts using Oracle's award-winning development tool. Enhance programming productivity with wizard-assisted based development for Java components. This course also covers J2EE application and usages. You will learn main concepts like Java syntax, Data Types and Operators, Data security through encapsulation etc.</p>
Related Job Titles/Occupations	Related Job Titles/Occupations
UNIX System Administrator	Java developer
UNIX Systems Admin	Web Application Developer
Sr. UNIX Admin with Siebel Admin	
Senior UNIX Systems Administrator (LDAP, VPN, IP)	
Sr. Programmer Analyst- UNIX System Admin	
Length of Programs: 160 Hours	Length of Programs: 300 Hours
Delivery: 8 weeks, 20 hrs/week	Delivery: 15 weeks, 20 hrs/week

	Project Management:
<p>Microsoft word: will provide students with basic concepts to produce documents. Microsoft Excel: This course will give the skills necessary to create, edit, format, perform calculation and create worksheet. Microsoft Outlook: This course will provide the skills to start sending and responding to email in as well as maintain calendar, schedule meeting and working tasks notes. Microsoft Power Point: students will learn the basic skills necessary to begin creating presentation slides. Also includes internet browsing and Typing.</p>	<p>Project Management program is designed to give professionals the knowledge to plan and lead complex projects in their organization effectively. And also to provide them with practical experiences that will build their confidence in this important field.</p>
Related Job Titles/Occupations	Related Job Titles/Occupations
Receptionists and Information Clerks	General and Operations Managers
Secretaries and Admin Assistances	Industrial Production Managers
Data Entry and Information Processing	Purchasing Managers
Office Clerks, General	Managers, All Other
	Industrial Engineers
Length of Programs: 80 Hours	Length of Programs: 240 Hours
Delivery: 16 weeks, 20 hrs/week	Delivery: 12 weeks, 20 hrs/week

Oracle Financials Release 12	Oracle Manufacturing Rel12
(System Admin, AOL, General Ledger, Accounts Receivables and Accounts Payables)	Order Management, Bill of Materials, Inventory and Work In Process
<p>System Admin: The system administration functions of the applications enable you to implement security, change user preferences, and set up batch jobs. Although a user might be able to perform many of these functions such as defining security and access for the ERP Applications, Create and maintain profile options and preferences, extend the online HTM help for local policies and procedures, manage concurrent processing of batch programs, customize menus and interactive navigation paths for users and setup and maintain printers. Application system administrators use AOL to manage applications security, establish operating profiles, and administer concurrent processing.</p>	<p>Order Management: In this module you will learn implementation considerations for the 11i Order to Cash solution, including the setup steps that 11i Order Management and Receivables implementers need to understand. Students will also learn 11i Inventory setups that are germane to the order management process. Topics include basic pricing, shipping, and cash management principles. 11i Order to Cash Fundamentals is part of the Implementation Consultant learning path and will provide you with the knowledge to help your company streamline its entire order to cash process.</p>
<p>AOL: The trainees will be able to create and audit the application users and establish report security groups in AOL. In General Ledger the course will be exposed to the accounting and budgeting functions in the Oracle Application suite. The course will enhance your understanding of General Ledger setups. The course will describe some of the important new features in release 11i of GL. The systems administration tasks and activities of Oracle applications on the technical side and on the functional side, the financial modules like General ledger, Accounts Payables, and Accounts Receivables.</p>	<p>Bill Of Material: This module will show how Bill of Material relates to the other Oracle Modules and the key types of information the modules share with each other. Bill of Material provides numerous features that enable you to set up your system to reflect your business practices and manage the materials of your products. In this course, the trainee will be introduced to the architecture and components of Oracle Applications. The trainee is exposed to the Bill of Material tasks and activities of Oracle Applications on the technical side and on the functional side.</p>
<p>Accounts Receivables: You will learn how the AR is dependent on GL, INV, AOL, and OE. Discover new features in release 11i of AR.</p>	<p>Inventory: This module provides an explanation and understanding of the skills necessary to establish and conduct a supply inventory and the procurement of stock items. The inventory transactions portion of the course provides the necessary training to issue, transfer and adjust stock quantities, reverse transactions, and inquire on "real time" stock availability. The physical inventory section of the course explains the entire process to conduct a cycle count, and illustrates steps to complete a physical inventory.</p>
<p>Accounts Payable: You will learn the purpose of payables and the tasks required by this last stage of procurement cycle. This course will show how to use the form of payment, including automatic checks, manual payments wire transfers, bank drafts, and electronic funds transfers. It shows how you can prevent duplicate payments etc. Show how the other applications are related to Payables. Describes some of the important features in Release 11i of Payables.</p>	<p>Work In Process: In this module, participants will learn 11i Implementation and how to use Oracle Work In Process (WIP) to control the flow of materials and to track shop floor production in their organizations.</p>
Related Job Titles/Occupations	Related Job Titles/Occupations
Oracle Financials Developer	Sr. OPM Manufacturing Tech Analyst

