

The Academy of South Florida, Inc. Course Catalog and Student Handbook

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President’s Statement

At The Academy of South Florida, Inc., Inc. we believe that any individual, given the proper training, can become a successful professional in the Information Technology field. Our goal is to help our students to develop and enhance their computer skills; to introduce them into the IT industry as entry-level computer technicians; and to help them ascend, through long term planning and training, to the top levels of IT management. Given that the Campus Director and the Director of Education at The Academy of South Florida, Inc. are IT professionals who have ascended the IT ladder personally, we feel uniquely qualified to help our students make that journey.

Legal Status

The Academy of South Florida, Inc. is a private, postsecondary school incorporated in the state of Florida. The school was founded in 1999 and is presently owned by Alfonso J. Perez. Additional information may be obtained by writing to: Alfonso J. Perez, President, The Academy of South Florida, Inc. 3100 South Dixie Highway, Suite 100 Miami, FL 33133 – (305) 648-2000. Mr. Perez may also be contacted by visiting the schools website at www.academyflorida.com or e-mail: cperez@academyflorida.com.

Faculty

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BA Management Information Systems
Florida International University
A+, N+, MCP, MCSA, MCSE, MCT, CCNA, CCDA

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Frank Martinez, Staff Instructor
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Fernando Uribe, Staff Instructor
A+, N+, MCSA, MCSE MCP, MCT, CCNA

Licensure

The Academy of South Florida, Inc. is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution can be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414 Tallahassee, Florida 32399-0400; Toll-Free Telephone Number: (888) 224-6684.

Programs offered by The Academy of South Florida, Inc. are available to all students without regard to race, age, religion, sex, creed, handicap or national origin. Catalog information is subject to modification at any time by proper administrative procedures to meet changing industry needs or regulatory requirements. Program costs are based on rates in effect on the date of the signing of the enrollment agreement.

History

The Academy of South Florida, Inc. was originally founded with a vision of helping others to become successful working with computers. The goal was to give the students the proper training and assist them excel in the IT industry.

The school continues forward today with one basic principle – to help students get a high quality computer education at an affordable price. Former students who have graduated from The Academy of South Florida, Inc.’s programs have been able to leave with the skills and knowledge they have attained at the school and be successful in a competitive job market.

Historically, the school’s focus has been toward the adult learner who desires to change careers and is looking for a school that can accommodate their special needs. The training strategy has been and is to teach these “career changers” the basics of networking and PC repair before they go on to Microsoft and/or Cisco courses. By approaching training in this manner, The Academy of South Florida, Inc. insures that the student has a solid foundation in the networking field and thus allows that they apply what they are learning to an actual network.

In the time since the school’s inception, the school’s individualized approach to learning has allowed many of the students to achieve both their career goal and the goal of The Academy of South Florida, Inc. for its graduates – success in the IT industry.

Mission

The Academy of South Florida, Inc. is a private postsecondary institution dedicated to providing quality education designed to prepare students for specific professional fields. The curriculum prepares students for employment within their chosen disciplines by developing new skills, expanding their knowledge base and awakening new intellectual interests.

The Academy of South Florida, Inc. strives in all its activities to provide an atmosphere that fosters professional and personal development, academic achievement and social interaction.

Philosophy

The purpose of The Academy of South Florida, Inc. is to bridge the gap between students and employers through quality training and personal development. The combined teaching of personal and professional skills enables our students to live and work responsibly in a complex, changing society. The school emphasizes the awareness of the consequences of individual actions and choices.

At The Academy of South Florida, Inc. we dedicate ourselves to providing our students a quality educational experience leading to an enriching and profitable career. In achieving this goal, our administration, staff members, and educators understand the following: (a) the most important people in our organization are our students; (b) our students are not dependent on us, we are dependent on them; (c) the purpose of our work is our students; (d) all students who enter the doors at The Academy of South Florida, Inc. are entitled to respect, dignity, and the recognition that they are the future professionals of their newly chosen field of study; (e) the staff at The Academy of South Florida, Inc. will provide support to the student in the attainment of his/her

personal and professional goals and (f) the only unjustified suggestion or complaint is the one which goes unspoken.

We, at The Academy of South Florida, Inc. in support and agreement with this statement, promise to uphold these ideals to the fullest of our abilities.

School Facilities

The Academy of South Florida, Inc.

The Academy of South Florida, Inc. is located at 3100 South Dixie Highway, Miami, FL 33133 consists of 7,500 sq. ft. of classroom space. This location provides easy accessibility by private and public transportation. These facilities include administrative office space, classrooms with seating capacity for up to twenty-eight students, library facilities able to accommodate up to thirty-five students, testing and laboratory facilities which can accommodate up to ten students, and ample common space for study. The classrooms are outfitted with up-to-date presentation and Tier-1 vendor supplied computer equipment selected to give the student experience working on the same equipment encountered in the corporate Information Technology environment.

Admissions Requirements

It is recommended that an incoming student have basic computer knowledge, but it is not required. Applicants are required, however, to complete and score a 70% or better on a placement assessment exam based on both general knowledge and computer literacy. This exam may result in the school's advising the student that the level of sophistication contained in some subject matter may be too advanced for the student and he/she may be directed to another program.

A standard application form must be completed and signed by the applicant and parent or guardian (if applicable) and sent to the school. The applicant is responsible for providing the school with a transcript or diploma to certify proof of completion of high school requirements. Upon acceptance, the enrollee shall remit a registration fee of \$100.00 to confirm enrollment and to assure the applicant a place in the program. Prospective students are encouraged to visit the school although a visit is not necessary for acceptance.

Admission Procedures

A standard application form must be completed and signed by the applicant and parent or guardian (if applicable) and sent or delivered in person to the school. Applicant is responsible for providing the school with a transcript or diploma to certify proof of completion of high school requirements. Upon acceptance, the enrollee shall remit a registration fee of \$100.00 to confirm enrollment and to assure the applicant a place in the program. Prospective students are encouraged to visit the school although a visit is not necessary for acceptance.

Arrangements for a tour or an interview with a staff member can be made by calling the school or sending a letter to the Admissions Department.

Ancillary program expenses vary based on the level of the program. A list of all suggested additional materials are available to all enrollees at the beginning of the program.

Academic Grievances

Those grievances, which are academic in nature, should be brought to the immediate attention of the Director of Education. The Director of Education is responsible for investigating the matter with the appropriate persons. Recommendations based on the investigations will be made to a Review Board comprised of two Student Services Representatives from The Academy of South Florida and two students of The Academy of South Florida for resolution. If the situation is not resolved to the student's satisfaction, an appeal may be made to the President of The Academy of South Florida, Inc.

Nondiscriminatory Policies

The Academy of South Florida, Inc. is committed to the principle of equal opportunity. The School does not discriminate on the basis of race, color, creed, religion, national origin, gender, sexual orientation, age, marital status, disability, and disabled veteran or Vietnam era veteran status. When requested, The Academy of South Florida, Inc. will provide reasonable accommodation to otherwise qualified students with disabilities.

Privacy Rights

To protect the privacy of students and families, Federal law sets certain conditions on the disclosure of personal information from records kept by schools. The relevant law is "The Family Educational Rights and Privacy Act of 1974" (PL98-380).

Information regarding a student's attendance or grades will not normally be released without the student's express written permission. Students should be aware that federal and state agencies periodically request personal, attendance and grade information to verify both attendance and satisfactory progress. This information is required for continued enrollment in various federal grant and loan programs. The school will release information to these agencies as required by law. Disclosure may also be made to the student's parent, if the student is a dependent of the parent, as defined by the Internal Revenue Service. The school will maintain a written record of each request for access and each disclosure of personally identifiable student information.