Oracle Financials Technical	Oracle Manufacturing Functional Consultant
Oracle Financials System Analyst	Oracle Manufacturing / Supply Chain Management Internal Consultant
Oracle Financials/Architecture	Oracle Manufacturing
	Oracle Manufacturing Applications 11i Developer
	Oracle Manufacturing Technical Consultant
	Oracle Manufacturing 11i Technical
	Oracle Apps Manufacturing Functional Consultant
Length of Programs: 240 Hours	Length of Programs: 240 Hours
Delivery: 12 weeks, 20 hrs/week	Delivery: 12 weeks, 20 hrs/week

	Sun Certified Solaris System Administrator (SCSA)
<p>The course is comprehensive of Oracle Financials Rel12 & Project Management. Students will learn modules required for Oracle Financials 11i/Rel12 such as AOL, SYSTEM ADMIN, GL, AR and AP. The course will enhance your understanding of configuration and implementation for all modules. Project Management Professional (PMP®). In this course, you gain skills to help you prepare for the PMP® exam through practice exams and workshops. The course covers essential project management skills which include: Initiating, Planning, Executing, Monitoring, Mapping, Controlling and Closing process.</p>	<p>This certification is for system administrators tasked with performing essential system administration procedures on the Solaris™ Operating Environment (Solaris OD) and technical application support staff responsible for administering a networked server running on the Solaris OS.</p>
Related Job Titles/Occupations	Related Job Titles/Occupations
Financial Managers	Computer and Info Systems Managers
General and Operations Manager	Computer Systems Analysts
Industrial Production manager	Computer Systems Administrator
Purchasing Manager	Network Systems and Data Communication
Managers, All others	Computer Specialists, All Other
Industrial Engineers	
Financial Analyst	
Length of Programs: 520 Hours	Length of Programs: 240 Hours
Delivery: 26 weeks, 20 hrs/week	Delivery: 12 weeks, 20 hrs/week

Book keeping & MS office Professional:	
This program will help students learn or review fundamental accounting concepts and principles through the use of QuickBooks and Analysis of business events. It teaches how to setup chart of Accounts, Create new item list, Vendor list, Employer list, etc.	This comprehensive program teaches students from Basic, Intermediate and advanced levels of Microsoft Office suite including Excel, Power point, Access, Outlook and Bookkeeping. Students will be prepared for an entry-level to Mid-level Office Administration and Bookkeeping position.
Related Job Titles/Occupations	Related Job Titles/Occupations
Human Resources Assistants	Administrative Services Managers
Computer Operators	Financial Clerks
	Bookkeeping, Accounting, and Auditing
	Receptionists and Information Clerks
	Office Clerks, General
Length of Programs: 120 Hours	Length of Programs: 200 Hours
Delivery: 6 weeks, 20 hrs/week	Delivery: 10 weeks, 20 hrs/week