Attendance

Class attendance is mandatory. Records are maintained in the student file clearly indicating the student's attendance for each scheduled class period. An absence will be charged for a full day when the student does not attend any of the scheduled classes on that day. Since The Academy of South Florida, Inc. is a clock hour school, a partial day of absence will be charged for the number of hours of absence during the day.

School holidays are not considered as days of absence. Students shall have the right to observe his/her appropriate religious holidays without penalty or reprisal. Absences for such holidays will not count against the number of absences allowed by school policy.

It is the policy of the school that a student may be terminated from his/her program when absent in excess of thirty percent of his/her scheduled class time. Should a student have an illness or personal situation that requires a "Leave of Absence", this should be discussed with the Director of Education to ensure that the proper procedures are followed in order that the student's enrollment status is not jeopardized.

Schedules

The Academy of South Florida, Inc. offers different schedules to accommodate working students. Day classes meet from 9:30 a.m. to 5:00 p.m. and evening classes from 6:00pm to 10:00 p.m. Class lengths vary depending on the total clock hours in the program. The Academy of South Florida, Inc. has both modular and open enrollment classes and the student is advised of his/her start and completion date prior to enrollment.

Tardiness

All students are required to arrive prior to class time in order that the class not is disrupted and to develop a professional work attitude. Any student arriving late or departing early will have this recorded as time out of class and counted toward total attendance time. Repeated tardiness may be grounds for dismissal.

Make-Up Policy

All assignments, tests, etc. are due as scheduled in the syllabus. The Academy of South Florida, Inc. recognizes both excused and unexcused absences. In the case of an excused absence, the student may make-up the quiz or exam within three school days with no grade penalty. After the three-day window, ten points will be deducted from the overall test grade for every day past the three-day grace period. In the case of an unexcused absence, while the same make-up policies will be in effect, The Academy of South Florida, Inc. will recognize 90% as a "perfect score" and reduce ten points per day after the third day that the student returns to school.

Credit Transfer

The Academy of South Florida, Inc. does not grant advanced standing or credit to students for previous education or training. The Academy of South Florida, does not accept college or university credit toward any certificate granting program. The Academy of South Florida, Inc. cannot guarantee that credits earned at The Academy of South Florida, Inc. will be accepted by another institution. It is the student's responsibility to confirm whether or not credits obtained at The Academy of South Florida are transferable to another institution of the student's choice.

Leave of Absence Policy

A leave of absence may be granted only in extreme emergencies. Leaves shall not exceed 20% of the total clock hours in the program and shall be for specific and acceptable purposes. A written request for leave of absence shall be submitted to the Director of Education and must be signed

by both the school representative and the student. A copy of the request and approval/denial must be placed in the individual student's file.

The student is allowed to make up any or all exams, projects, or course work missed while on approved leave. Arrangements for make-up work are the student's responsibility and must be made with the individual instructor. If a student fails to return from leave, the student will be considered withdrawn and terminated from the program.

Personal Evaluations

In addition to academic and practical test grades, students are subject to continuing professional evaluations based on personal observations of student's attitude, attendance, reliability, dependability and other areas while in training. These grades will be provided to the student to assist in making them aware of areas that are traditionally important to employers. Personal evaluation grades are determined by using the same evaluation system currently in place for academic and lab assessments.

In computing an overall academic grade point average, the total grade points as assigned are divided into the total number of grade points earned including all written tests, professional grades and practical projects administered during the course.

Costs

All tuition costs are detailed in the specific program sections of this catalog. Program and individual course expenses are based on clock hour distributions of programs elements that include both theoretical and practical training. A clock hour is defined as a sixty-minute contact hour. Training sessions may provide for breaks of five minutes before the hour. In those cases, the resulting fifty-five minute contact hour will be considered a sixty-minute clock hour.

Grading Scale

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**The Academy of South Florida, Inc
Grading Policy**

Grade Definitions

| <u>Grade</u> | <u>Grade Value</u> |
|--------------|--------------------|
| A 96-100 | 4.0 |
| A- 92-95 | 3.7 |
| B+ 88-91 | 3.3 |
| B 84-87 | 3.0 |
| B- 80-83 | 2.7 |
| C+ 76-79 | 2.3 |
| C 72-75 | 2.0 |
| C- 68-71 | 1.7 |
| D 65-67 | 1.0 |
| F Below 65 | 0.0 |

None of the following annotations are included in the computation of the GPA.

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| I | Incomplete – A grade of Incomplete must be made up within two weeks After the start of the next “quarter”. If not, the grade is changed to “F”. |
| R | Retaken – The Highest grade is used in computing cumulative GPA When a subject is repeated. |
| W | Withdrawal |
| IP | In Progress |
| C | Credit |
| NC | No Credit |

Students who officially withdraw from the school will receive a grade of “W.”

Satisfactory Academic Progress

Satisfactory Progress:

A student must maintain a cumulative grade point average of 1.75 to remain in good scholastic standing at The Academy of South Florida, Inc.

Students with continuous enrollment who are attending school full time are allowed up to 150% of the duration of the program to achieve their Certificate of Completion.

Unsatisfactory Progress: Probation/Termination:

(1) Students who fail to achieve a 1.75 cumulative GPA at 25% (or any subsequent grading cycle) of the clock hours will be placed on academic probation during the following period. Programs of 100 hours or less will be evaluated at midpoint only.

(2) Students who fail to achieve and maintain a 1.75 higher GPA during the probationary period may be terminated.

(3) Students achieving a 1.75 or higher GPA at the end of the grading cycle may continue on probation for one additional grading cycle at the discretion of the Director of Education.

(4) Students who fail to achieve a 1.75 cumulative GPA at the end of their second consecutive probationary period may be terminated.

(5) In order to be removed from probation, a student must achieve a 2.0 or higher cumulative GPA at the end of the grading period in question.

Progress Report

In all programs, students are provided a progress report at 25% of the completed program clock hours, at the mid-point, (50% of the completed clock hours), at 75% of the completed program clock hours, and at the completion of the program

Academic Transcripts

An unofficial copy of each student's transcript is available to the student upon request. The school reserves the right to withhold an official transcript if the student's financial account is in arrears. Transferability of hours attended at the school is limited and rests entirely on the decision of the receiving institution. There is no guarantee that the hours earned at The Academy of South Florida, Inc. will be accepted at another educational institution.

Re-Admission

A student whose enrollment was terminated for unsatisfactory progress can re-enroll after a minimum of one progress evaluation period. Such re-enrollment does not circumvent the approved refund policy.

A student who re-enrolls after termination for unsatisfactory progress remains on academic probation for the next grading period. The school shall advise the student of this action and document the student's file accordingly. If the student does not demonstrate satisfactory progress at the end of this probationary period, the student's enrollment shall be terminated.

Rules of Conduct – Termination Policy

Students attending classes at The Academy of South Florida, Inc. are expected to act with self-discipline and professionalism and to conduct themselves as responsible citizens both at the training complex and in the community. Mutual respect between students and faculty is paramount. Should any instance occur where the student's behavior is in question, he/she will receive a verbal warning followed by a written warning. Should the infraction be of a grievous nature, the student will be terminated from the school immediately without verbal or written warning. Students may be terminated from enrollment for the reasons listed below. Further clarification of these policies is available from the Director of Education and may be requested at any time.

Rules of Conduct – The Academy of South Florida, Inc.

Violation of the school's Drug Free policy through use or possession of unauthorized drugs

Failure to meet academic or attendance criteria.

Undesirable conduct which compromises or poses a threat or danger to the safety,

health or property of the school including but not limited to other students, faculty, staff, officers, the student him/herself or conduct disruptive to the educational process.

Failure to meet financial obligations as outlined in the Enrollment Agreement.

In the school and student's best interests when the student is on probation and in the judgment of school officials no progress is in evidence nor anticipated.
Theft of goods, property or services.

Possession or use of firearms or any other potentially dangerous weapon.