Accounting - ALL IN ONE:	
This comprehensive program centers on the Application of Accounting and Procedures by Data entry of Business transactions into a computerized system. It specializes in computerizes accounting which leads to careers in an Accounting, Bookkeeping and Financial Industries.	Accounting: ALL IN ONE is a comprehensive program which provides students training and hands on practice in Bookkeeping, QuickBooks & Computerized Accounting. Upon completion of this program the student will take the certification exam to become a certified Bookkeeper.
Related Job Titles/Occupations	Related Job Titles/Occupations
Administrative Services Managers	Bookkeeping, Accounting and Auditing
Business Operations Specialists	Office clerks, General
Financial Clerks	
Bookkeeping, Accounting, and Auditing	
Receptionists and Information Clerks	
Office Clerks, General	
Length of Programs: 200 Hours	Length of Programs: 240 Hours
Delivery: 10 weeks, 20 hrs/week	Delivery: 12 weeks, 20 hrs/week

	Software Quality Assurance::
In this Course, students learn the theory of Double-entry Bookkeeping/ Accounting. Students will learn the basic Accounting cycle, Accounting concepts, Procedures, and Financial statements. After completion of this course the student will be qualified to take the certification exam to become a certified Bookkeeper.	The program teaches interactive tools like WinRunner, LoadRunner, Test Director/Quality Center, Manual testing and Quick test professional. The student will learn how to write Test plans, Test cases and Test scripts and understand the Software Development Life cycle and Role of QA.
Related Job Titles/Occupations	Related Job Titles/Occupations
Bookkeeping, Accounting and Auditing	Computer Support Specialists
Computer Operators	Computer Systems Analysts
Length of Programs: 120 Hours	Length of Programs: 160 Hours
Delivery: 6 weeks, 20 hrs/week	Delivery: 8 weeks, 20 hrs/week

	Payroll Certification:
This Program will teach how to interact with Business users, Stakeholders, and Customers to identify information needs, gathering requirements, and initiating process changes, defining business processes and identifying risks and impact analysis on functionality, workflow and Business rules.	This payroll certification is a valuable, objective credential that verifies a specified level of knowledge, skills, and abilities in the payroll profession. Certification helps individuals demonstrate their payroll expertise, secure promotions, advance their careers, and enhance their standing within the profession.
Related Job Titles/Occupations	Related Job Titles/Occupations
Management Analysts	Payroll Administrator
	Payroll Expert
	Payroll Clerk
	Bookkeeping, Accounting, and Payroll
	Receptionists and Information Clerks
	Office Clerks, General
Length of Programs: 200 Hours	Length of Programs: 120 Hours
Delivery: 10 weeks, 20 hrs/week	Delivery: 6 weeks, 20 hrs/week

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

Related Job Titles/Occupations

Linux Specialists
Linux Administrator

Length of Programs: 160 Hours

Delivery: 8 weeks, 20 hrs/week

Oracle University Approved Certification Courses



Certification in Oracle Database 11g - RAC	Certification in Oracle Database 11g Admin I & II
This course gives hands on training on Oracle Database 11g RAC-Real Application Clusters for Administrators.	This is a complete Oracle Database Certification 11g package which covers Intro to Oracle 11g, Oracle Database Admin I and Oracle Database Admin II.
The course prepares students for certification Exam # 1Z0-048.	The course prepares students for Certification Exam # 1Z0-042 & Exam # 1Z0-043
Related Job Titles/Occupations	Related Job Titles/Occupations
Computer Software Engineers	Computer Software Engineers
Computer Operators	Computer Operators
Database Administrator	Database Administrator
	Computer System Analysts
Length of Programs: 160 Hours	Length of Programs: 300 Hours
Delivery: 8 weeks, 20 hrs/week	Delivery: 15 weeks, 20 hrs/week

	Certification in Oracle Database 11g Administration II
This Course gives hands on training on Oracle Database 11g Administration Workshop I.	This Course gives hands on training on Oracle Database 11g Administration Workshop II.
The course prepares students for Certification Exam # 1Z0-042	The course prepares students for Certification Exam # 1Z0-043
Related Job Titles/Occupations	Related Job Titles/Occupations
Computer Software Engineers	Computer Software Engineers
Computer Operators	Computer Operators
Database Administrator	Database Administrator
Length of Programs: 160 Hours	Length of Programs: 160 Hours
Delivery: 8 weeks, 20 hrs/week	Delivery: 8 weeks, 20 hrs/week