Gambling on any school premises or property.

Sexual harassment, abusive language, use of profanity or threats to school staff or faculty.

Failure to adhere to school rules contained in the school catalog, handbooks or other school publications.

Completion Requirements

To be eligible to receive a Certificate of Program Completion, the student must have completed the required hours in his/her selected program. The student must maintain a cumulative grade point average of 2.0 in order to receive his/her Certificate of Completion.

All students must have satisfactorily fulfilled all financial, academic, and other obligations to the school before they will be allowed to exit the program.

Student Services

The Director of Education, in conjunction with the students services department, coordinates all academic advising and personal advising; supervision and monitoring of attendance records and leaves of absence; placement assistance; information concerning local housing, transportation, child care and relevant coping skills, and general development appropriate to higher education students.

Library

Students are encouraged to utilize the school's library facilities. The library is presently located at The Academy of South Florida's Miami Campus. The Library is open from 9:00am-10:00pm (Monday-Friday; except holidays). Students may use the library for research, reference, and study projects. In addition to the video tapes, audio tapes, test reviews, books and periodicals available for student usage, students can access and utilize software and applications on computer workstations provided in the Testing Lab located in close proximity to the main library.

Job Placement Assistance and Career Services

The Academy of South Florida, Inc. is vitally interested in the student as an individual. Individual and group advisement directed at personal and career concerns is available from highly

experienced staff members. Staff members concentrate on preparing the student for successful entry into the job market following graduation.

Information is available through the Director of Student Services in areas including: resume preparation, job search techniques and interview techniques, dressing for the job interview, and what to do following the interview. Information on professional publications and services available to the graduate to assist in targeting search areas is also provided.

Students who complete their Certification Exam are assisted with job placement. Inquiries made to the school from potential employers will be posted on the bulletin board. The school will assist the student with employment to the best of its ability, **but cannot guarantee employment or internships.**

Student Withdrawals

A student may withdraw from training at any time subject to written notice received by the school's Director. Such notice may be either hand delivered or sent certified mail within one week of the last day of actual attendance.

Student Records

Under the authority of the Family Educational Rights and Privacy Act of 1974, as amended, students have the right to examine certain school files, records, or documents which pertain to them. The school must permit students to examine such records within forty-five days after submission of a written request, and to obtain copies of such records upon payment of a reproduction fee.

Students may request that the school amend his/her education records on the grounds that they are inaccurate, misleading, or in violation of their right of privacy. In the event that the school refuses to so amend the records, students may, after complying with the Complaint Procedure, request a hearing. If the outcome of a hearing is unsatisfactory, the student may submit an explanatory statement for inclusion in the education record. Students have the right to file complaints as outlined in the Academic Grievances section of the Catalog.

Education records are all school files, records or documents which contain information directly related to the student. Examples of education records are the student education files, placement files and financial aid files. The only persons allowed access to such records are those who have a legitimate administrative or educational interest.

Holiday Schedule

The Academy of South Florida, Inc. is closed on: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Friday following Thanksgiving Day, Christmas Eve, and Christmas Day.

Curriculum Outlines **Continuing Education Courses**

A+ Computer Technician

Diploma

75 Clock Hours

3 Weeks

Program Description:

The core training for this program is defined by the competencies emphasized in the CompTIA A+ Essentials' curriculum. Upon graduation from the A+ Computer Technician, students will demonstrate a solid understanding of personal computer (PC) hardware. They will be able to identify different components of PCs and describe their function, perform basic disk storage device management tasks, install software (operating systems and applications), identify and troubleshoot basic hardware and software failures, and manage files using both graphical user and command line interfaces. Successful completion of this program and the CompTIA certifications that it prepares the student for will pose students for an entry-level helpdesk or PC repair position.

Please note: For relevant CompTIA A+ Certification, the student must sit for and pass the following exams:

Exam 220-601: CompTIA A+ Essentials 2006

Exam 220-602: CompTIA A+ Computer Technicians Career Path

| PROGRAM BREAKDOWN BY COURSE | | |
|------------------------------------|---|--------------------|
| Course Number | Course Title | Clock Hours |
| A+ (1) | Personal Computer Components This course covers how to install, manage, monitor, configure, upgrade, and troubleshoot computer hardware components. | 7 |
| A+ (1) L | Personal Computer Components Lab This lab covers all necessary principals of how computer hardware components work. | 7 |
| A+ (2) | Operating Systems The course covers the technical skills required to install, configure, upgrade, and troubleshoot computer software using Microsoft | 7 |
| A+ (2) L | Operating Systems Lab This lab covers all necessary skills to maintain Windows based computers. | 7 |
| A+ (3) | Printers and Scanners The course covers the technical skills required to install, configure, upgrade, and troubleshoot printers and scanners. | 7 |
| A+ (3) L | Printers and Scanners Lab This lab covers the installation, configuration, upgrade and troubleshooting of printers and scanners. | 7 |

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| A+ (4) | Networks This course covers how to install, configure, upgrade, monitor, and troubleshoot various network components in order to allow computers to communicate with each other. | 7 |
| A+ (4) L | Networks Lab This lab covers skills for all hardware and software networking components. | 7 |
| A+ (5) | Security This course covers industry-wide topics, including communication security, infrastructure security and operational and organization security. | 7 |
| A+ (5) L | Security Lab This lab stresses and emphasizes on communication security, cryptography, external attack and authentication. | 7 |
| A+ (6) | Communication and Professionalism This course focuses on Network and Communications Management professionalism stressing the critical niche in business organizations – emphasizing on designing, implementing, securing and managing networks. | 5 |
| TOTAL: | | 75 |

Course Book List:

A+ Computer Technician:

CompTIA A+ Certification: A Comprehensive Approach for All 2006 Objectives.
Element K Press. 2006.

| PROGRAM COST: | |
|-------------------------|------------|
| Tuition | \$2,645.00 |
| Fees | \$100.00 |
| Books & Supplies | \$250.00 |
| Any Other Costs (Exams) | \$336.00 |
| Total Program Cost | \$3,331.00 |

Network Professional (+)

Diploma

75 Clock Hours

3 Weeks

Program Description:

The objective of the Network Professional (+) is to prepare individuals to become entry-level computer network technicians. The curriculum focuses on building, maintaining and troubleshooting basic physical networking issues. After completion of the program, graduates will possess the knowledge and skills necessary to seek employment in a variety of entry-level, supporting network administration positions.

Please note: For relevant CompTIA Network + Certification, the student must sit for and pass the following exams:

Exam JK0-012: CompTIA Network+ Exam (2009)

| PROGRAM BREAKDOWN BY COURSE | | |
|------------------------------------|--|--------------------|
| Course Number | Course Title | Clock Hours |
| N+ (1) | Network Theory This course covers how to install, configure, upgrade, monitor, and troubleshoot various network components in order to allow computers to communicate with each other. | 7 |
| N+ (2) | Network Communication Methods NBF supports two types of network communication methods: unreliable connectionless communications and reliable connection-oriented communications. | 7 |
| N+ (3) | Network Data Delivery This course defines and stresses on the NDD (Network Data Delivery), which is a novel network data sharing system. | 7 |
| N+ (4) | Network Media and Hardware As technology grows and IP-based networks are integrated into building infrastructure and household utilities, network hardware becomes an ambiguous statement owing to the increasing number of 'network capable' endpoints | 4 |
| N+ (5) | Network Implementations Network implementation consists of the following steps: Physical network design, Remote Access requirements, Testing, and Documentation | 4 |
| N+ (6) | Networking with TCP/IP This course provides theoretical and practical grounding in the operation of core TCP/IP and internet protocols | 4 |
| N+ (6) L | Networking with TCP/IP Lab | 3 |

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| | This lab allows students to understand firewalling and routing, and it emphasizes the use of SNMP for integrated management of network devices and applications | |
| N+ (7) | TCP/IP Services This course explains students how to avoid common internetworking problems, configure hosts and access internetworks using TCP/IP protocols and Troubleshoot TCP/IP networks using protocol analysis techniques | 4 |
| N+ (8) | Other Network Protocols This course describes and explains other network protocols used to strategize networking methods. | 3 |
| N+ (9) | Local Area Network (LAN) Infrastructure This course describes the basic features of wireless access points, and it explains and applies wireless access point communication modes. | 4 |
| N+ (9) L | Local Area Network (LAN) Infrastructure Lab This lab allows students to determine which wireless client devices require drivers installed on the client node. | 3 |
| N+ (10) | Wide Area Network (WAN) Infrastructure This course teaches the students to design strategies for implementing dial-up and Virtual Private Networking. | 4 |
| N+ (10) L | Wide Area Network (WAN) Infrastructure Lab After this lab, students should be able to design strategies for implementing dial-up and Virtual Private Networking. | 3 |
| N+ (11) | Network Security This course covers industry-wide topics, including communication security, infrastructure security and operational and organization security. | 4 |
| N+ (12) | Remote Networking This course centers on Remote Networking, a brand of IT managed services and a registered trademark of the RNS Corporation. Because of the success of this brand, it has become a generalized trademark in American English and many people in North America today refer to any computer network managed services as such. | 4 |
| N+ (13) | Disaster Recovery Disaster recovery is the process, policies and procedures related to preparing for recovery or continuation of technology infrastructure critical to an organization after a natural human induced disaster. | 2 |
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| N+ (14) | Network Data Storage Network Data Storage is a file-level computer data storage connected to a computer network providing data access to network clients. | 1 |
| N+ (15) | Network Operations Systems This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is operating system concepts, management, maintenance, and resources required | 1 |
| N+ (16) | Network Troubleshooting In this course students will learn how to configure, maintain and troubleshoot multiple network configurations. | 4 |
| N+ (16) L | Network Troubleshooting Lab In this lab students will manage IP address assignments and sub netting, identify and resolve application layer issues using protocol analysis | 2 |
| TOTAL: | | 75 |

Course Book List:

Network Professional (+):

Network+ Certification: Fourth Edition - A CompTIA Certification (Revision 2.0) . Element K Press. 2009.

| PROGRAM COST: | |
|-------------------------|------------|
| Tuition | \$2,645.00 |
| Fees | \$100.00 |
| Books & Supplies | \$250.00 |
| Any Other Costs (Exams) | \$239.00 |
| Total Program Cost | \$3,234.00 |

Cisco Certified Network Associates (Prep)

Diploma

75 Clock Hours

3 Weeks

Program Description:

The objective of the Cisco Certified Network Associates (Prep) is to prepare a student to obtain the skills necessary to obtain entry-level employment in deploying and administering Cisco networking hardware in the field. The first part of this program teaches students how to apply that knowledge in the design and implementation of complex networks using Cisco networking hardware. Upon successful completion of the program and meeting all course requirements and financial obligations the student will be issued a diploma.

Please Note: In order to achieve relevant Cisco Certification, all students must sit for and pass the following exam:

Exam 640-802: Cisco Certified Network Associate

| PROGRAM BREAKDOWN BY COURSE | | |
|------------------------------------|---|--------------------|
| Course Number | Course Title | Clock Hours |
| CCNA1 | Interconnecting Cisco Networking Devices Part 1 This course covers how to install, configure, and operate LAN, WAN, and dial access services for small networks. | 37.5 |
| CCNA2 | Interconnecting Cisco Networking Devices Part 2 This course covers how to troubleshoot Switched Networks, and establish a WAN Connection with Frame Relay. | 37.5 |
| TOTAL: | | 75 |

Program Book List:

Cisco Certified Network Associates (Prep):

CCNA Official Exam Certification Library (CCNA Exam 640-802) (Exam Certification Guide).
Odom, Wendell. Cisco Press. 2007.

| PROGRAM COST: | |
|-------------------------|------------|
| Tuition | \$3,655.00 |
| Fees | \$100.00 |
| Books & Supplies | \$240.00 |
| Any Other Costs (Exams) | \$250.00 |
| Total Program Cost | \$4,245.00 |

Microsoft Certified Applications Specialist (Prep)

Diploma

50 Clock Hours

3 Weeks

Program Description:

This program is designed to enhance skills and prepare students for proficient use of the Microsoft 2007 Office Suite of Applications. This program provides ample training in the use of personal computers, their operating systems and the most popular and widely used word processing, database management, presentation aids and spreadsheet software. Upon successful completion of this course, the student will be issued a diploma contesting to his/her completion of the course curriculum. Students completing this course will be prepared to seek entry-level employment in data entry or administrative assistance.

| PROGRAM BREAKDOWN BY COURSE | | |
|------------------------------------|--|--------------------|
| Course Number | Course Title | Clock Hours |
| MCAS (1) | Microsoft Word 2007 This course allows individuals to learn word processing functions. | 16 |
| MCAS (2) | Microsoft Excel 2007 This course allows individuals to gain skills to perform the most complex calculations and functions, and to work efficiently with related worksheets and workbooks. | 18 |
| MCAS (3) | Microsoft PowerPoint This course is designed to offer individuals a practical, hands-on demonstration of how to use Microsoft PowerPoint to improve the quality and effectiveness of presentations. | 16 |
| TOTAL: | | 50 |

Program Book List:

Microsoft Certified Applications Specialist (Prep):

Microsoft Office 2007 Step by Step. Frye, Curtis; Preppernau, Joan; Cox, Joyce K.; Lambert, Steve. Microsoft Press. 2007.

| PROGRAM COST: | |
|----------------------|------------|
| Tuition | \$1,325.00 |
| Fees | \$100.00 |
| Books & Supplies | \$300.00 |
| Any Other Costs | \$0 |
| Total Program Cost | \$1,725.00 |

Windows MCSE (Prep)

Diploma

200 Clock Hours

8 Weeks

Program Description:

The core training for this program is defined by the competencies emphasized in attaining the Microsoft Certified Systems Engineer (MCSE) certification. This certification ensures that the holder possesses competencies in maintaining, managing and administering the Microsoft Windows 2003 Platform for business enterprise. Students in the Windows MCSE (Prep) will be provided with hands-on learning in order to ensure that they receive ample experience in both structured learning and “real world” environments. Coursework will focus on all facets of the Windows 2003 Platform from installing the operating system to the planning, design and implementation of custom Windows 2003 networks.

Please Note: In order to achieve MCSE Certification, all students must sit for and pass the following exams:

Exam 70-270: Installing, Configuring, and Administering Windows XP Professional

Exam 70-290: Managing and Maintaining a Windows Server 2003 Environment

Exam 70-291: Implementing, Managing, and Maintaining a Windows Server 2003 Network Infrastructure

Exam 70-293: Planning and Maintaining a Windows Server 2003 Network Infrastructure

Exam 70-294: Planning, Implementing, and Maintaining a Windows Server 2003 Active Directory Infrastructure

Exam 70-297: Designing a Windows Server 2003 Active Directory and Network Infrastructure