Certification in Oracle Database 11g: New Features	Certification in Oracle Database 11g SQL
This is the only course required for students who already have Oracle Database 10g Certification and wanted to upgrade it to Oracle Database 11g Certification. Student will be taking only one exam.	This course gives hands on training on Oracle Database 11g SQL Certification.
The course will prepare student for certification Exam # 1Z0-	The course prepares Students for Certification Exam #1Z0-047
<u>Related Job Titles/Occupations</u>	<u>Related Job Titles/Occupations</u>
Computer Software Engineers	Computer Software Engineers
Computer Operators	Computer Operators
Database Administrator	Database Administrator
Length of Programs: 160 Hours	Length of Programs: 80 Hours
Delivery: 8 weeks, 20 hrs/week	Delivery: 4 weeks, 20 hrs/week

	Certification in Oracle Application Developer 11g/Integration
This course covers Oracle 11 g SQL, Oracle Database Administration I, Oracle Database Administration II, Unix System Administration and Oracle Application DBA 11i.	This course gives hands on training for the requirement for Oracle Developer 11g Certification Exam. This course covers the Integration of Oracle Forms and Reports into Oracle Rel12. It Covers System Administration & AOL modules and Oracle Interface technology
The course prepares Students for Certification Exam #1Z0-047.	
<u>Related Job Titles/Occupations</u>	<u>Related Job Titles/Occupations</u>
Computer Software Engineers	Computer Software Engineers
Computer Operators	Computer Operators
Database Administrator	Database Administrator
Length of Programs: 560Hours	Length of Programs: 480 Hours
Delivery: 28 weeks (7 months), 20 hrs/week	Delivery: 24 weeks (6 months), 20 hrs/week

Certification in Oracle Rel12 Order to cash	Certification in Oracle R12 Procure to Pay
In this course you will learn the Oracle R-12 Business Essentials. Learn the basic navigation skills and modules include: Oracle inventory management, Order management, Receivable management, Subledger accounting, Cash management and General ledger.	In this course you will learn the Oracle R-12 Business Essentials. Learn the basic navigation skills and modules include: Oracle inventory management, Purchasing, Procurement contracts, Sub ledger Accounting, Cash management and General ledger, Oracle payables.
<u>Related Job Titles/Occupations</u>	<u>Related Job Titles/Occupations</u>
Computer and Information Scientists	Computer and Information Scientists
Computer Programmers	Computer Programmers
Computer Software Engineers	Computer Software Engineers
Computer Systems Analysts	Computer Systems Analysts
Computer Operators	Computer Operators
Length of Programs: 240 Hours	Length of Programs: 240 Hours
Delivery: 12 weeks, 20 hrs/week	Delivery: 12 weeks, 20 hrs/week

Certification in Oracle Application Database Rel12	Certification in Oracle Supply Chain Planning
<p>This course explains how to go about installing & maintaining oracle e-business suite release 12.x system both standard & express install types are covered in detail maintenance topics include a detail examination of the standard tools & utilities and an in depth look at patching as oracle e-business suite system. Students will be able to make informed decisions about how to install an oracle e-business suite that meets their specific requirements & maintain the system.</p>	<p>In this course you will learn the Oracle Rel12 E-business Essentials: learn the basic navigation skills & modules includes: Oracle inventory, Oracle Management, Oracle Bill of Management, Material, Purchasing and Advance Supply chain Planning.</p>
<p>Related Job Titles/Occupations</p>	<p>Related Job Titles/Occupations</p>
<p>Computer Support Specialists</p>	<p>Computer and Information Scientists</p>
<p>Computer Systems Analysts</p>	<p>Computer Programmers</p>
<p>Database Administrators</p>	<p>Computer Software Engineers</p>
<p>Network Administrators</p>	<p>Computer Systems Analysts</p>
	<p>Computer Operators</p>
<p>Length of Programs: 160 Hours</p>	<p>Length of Programs: 240 Hours</p>
<p>Delivery: 8 weeks, 20 hrs/week</p>	<p>Delivery: 12 weeks (6 months), 20 hrs/week</p>