Exam 70-298: Designing Security for a Windows Server 2003 Network

Exam 70-299: Implementing and Administering Security in a Windows Server 2003 Network

| PROGRAM BREAKDOWN BY COURSE | | |
|------------------------------------|--|--------------------|
| Course Number | Course Title | Clock Hours |
| MCSE (1) | Administration of Microsoft Windows 2003 Networks This course provides students with the knowledge and skills necessary to perform administration tasks in a single-domain Microsoft Windows 2003 network | 34 |
| MCSE (2) | Administration of Active Directory This course provides students with the knowledge and skills to manage and maintain Windows Server Active Directory servers. The course focuses on the Active Directory server lifecycle by creating baselines, monitoring the system health, and maintaining security for the Active Directory servers | 33 |
| MCSE (3) | Designing Secure Windows 2003 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. | 34 |
| MCSE (4) | Migrating from Windows NT/2000 to Windows 2003 In this course students will be able to describe the migration process and identify the paths that can be used to migrate domains from Windows NT 4.0 to Windows Server 2003. Develop a deployment plan. Describe a migration strategy at a high level. Determine the migration | 33 |

| | | |
|---------------|---|-----|
| | path for each domain | |
| MCSE (5) | Desktop Support This course allows students to troubleshoot basic problems end users will face while running Microsoft Windows XP Professional in an Active Directory® network environment, or Windows XP Home edition in a workgroup environment. | 33 |
| MCSE (6) | Local Area Network Administration This course is designated to teach individuals Bus, Ring, Tree, Star Mesh and Wireless topology and information transfer technologies | 33 |
| TOTAL: | | 200 |

Program Book List:

Windows MCSE (Prep):

- MCSA/MCSE Self-Paced Training Kit: Exam 70-270. Microsoft Press. 2004.
MCSA/MCSE Self-Paced Training Kit: Exam 70-290. Microsoft Press. 2004.
MCSA/MCSE Self-Paced Training Kit: Exam 70-291. Microsoft Press. 2004.
MCSA/MCSE Self-Paced Training Kit: Exam 70-293. Microsoft Press. 2004.
MCSA/MCSE Self-Paced Training Kit: Exam 70-294. Microsoft Press. 2004.
MCSA/MCSE Self-Paced Training Kit: Exam 70-297. Microsoft Press. 2004.
MCSA/MCSE Self-Paced Training Kit: Exam 70-298. Microsoft Press. 2004.

| PROGRAM COST: | |
|-------------------------|------------|
| Tuition | \$5,395.00 |
| Fees | \$100.00 |
| Books & Supplies | \$500.00 |
| Any Other Costs (Exams) | \$875.00 |
| Total Program Cost | \$6,870.00 |

Microsoft MCTS/MCITP Prep

Diploma

325 Clock Hours

12 Weeks

Program Description:

The core training for this program is defined by the competencies emphasized in attaining the (MCTS) Microsoft Certified Technology Specialist and the (MCITP) Microsoft Certified IT Professional certifications. This certification ensures that the holder possesses competencies in maintaining, managing and administering the Microsoft Windows 2008 Platform for business enterprise. Students in the MCTS/MCITP Program will be provided with hands-on learning in order to ensure that they receive ample experience in both structured learning and “real world” environments. Coursework will focus on all facets of the Windows 2008 Network operating system platform from installing the operating system to the planning, design and implementation, virtualization, security and customizing of Windows 2008 networks.

In order to achieve MCTS/MCITP Program Certification, all students must sit for and pass the following exams:

- Exam:70-620 Microsoft Certified Technology Specialist: Vista Configuration
- Exam:70-640 MCTS: Windows Server 2008 - Active Directory Configuration
- Exam:70-642 MCTS: Windows Server 2008 - Network Infrastructure Configuration
- Exam:70-643MCTS: Application Infrastructure Configuration
- Exam:70-647 MCITP: Enterprise Administrator Windows Server 2008

| PROGRAM BREAKDOWN BY COURSE | | |
|------------------------------------|---|--------------------|
| Course Number | Course Title | Clock Hours |
| MCTS (1) | Install and Configure Windows Vista This course allows students to install, deploy, configure, secure, maintain, and troubleshoot Windows Vista. | 10 |
| MCTS (2) | Configure Windows Vista Application and Tools This course will provide students with the knowledge and skills necessary to ensure successful configuration of the IT Pro tools and productivity applications that ship with Windows Vista | 15 |
| MCTS (3) | Configuring and Troubleshooting Windows Server 2008 Active Directory Domain Services This course provides students with the knowledge and skills to configure Active Directory Domain Services in a distributed environment, implement Group Policies, perform backup and restore, and monitor and troubleshoot Active Directory related issues. | 50 |
| MCTS (4) | Configuring Identity and Access Solutions with Windows Server 2008 Active Directory This course provides the knowledge and skills that IT students need to configure identity and access solutions with Windows Server 2008 Active Directory. | 25 |
| MCTS (5) | Configuring and Troubleshooting a Windows Sever 2008 Network Infrastructure This course provides students with the knowledge and skills to configure and troubleshoot a Windows Server 2008 network infrastructure. Students will | 75 |

| | | |
|---------------|---|------------|
| | learn to implement and configure secure network access and implement fault tolerant storage technologies | |
| MCTS (6) | Deploying Windows Server 2008 This course provides students with an understanding of migrating and deploying Windows Server 2008 including installation, configuration, and upgrading | 25 |
| MCTS (7) | Configuring and Troubleshooting Internet Information Services in Windows Server In this course students will learn to install, configure, maintain, and troubleshoot Internet Information Services (IIS) 7.0 Web Server in Windows Server 2008. | 25 |
| MCTS (8) | Configuring Windows Server 2008 Terminal Services 2 This course provides students with the knowledge and skills to configure, manage, monitor, and troubleshoot a Terminal Services (TS) environment. The course focuses on configuring of TS core functionality, licensing, Gateway, and Web Access. | 25 |
| MCTS (9) | Designing a Windows Server 2008 Network Infrastructure This course 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. | 25 |
| MCTS (10) | Designing a Windows Server 2008 Active Directory Infrastructure In this course, students will learn how to design an Active Directory Infrastructure in Windows Server 2008. Students will learn how to design Active Directory forests, domain infrastructure, sites and replication, administrative structures, group policies, and Public Key Infrastructures | 25 |
| MCTS (11) | Designing a Windows Server 2008 Application Infrastructure In this course students will learn how to design application infrastructure solutions based on Windows Server 2008 to meet varying business and technical requirements. | 25 |
| TOTAL: | | 325 |

Program Book List:

Microsoft MCTS/MCITP Prep:

MCTS Training Kit (Exam 70-620): Configuring Windows Vista(TM) Client (Microsoft Training Kit 70-620) (Hardcover) April 2008.

MCTS Training Kit (Exam 70-640): Configuring Windows Server 2008 Active Directory (Hardcover) April 2008.

MCTS Training Kit (Exam 70-642): Configuring Windows Server 2008 - Network Infrastructure Configuration (Hardcover) April 2008.

MCTS Training Kit (Exam 70-643): Configuring Windows Server 2008 Application Platform (PRO-Certification) (Hardcover) April 2008.

MCITP Training Kit (Exam 70-647): Windows Server Enterprise Administration (Hardcover) April 2008.

| PROGRAM COST: | |
|---------------------------|-------------------|
| Tuition | \$5,145.00 |
| Fees | \$100.00 |
| Books & Supplies | \$1,000.00 |
| Any Other Costs | \$750.00 |
| Total Program Cost | \$6,995.00 |

Information Technology Professional

Diploma

400 Clock Hours

16 Weeks

Program Description:

The objective of the Information Technology Professional is to prepare students with the skills necessary for the design, implementation and administration of the Microsoft Windows 2008 Operating System/Server Platform and the administration of Cisco Hardware. Upon successful program completion, graduates will possess the education and skills necessary to obtain an entry-level information technology administration position in a medium to large sized organization.