Certification in Oracle CRM Service Contract
<p>The Oracle CRM Rel 12.x Service Contract course contains details of how to use & implement Oracle Service Contracts. In this course you will learn to create & manage service agreements, subscription agreements, warranties and extended warranties using oracle service contracts. You will also learn the set up steps required to implement this functionality</p>
<p>Related Job Titles/Occupations</p>
<p>Computer and Information Scientists</p>
<p>Computer Programmers</p>
<p>Computer Software Engineers</p>
<p>Computer Systems Analysts</p>
<p>Computer Operators</p>
<p>Length of Programs: 240 Hours</p>
<p>Delivery: 12 weeks (6 months), 20 hrs/week</p>

Certification in Oracle Manufacturing Rel12	Certification in Oracle Financials Rel12
This course explains how an Oracle Rel12 Manufacturing modules are implemented & used by a company. The course provides the knowledge necessary for end-users & implementers to understand and use Oracle Manufacturing Applications in this course students learn key concepts and terms specific to using & administrating Oracle Manufacturing including Inventory, Order Management, Bills of Material, Work in progress the course also explains Workflow learn key features of Rel12.1	This course explains how an Oracle Rel12 Financials System is implemented & used by a company. The course provides the knowledge necessary for end-users & implementers to understand & use Oracle Financial Applications. In this course students learn key concepts and terms specific to using and administering Oracle Financials, including Oracle General Ledger, Oracle Payables, Oracle Receivables, Oracle Subledger Accounting & E-Business Essentials
Related Job Titles/Occupations	Related Job Titles/Occupations
Computer and Information Scientists	Computer and Information Scientists
Computer Programmers	Computer Programmers
Computer Software Engineers	Computer Software Engineers
Computer Systems Analysts	Computer Systems Analysts
Computer Operators	Computer Operators
Length of Programs: 240 Hours	Length of Programs: 240 Hours
Delivery: 12 weeks (6 months), 20 hrs/week	Delivery: 12 weeks (6 months), 20 hrs/week

CISCO & CISSP Certification Courses

CCNA I & II	CCNA – Voice
CCNA 1 is the ICND1 and provides the fundamental knowledge prerequisite to successfully complete the CCNA 2 ICND2 course. Together, the ICND1 and ICND2 courses provide the preparation that Cisco recommends for the Cisco Certified Network Associate examination.	This course is the preparatory course for the CCNA Voice Certification. This course provides you with the knowledge and skills required to plan, design, and deploy a Cisco voice-over-IP (VoIP) network and to integrate gateways and gatekeepers into an enterprise VoIP network, as well as a thorough understanding of converged voice and data networks.
Related Job Titles/Occupations	Related Job Titles/Occupations
Network Administrators	Network Administrators
Computer Systems Administrator	Computer Systems Administrator
Network Systems and Data Communications	Network Systems and Data Communications
Length of Programs: 160 Hours	Length of Programs: 160 Hours
Delivery: 8 weeks, 20 hrs/week	Delivery: 8 weeks, 20 hrs/week

CCNA – Security	CCNA Security & Voice
Implementing Cisco IOS Network Security (IINS) is the preparatory course for the CCNA Security certification. This course provides you with the knowledge needed to secure Cisco routers and switches and their associated networks. By taking this course, you will gain a thorough understanding of how to troubleshoot and monitor network devices to maintain integrity, confidentiality, and availability of data and devices, as well as the technologies that Cisco uses in its security infrastructure. This course focuses on the necessity of a comprehensive security policy and how it affects the	This is a comprehensive package of CCNA which provides hands on training and preparation for certification exams. The course covers CCNA: Security and Voice

posture of the network. Basic tasks to secure a small branch type office network using Cisco IOS® security features available through the Cisco Router and Security Device Manager (SDM) web-based graphical user interface (GUI) and through the command-line interface (CLI) on Cisco routers and switches.	
Related Job Titles/Occupations	
Network Administrators	Network Administrators
Computer Systems Administrator	Computer Systems Administrator
Network Systems and Data Communications	Network Systems and Data Communications
Length of Programs: 160 Hours	
Delivery: 8 weeks, 20 hrs/week	
Length of Programs: 320 Hours	
Delivery: 8 weeks, 20 hrs/week	

CISSP-PM	
The course will prepare the student for IT Security and IT Security Projects which will cover: CISSP- PM (Certified Information Security Systems Professional (CISSP) and PMI Project Management): Physical security legal policies and procedures including audits: IT Governance, Compliance and Certification. Physical Security, Biometric Security, IT Security.	Project Management Professional (PMP®): In this course, you gain skills to help you prepare for the PMP® exam through practice exams and workshops.
Related Job Titles/Occupations	
Network Administrators	
Computer Systems Administrator	
Network Systems and Data Communications	
Length of Programs: 300 Hours	
Delivery: 15 weeks, 20 hrs/week	

CCNP (Covers 4 courses)	CCNA & CCNP
The CCNP program will cover CCNP route, CCNP switch, CCNP Troubleshoot. In CCNP route you will learn how to implement advanced routing within network. IN CCNP switch you will learn how to manage switches in an enterprise campus environment. CCNP troubleshoot consists of practicing these skills and reinforcing the concepts by putting them to use in a controlled environment. The program will give through hands-on training and preparation for certification exams.	This is a comprehensive package which provides hands on training and preparation for certification exams. The course covers CCNA&CCNP.
Related Job Titles/Occupations	Related Job Titles/Occupations
Network Administrators	Network Administrators
Computer Systems Administrator	Computer Systems Administrator
Network Systems and Data Communications	Network Systems and Data Communications
Length of Programs: 240 Hours	Length of Programs: 400 Hours
Delivery: 12 weeks, 20 hrs/week	Delivery: 20 weeks, 20 hrs/week

CISCO IOS NETWORK SECURITY	CISCO IP ROUTING
Implementing Cisco IOS Network Security (IINS) is the preparatory CCNA® Security foundation course. This course provides students with the knowledge needed to secure Cisco® routers and switches and their associated networks. By taking this course, you will gain a thorough understanding of how to troubleshoot and monitor network devices to maintain integrity, confidentiality, and availability of data and devices, as well as the technologies that Cisco uses in its security infrastructure.	This course covers all CCNP ROUTE objectives for mastering routed network construction, support, and scalability, including: " Assessing complex enterprise network requirements and planning routing services " Applying standards, models and best practices to complex networks " Creating and documenting routing implementation plans " Planning, configuring, verifying, and troubleshooting EIGRP solutions " Implementing scalable OSPF multiage network solutions " Implementing IPv4 based redistribution " Assessing, controlling, configuring, and verifying path control This course assumes that you have the concepts covered by CCNA (ICND1 and ICND2), but does not assume any prior knowledge of CCNP.
Related Job Titles/Occupations	Related Job Titles/Occupations
Network Administrators	Network Administrators
Computer Systems Administrator	Computer Systems Administrator
Network Systems and Data Communications	Network Systems and Data Communications
Length of Programs: 160 Hours	Length of Programs: 160 Hours
Delivery: 8 weeks, 20 hrs/week	Delivery: 8 weeks, 20 hrs/week

CISCO IPV6	TROUBLE SHOOTING & MAINTAINANCE
Design, build, configure, and support networks based on Version 6 of the Internet Protocol. Enabling, configuring, and operating a Cisco router with IPv6 addresses, prefixes, IPv6 ACLs, IPv6-enabled routing protocols, CEFv6, and several coexistence mechanisms. Host-router interaction with Microsoft Windows, Solaris, FreeBSD, Linux, and Tru64 UNIX Preview of Internet IPv6 and address allocation on 6Bone Deploying production IPv6 connectivity in enterprise networks using prefixes allocated by ARIN, RIPE, and APNIC	The course focuses on planning tasks, evaluations of designs, performance measurements, configuring and verifying, and correct troubleshooting procedures and documentation tasks. From this course you will learn the foundational topics for critical analysis, planning, verification and documentation, while configuring tasks would have been mastered in the CCNP ROUTE and CCNP SWITCH material. The course walks you through several real-world troubleshooting examples to help you refine your study in the art of troubleshooting.
Related Job Titles/Occupations	Related Job Titles/Occupations
Network Administrators	Network Administrators
Computer Systems Administrator	Computer Systems Administrator
Network Systems and Data Communications	Network Systems and Data Communications
Length of Programs: 160 Hours	Length of Programs: 160 Hours
Delivery: 8 weeks, 20 hrs/week	Delivery: 8 weeks, 20 hrs/week