Please Note: In order to achieve relevant Microsoft certification, all students must sit for and pass the following exam:

Microsoft

Exam:70-620 Microsoft Certified Technology Specialist: Vista Configuration

Exam:70-640 MCTS: Windows Server 2008 - Active Directory Configuration

Exam:70-642 MCTS: Windows Server 2008 - Network Infrastructure Configuration

Exam:70-643MCTS: Application Infrastructure Configuration

Exam:70-647 MCITP: Enterprise Administrator Windows Server 2008

Cisco

Exam 640-802: Cisco Certified Network Associate

| PROGRAM BREAKDOWN BY COURSE | | |
|------------------------------------|---|--------------------|
| Course Number | Course Title | Clock Hours |
| IT (1) | Install and Configure Windows Vista This course allows students to install, deploy, configure, secure, | 10 |

| | | |
|--------|--|----|
| | maintain, and troubleshoot Windows Vista. | |
| IT (2) | <p>Configure Windows Vista Application and Tools</p> <p>This course will provide students with the knowledge and skills necessary to ensure successful configuration of the IT Pro tools and productivity applications that ship with Windows Vista</p> | 15 |
| IT (3) | <p>Configuring and Troubleshooting Windows Server 2008 Active Directory Domain Services</p> <p>This course provides students with the knowledge and skills to configure Active Directory Domain Services in a distributed environment, implement Group Policies, perform backup and restore, and monitor and troubleshoot Active Directory related issues.</p> | 50 |
| IT (4) | <p>Configuring Identity and Access Solutions with Windows Server 2008 Active Directory</p> <p>This course provides the knowledge and skills that IT students need to configure identity and access solutions with Windows Server 2008 Active Directory.</p> | 25 |
| IT (5) | <p>Configuring and Troubleshooting a Windows Server 2008 Network Infrastructure</p> <p>This course 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</p> | 75 |
| IT (6) | <p>Deploying Windows Server 2008</p> <p>This course provides students with an understanding of migrating and deploying Windows Server 2008 including installation, configuration, and upgrading</p> | 25 |
| IT (7) | <p>Configuring and Troubleshooting Internet Information Services in Windows Server</p> <p>In this course students will learn to install, configure, maintain, and troubleshoot an Internet Information Services (IIS) 7.0 Web Server in Windows Server 2008.</p> | 25 |
| IT (8) | <p>Configuring Windows Server 2008 Terminal Services 2</p> <p>This course provides students with the knowledge and skills to configure, manage, monitor, and troubleshoot a Terminal Services (TS) environment. The course focuses on configuring of TS core functionality, licensing, Gateway, and Web Access.</p> | 25 |
| IT (9) | <p>Designing a Windows Server 2008 Network Infrastructure</p> <p>This course will provide students with an understanding of how to design</p> | 25 |

| | | |
|----------|---|------|
| | a Windows Server 2008 Network Infrastructure that meets business and technical requirements for network services. | |
| IT (10) | Designing a Windows Server 2008 Active Directory Infrastructure In this course, students will learn how to design an Active Directory Infrastructure in Windows Server 2008. Students will learn how to design Active Directory forests, domain infrastructure, sites and replication, administrative structures, group policies, and Public Key Infrastructures | 25 |
| IT (11) | Designing a Windows Server 2008 Application Infrastructure In this course students will learn how to design application infrastructure solutions based on Windows Server 2008 to meet varying business and technical requirements. | 25 |
| CCNA (1) | Interconnecting Cisco Networking Devices Part 1 This course covers how to install, configure, and operate LAN, WAN, and dial access services for small networks. | 37.5 |
| CCNA (2) | Interconnecting Cisco Networking Devices Part 2 This course covers how to troubleshoot Switched Networks, and establish a WAN Connection with Frame Relay. | 37.5 |
| | TOTAL: | 400 |

Program Book List:

Information Technology Professional:

MCTS Training Kit (Exam 70-620): Configuring Windows Vista(TM) Client (Microsoft Training Kit 70-620) (Hardcover). Microsoft Press. 2008.

MCTS Training Kit (Exam 70-640): Configuring Windows Server 2008 Active Directory (Hardcover). Microsoft Press. 2008.

MCTS Training Kit (Exam 70-643): Configuring Windows Server 2008 Application Platform (PRO-Certification) (Hardcover). Microsoft Press. 2008.

MCITP Training Kit (Exam 70-647): Windows Server Enterprise Administration (Hardcover). Microsoft Press. 2008.

CCNA Official Exam Certification Library (CCNA Exam 640-802) (Exam Certification Guide). Odom, Wendell. Cisco Press. 2007

| PROGRAM COST: | |
|---------------------------|--------------------|
| Tuition | \$8,885.00 |
| Fees | \$100.00 |
| Books & Supplies | \$1,000.00 |
| Any Other Costs (Exams) | \$875.00 |
| Total Program Cost | \$10,860.00 |

Curriculum Outlines **Vocational Programs**

The Network Associates

Diploma
325 Clock Hours
13 Weeks

Program Description:

The objective of The Network Associates is to prepare a student to obtain the skills necessary to become a competent entry-level network administrator. Consisting of the materials from the A+ Computer Technician, Network Professional (+) and Windows MCTS/MCITP, The Network Associates (Prep) is designed to cross-train individuals in several disciplines. Upon successful completion of the program and meeting all course requirements and financial obligations the student will be issued a diploma.

Note: For this program, the graduate must sit for and pass the following exams in order to become certified.

CompTIA Exams:

Exam 220-601: CompTIA A+ Essentials 2006

Exam 220-602: CompTIA A+ Computer Technicians Career Path

Exam JK0-012: CompTIA Network+ Exam (2007)

Microsoft Exams:

Exam:70-620 Microsoft Certified Technology Specialist: Vista Configuration

Exam:70-640 MCTS: Windows Server 2008 - Active Directory Configuration

Exam:70-642 MCTS: Windows Server 2008 - Network Infrastructure Configuration

Exam:70-643 MCTS: Application Infrastructure Configuration

| PROGRAM BREAKDOWN BY COURSE | | |
|------------------------------------|--|--------------------|
| Course Number | Course Title | Clock Hours |
| A+ (1) | Personal Computer Components This course covers how to install, manage, monitor, configure, upgrade, and troubleshoot computer hardware components. | 7 |
| A+ (1) L | Personal Computer Components Lab This lab covers all necessary principals of how computer hardware components work. | 7 |
| A+ (2) | Operating Systems The course covers the technical skills required to install, configure, upgrade, and troubleshoot computer software using Microsoft. | 7 |
| A+ (2) L | Operating Systems Lab This lab covers all necessary skills to maintain Windows based computers. | 7 |
| A+ (3) | Printers and Scanners The course covers the technical skills required to install, configure, upgrade, and troubleshoot printers and scanners. | 7 |

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|----------|--|---|
| A+ (3) L | Printers and Scanners Lab This lab covers the installation, configuration, upgrade and troubleshooting of printers and scanners. | 7 |
| A+ (4) | Networks This course covers how to install, configure, upgrade, monitor, and troubleshoot various network components in order to allow computers to communicate with each other. | 7 |
| A+ (4) L | Networks Lab This lab covers skills for all hardware and software networking components. | 7 |
| A+ (5) | Security This course covers industry-wide topics, including communication security, infrastructure security and operational and organization security. | 7 |
| A+ (5) L | Security Lab This lab stresses and emphasizes on communication security, cryptography, external attack and authentication. | 7 |
| A+ (6) | Communication and Professionalism This course focuses on Network and Communications Management professionalism stressing the critical niche in business organizations – emphasizing on designing, implementing, securing and managing networks. | 5 |
| N+ (7) | Network Theory This course covers how to install, configure, upgrade, monitor, and troubleshoot various network components in order to allow computers to communicate with each other. | 7 |
| N+ (8) | Network Communication Methods NBF supports two types of network communication methods: unreliable connectionless communications and reliable connection-oriented communications. | 7 |
| N+ (9) | Network Data Delivery This course defines and stresses on the NDD (Network Data Delivery), which is a novel network data sharing system. | 7 |
| N+ (10) | Network Media and Hardware As technology grows and IP-based networks are integrated into building infrastructure and household utilities, network hardware becomes an ambiguous statement owing to the increasing number of 'network capable' endpoints | 4 |