Microsoft Server Certification

UNDERSTANDING MICROSOFT IPV6	WINDOWS 7 CONFIGURATION
Now updated for Windows Server 2008 and Windows Vista, this course delivers in-depth technical information on Internet Protocol version 6 (IPv6). IPv6 greatly improves on IPv4, the current protocol, by vastly increasing the number of available addresses and by adding enhancements for security, multimedia traffic management, routing, and network configuration. This course details the Ipv6 protocol, from its features and benefits to its packet structure and protocol processes. It also describes how to migrate to IPv6-based internetworking, with tips about coexistence with IPv4-based systems, DHCP, DNS, and routing infrastructure. It discusses how IPv6 is supported by the Windows Server 2008 family of operating systems and Windows Vista	Focused on Windows 7 configuration, this course targets the MCTS Exam for Windows 7 Configuring and includes the following skills based instructional topics: Install or upgrade to Windows 7; migrate user data. Deploy system images and configure application compatibility. Implement IPv4, IPv6, wireless, VPN, mobile, and remote connectivity. Set up Internet Explorer® and Windows Firewall. Configure Windows BitLocker®, UAC, and access to shared resources. Manage devices, drivers, and disks. Monitor, update, back up, and performance-tune your system
Related Job Titles/Occupations	Related Job Titles/Occupations
Network Administrators	Network Administrators
Computer Systems Administrator	Computer Systems Administrator
Network Systems and Data Communications	Network Systems and Data Communications
Length of Programs: 160 Hours	Length of Programs: 160 Hours
Delivery: 8 weeks, 20 hrs/week	Delivery: 8 weeks, 20 hrs/week

WINDOWS 7 ENTERPRISE DESKTOP	WINDOWS SERVER 2008 ACTIVE DIRECTORY
Focused on planning and managing a client life-cycle strategy, designing a standard image and client configurations, planning Windows 7 client deployment, managing application compatibility, and identifying and resolving issues with deployment and configuration	Focused on Windows Server 2008 Applications Infrastructure technologies, this course covers Terminal Services, Web Services infrastructure and security, Media Server, Microsoft Windows® SharePoint® Services server options, File Server, Print Services, network maintenance, and Simple Network Management Protocol
Related Job Titles/Occupations	Related Job Titles/Occupations
Network Administrators	Network Administrators
Computer Systems Administrator	Computer Systems Administrator
Network Systems and Data Communications	Network Systems and Data Communications
Length of Programs: 160 Hours	Length of Programs: 160 Hours
Delivery: 8 weeks, 20 hrs/week	Delivery: 8 weeks, 20 hrs/week

WINDOWS SERVER 2008 APPS INFRASTRUCTURE	WINDOWS SERVER 2008 ENTERPRISE ADMINISTRATION
Focused Windows Server 2008 Applications Infrastructure technologies, this course covers Terminal Services, Web Services infrastructure and security, Media Server, Microsoft Windows® SharePoint® Services server options, File Server, Print Services, network maintenance, and Simple Network Management Protocol.	Focused on Windows Server 2008 enterprise administration, topics include planning networks and application services; designing core identity and access management components; planning for migrating, upgrading, and restructuring domains and forests; implementing PKI; and designing virtualization strategy.
Related Job Titles/Occupations	Related Job Titles/Occupations
Network Administrators	Network Administrators
Computer Systems Administrator	Computer Systems Administrator
Network Systems and Data Communications	Network Systems and Data Communications
Length of Programs: 160 Hours	Length of Programs: 160 Hours
Delivery: 8 weeks, 20 hrs/week	Delivery: 8 weeks, 20 hrs/week