| | | |
|-----------|---|---|
| | | |
| N+ (11) | <p>Network Implementations</p> <p>Network implementation consists of the following steps: Physical network design, Remote Access requirements, Testing, and Documentation</p> | 4 |
| N+ (12) | <p>Networking with TCP/IP</p> <p>This course provides theoretical and practical grounding in the operation of core TCP/IP and internet protocols</p> | 4 |
| N+ (12) L | <p>Networking with TCP/IP Lab</p> <p>This lab allows students to understand firewalling and routing, and it emphasizes the use of SNMP for integrated management of network devices and applications</p> | 3 |
| N+ (13) | <p>TCP/IP Services</p> <p>This course explains students how to avoid common internetworking problems, configure hosts and access internetworks using TCP/IP protocols and Troubleshoot TCP/IP networks using protocol analysis techniques</p> | 4 |
| N+ (14) | <p>Other Network Protocols</p> <p>This course describes and explains other network protocols used to strategize networking methods.</p> | 3 |
| N+ (15) | <p>Local Area Network (LAN) Infrastructure</p> <p>This course describes the basic features of wireless access points, and it explains and applies wireless access point communication modes.</p> | 4 |
| N+ (15) L | <p>Local Area Network (LAN) Infrastructure Lab</p> <p>This lab allows students to determine which wireless client devices require drivers installed on the client node.</p> | 3 |
| N+ (16) | <p>Wide Area Network (WAN) Infrastructure</p> <p>This course teaches the students to design strategies for implementing dial-up and Virtual Private Networking.</p> | 4 |
| N+ (16) L | <p>Wide Area Network (WAN) Infrastructure Lab</p> <p>After this lab, students should be able to design strategies for implementing dial-up and Virtual Private Networking.</p> | 3 |
| N+ (17) | <p>Network Security</p> <p>This course covers industry-wide topics, including communication security, infrastructure security and operational and organization security.</p> | 4 |
| | | |

| | | |
|-----------|--|----|
| N+ (18) | <p>Remote Networking</p> <p>This course centers on Remote Networking, a brand of IT managed services and a registered trademark of the RNS Corporation. Because of the success of this brand, it has become a generalized trademark in American English and many people in North America today refer to any computer network managed services as such.</p> | 4 |
| N+ (19) | <p>Disaster Recovery</p> <p>Disaster recovery is the process, policies and procedures related to preparing for recovery or continuation of technology infrastructure critical to an organization after a natural human induced disaster.</p> | 2 |
| N+ (20) | <p>Network Data Storage</p> <p>Network Data Storage is a file-level computer data storage connected to a computer network providing data access to network clients.</p> | 1 |
| N+ (21) | <p>Network Operations Systems</p> <p>This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is operating system concepts, management, maintenance, and resources required</p> | 1 |
| N+ (22) | <p>Network Troubleshooting</p> <p>In this course students will learn how to configure, maintain and troubleshoot multiple network configurations.</p> | 4 |
| N+ (22) L | <p>Network Troubleshooting Lab</p> <p>In this lab students will manage IP address assignments and sub netting, identify and resolve application layer issues using protocol analysis</p> | 2 |
| MCTS (1) | <p>Install and Configure Windows Vista</p> <p>This course allows students to install, deploy, configure, secure, maintain, and troubleshoot Windows Vista.</p> | 10 |
| MCTS (2) | <p>Configure Windows Vista Application and Tools</p> <p>This course will provide students with the knowledge and skills necessary to ensure successful configuration of the IT Pro tools and productivity applications that ship with Windows Vista</p> | 15 |
| MCTS (3) | <p>Configuring and Troubleshooting Windows Server 2008 Active Directory Domain Services</p> <p>This course provides students with the knowledge and skills to configure Active Directory Domain Services in a distributed environment, implement Group Policies, perform backup and restore, and monitor and troubleshoot Active Directory related issues.</p> | 50 |
| MCTS (4) | <p>Configuring Identity and Access Solutions with Windows Server 2008 Active</p> | 25 |

| | | |
|---------------|---|-----|
| | Directory This course provides the knowledge and skills that IT students need to configure identity and access solutions with Windows Server 2008 Active Directory. | |
| MCTS (5) | Configuring and Troubleshooting a Windows Sever 2008 Network Infrastructure This course 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 | 75 |
| TOTAL: | | 325 |

Program Book List:

The Network Associates:

CompTIA A+ Certification: A Comprehensive Approach for all 2006 Exam Objectives. Element K Press. 2006.

Network+ Certification: Fourth Edition - A CompTIA Certification (Revision 2.0) . Element K Press. 2007.

MCTS Training Kit (Exam 70-620): Configuring Windows Vista(TM) Client (Microsoft Training Kit 70-620) (Hardcover). Microsoft Press. 2008.

MCTS Training Kit (Exam 70-640): Configuring Windows Server 2008 Active Directory (Hardcover). Microsoft Press. 2008.

MCTS Training Kit (Exam 70-643): Configuring Windows Server 2008 Application Platform (PRO-Certification) (Hardcover). Microsoft Press. 2008.

| PROGRAM COST: | |
|-------------------------|-------------|
| Tuition | \$8,885.00 |
| Fees | \$100.00 |
| Books & Supplies | \$1000.00 |
| Any Other Costs (Exams) | \$950.00 |
| Total Program Cost | \$10,935.00 |

The Network Engineers

Diploma

550 Clock Hours

22 Weeks

Program Description:

The Network Engineers is a complete training program intended to prepare the student to perform all functions of an entry-level LAN/WAN administrator including: configuration and maintenance of desktop computers, server and networking equipment. Upon completion of this program, the students will possess the skills required to perform as an entry-level LAN/WAN Administrator. Upon successful completion of the program and meeting all course requirements and financial obligations the student will be issued a diploma.

Please Note: For this program, the graduate must sit for and pass the following exams in order to become certified.

CompTIA Exams:

Exam 220-601: CompTIA A+ Essentials 2006

Exam 220-602: CompTIA A+ Computer Technicians Career Path

Exam JK0-012: CompTIA Network+ Exam (2007)

Microsoft Exams:

Exam:70-620 Microsoft Certified Technology Specialist: Vista Configuration

Exam:70-640 MCTS: Windows Server 2008 - Active Directory Configuration

Exam:70-642 MCTS: Windows Server 2008 - Network Infrastructure Configuration

Exam:70-643MCTS: Application Infrastructure Configuration

Exam:70-647 MCITP: Enterprise Administrator Windows Server 2008

Cisco Exam:

Exam 640-802: Cisco Certified Network Associate

| PROGRAM BREAKDOWN BY COURSE | | |
|------------------------------------|--|--------------------|
| Course Number | Course Title | Clock Hours |
| A+ (1) | Personal Computer Components This course covers how to install, manage, monitor, configure, upgrade, and troubleshoot computer hardware components. | 7 |
| A+ (1) L | Personal Computer Components Lab This lab covers all necessary principals of how computer hardware components work. | 7 |
| A+ (2) | Operating Systems The course covers the technical skills required to install, configure, upgrade, and troubleshoot computer software using Microsoft. | 7 |
| A+ (2) L | Operating Systems Lab This lab covers all necessary skills to maintain Windows based computers. | 7 |
| A+ (3) | Printers and Scanners | 7 |