WINDOWS SERVER 2008 NETWORK INFRASTRUCTURE	WINDOWS SERVER 2008 SERVER ADMINISTRATION
Focused on Windows Server 2008 networking, this course covers configuring remote access, Network Access Protection (NAP), network authentication, IPv4 and IPv6 addressing, and Domain Name System (DNS) replication; capturing performance data and monitoring event logs; and managing file and print services	Focused on Windows Server 2008 administration, this course covers planning server roles; maintaining server security; planning data storage, network load balancing, and server backups; managing software deployment and versioning; monitoring IPv6, server performance and capacity, and Active Directory® replication; scheduling server deployments; and designing a rollback contingency plan.
Related Job Titles/Occupations	Related Job Titles/Occupations
Network Administrators	Network Administrators
Computer Systems Administrator	Computer Systems Administrator
Network Systems and Data Communications	Network Systems and Data Communications
Length of Programs: 160 Hours	Length of Programs: 160 Hours
Delivery: 8 weeks, 20 hrs/week	Delivery: 8 weeks, 20 hrs/week

COMPTIA Certification Courses

COMPTIA STRATA CERTIFICATION	COMPTIA A+
<p>The CompTIA Strata certificate course includes three courses: IT Fundamentals, IT Sales & Green IT. This course is a prerequisite for COMPTIA A+ & COMPTIA NETWORK+. IT Fundamentals exam is designed to show that a successful candidate has the knowledge to identify technology and computer hardware basics, compatibility issues and common errors, software installation and functions, security risks and prevention, as well as some Green IT and preventative maintenance practices.</p>	<p>In this hands-on course with a particular focus on Comptia A+ Certification exam preparation you'll gain the needed knowledge computer hardware and operating systems. You'll cover the essential principles of installing, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing, and preventive maintenance and you'll learn elements of customer service and communication skills necessary to work with clients.</p>
Related Job Titles/Occupations	Related Job Titles/Occupations
Computer Support Specialists	Computer Support Specialists
Computer Technician	Computer Technician
Computer Network Technician	Computer Network Technician
Length of Programs: 300 Hours	Length of Programs: 160 Hours
Delivery: 15 weeks, 20 hrs/week	Delivery: 8 weeks, 20 hrs/week

COMPTIA NETWORK+
<p>The course contains concise information on security essentials and standards, using practical examples and insights drawn from real-world experience and covers key exam topics including network technologies, media and topologies, devices, management, tools and security.</p>
Related Job Titles/Occupations
Computer Support Specialists
Computer Technician
Computer Network Technician
Length of Programs: 160 Hours
Delivery: 8 weeks, 20 hrs/week

Sales Force End User (SD)
<p>To enable participants to have understanding of Sales force CRM business functionality and configurations. Upon successful completion of course, participants will be able to perform tasks of sales and marketing users.</p>
Related Job Titles/Occupations
Computer Support Specialists
Computer Engineer
Computer System Analyst
Length of Programs: 240 Hours
Delivery: 12 weeks, 20 hrs/week

Sales Force Developer
To enable participants to have understanding of Sales force CRM business functionality, configurations and development of applications using apex/visualforce pages/webservices. Upon successful completion of course participants will be able to clear salesforce developer certification.
Related Job Titles/Occupations
Computer Support Specialists
Computer Engineer
Computer System Analyst
Length of Programs: 240 Hours
Delivery: 12 weeks, 20 hrs/week

Sales Force Business Analyst
To enable participants to have understanding of Sales force CRM business functionality configurations. Upon successful completion of course participants will be able to clear salesforce developer certification.
Related Job Titles/Occupations
Computer Support Specialists
Computer Engineer
Computer System Analyst
Length of Programs: 200 Hours
Delivery: 10 weeks, 20 hrs/week

Sales Force Administrator
To enable participants to have understanding of Salesforce CRM business functionality, configurations and other administrative tasks. The course structure is also designed for participants to clear salesforce certification for administration.
Related Job Titles/Occupations
Computer Support Specialists
Computer Engineer
Computer System Analyst
Length of Programs: 200 Hours
Delivery: 10 weeks, 20 hrs/week

Oracle Authorized Training Centers



<u>Amfasoft Corporation</u>	Oracle Training Authorized Center	Gilroy
<u>Amfasoft Corporation</u>	Oracle Training Authorized Center	San Francisco
<u>Amfasoft Corporation</u>	Oracle Training Authorized Center	Chicago, Illinois
<u>Amfasoft Corporation</u>	Oracle Training Authorized Center	Dallas