| | | |
|----------|--|---|
| | The course covers the technical skills required to install, configure, upgrade, and troubleshoot printers and scanners. | |
| A+ (3) L | Printers and Scanners Lab This lab covers the installation, configuration, upgrade and troubleshooting of printers and scanners. | 7 |
| A+ (4) | Networks This course covers how to install, configure, upgrade, monitor, and troubleshoot various network components in order to allow computers to communicate with each other. | 7 |
| A+ (4) L | Networks Lab This lab covers skills for all hardware and software networking components. | 7 |
| A+ (5) | Security This course covers industry-wide topics, including communication security, infrastructure security and operational and organization security. | 7 |
| A+ (5) L | Security Lab This lab stresses and emphasizes on communication security, cryptography, external attack and authentication. | 7 |
| A+ (6) | Communication and Professionalism This course focuses on Network and Communications Management professionalism stressing the critical niche in business organizations – emphasizing on designing, implementing, securing and managing networks. | 5 |
| N+ (7) | Network Theory This course covers how to install, configure, upgrade, monitor, and troubleshoot various network components in order to allow computers to communicate with each other. | 7 |
| N+ (8) | Network Communication Methods NBF supports two types of network communication methods: unreliable connectionless communications and reliable connection-oriented communications | 7 |
| N+ (9) | Network Data Delivery This course defines and stresses on the NDD (Network Data Delivery), which is a novel network data sharing system. | 7 |
| N+ (10) | Network Media and Hardware As technology grows and IP-based networks are integrated into building infrastructure and household utilities, network hardware becomes an ambiguous statement owing to the increasing number of 'network capable' | 4 |

| | | |
|-----------|--|---|
| | endpoints | |
| N+ (11) | Network Implementations Network implementation consists of the following steps: Physical network design, Remote Access requirements, Testing, and Documentation | 4 |
| N+ (12) | Networking with TCP/IP This course provides theoretical and practical grounding in the operation of core TCP/IP and internet protocols | 4 |
| N+ (12) L | Networking with TCP/IP Lab This lab allows students to understand firewalling and routing, and it emphasizes the use of SNMP for integrated management of network devices and applications | 3 |
| N+ (13) | TCP/IP Services This course explains students how to avoid common internetworking problems, configure hosts and access internetworks using TCP/IP protocols and Troubleshoot TCP/IP networks using protocol analysis techniques | 4 |
| N+ (14) | Other Network Protocols This course describes and explains other network protocols used to strategize networking methods. | 3 |
| N+ (15) | Local Area Network (LAN) Infrastructure This course describes the basic features of wireless access points, and it explains and applies wireless access point communication modes. | 4 |
| N+ (15) L | Local Area Network (LAN) Infrastructure Lab This lab allows students to determine which wireless client devices require drivers installed on the client node. | 3 |
| N+ (16) | Wide Area Network (WAN) Infrastructure This course teaches the students to design strategies for implementing dial-up and Virtual Private Networking | 4 |
| N+ (16) L | Wide Area Network (WAN) Infrastructure Lab After this lab, students should be able to design strategies for implementing dial-up and Virtual Private Networking. | 3 |
| N+ (17) | Network Security This course covers industry-wide topics, including communication security, infrastructure security and operational and organization security. | 4 |

| | | |
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| | | |
| N+ (18) | <p>Remote Networking</p> <p>This course centers on Remote Networking, a brand of IT managed services and a registered trademark of the RNS Corporation. Because of the success of this brand, it has become a generalized trademark in American English and many people in North America today refer to any computer network managed services as such.</p> | 4 |
| N+ (19) | <p>Disaster Recovery</p> <p>Disaster recovery is the process, policies and procedures related to preparing for recovery or continuation of technology infrastructure critical to an organization after a natural human induced disaster.</p> | 2 |
| N+ (20) | <p>Network Data Storage</p> <p>Network Data Storage is a file-level computer data storage connected to a computer network providing data access to network clients.</p> | 1 |
| N+ (21) | <p>Network Operations Systems</p> <p>This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is operating system concepts, management, maintenance, and resources required</p> | 1 |
| N+ (22) | <p>Network Troubleshooting</p> <p>In this course students will learn how to configure, maintain and troubleshoot multiple network configurations.</p> | 4 |
| N+ (22) L | <p>Network Troubleshooting Lab</p> <p>In this lab students will manage IP address assignments and sub netting, identify and resolve application layer issues using protocol analysis</p> | 2 |
| MCTS (1) | <p>Install and Configure Windows Vista</p> <p>This course allows students to install, deploy, configure, secure, maintain, and troubleshoot Windows Vista.</p> | 10 |
| MCTS (2) | <p>Configure Windows Vista Application and Tools</p> <p>This course will provide students with the knowledge and skills necessary to ensure successful configuration of the IT Pro tools and productivity applications that ship with Windows Vista</p> | 15 |
| MCTS (3) | <p>Configuring and Troubleshooting Windows Server 2008 Active Directory Domain Services</p> <p>This course provides students with the knowledge and skills to configure</p> | 50 |

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| | Active Directory Domain Services in a distributed environment, implement Group Policies, perform backup and restore, and monitor and troubleshoot Active Directory related issues. | |
| MCTS (4) | Configuring Identity and Access Solutions with Windows Server 2008 Active Directory This course provides the knowledge and skills that IT students need to configure identity and access solutions with Windows Server 2008 Active Directory. | 25 |
| MCTS (5) | Configuring and Troubleshooting a Windows Sever 2008 Network Infrastructure This course 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 | 75 |
| MCTS (6) | Deploying Windows Server 2008 This course provides students with an understanding of migrating and deploying Windows Server 2008 including installation, configuration, and upgrading | 25 |
| MCTS (7) | Configuring and Troubleshooting Internet Information Services in Windows Server In this course students will learn to install, configure, maintain, and troubleshoot an Internet Information Services (IIS) 7.0 Web Server in Windows Server 2008. | 25 |
| MCTS (8) | Configuring Windows Server 2008 Terminal Services 2 This course provides students with the knowledge and skills to configure, manage, monitor, and troubleshoot a Terminal Services (TS) environment. The course focuses on configuring of TS core functionality, licensing, Gateway, and Web Access. | 25 |
| MCTS (9) | Designing a Windows Server 2008 Network Infrastructure This course 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. | 25 |
| MCTS (10) | Designing a Windows Server 2008 Active Directory Infrastructure In this course, students will learn how to design an Active Directory Infrastructure in Windows Server 2008. Students will learn how to design Active Directory forests, domain infrastructure, sites and replication, administrative structures, group policies, and Public Key Infrastructures | 25 |
| MCTS (11) | Designing a Windows Server 2008 Application Infrastructure In this course students will learn how to design application infrastructure | 25 |

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| | solutions based on Windows Server 2008 to meet varying business and technical requirements. | |
| CCNA (1) | Interconnecting Cisco Networking Devices Part 1 This course covers how to install, configure, and operate LAN, WAN, and dial access services for small networks. | 37.5 |
| CCNA (2) | Interconnecting Cisco Networking Devices Part 2 This course covers how to troubleshoot Switched Networks, and establish a WAN Connection with Frame Relay. | 37.5 |
| TOTAL: | | 550 |

Program Book List:

The Network Engineers:

CompTIA A+ Certification: A Comprehensive Approach for all 2006 Exam Objectives. Element K Press. 2006.

Network+ Certification: Fourth Edition - A CompTIA Certification (Revision 2.0) . Element K Press. 2007.

MCTS Training Kit (Exam 70-620): Configuring Windows Vista(TM) Client (Microsoft Training Kit 70-620) (Hardcover). Microsoft Press. 2008.

MCTS Training Kit (Exam 70-640): Configuring Windows Server 2008 Active Directory (Hardcover). Microsoft Press. 2008.

MCTS Training Kit (Exam 70-643): Configuring Windows Server 2008 Application Platform (PRO-Certification) (Hardcover). Microsoft Press. 2008.

MCITP Training Kit (Exam 70-647): Windows Server Enterprise Administration (Hardcover). Microsoft Press. 2008.

CCNA Official Exam Certification Library (CCNA Exam 640-802) (Exam Certification Guide). Odom, Wendell. Cisco Press. 2007.

| PROGRAM COST: | |
|----------------------|-------------|
| Tuition | \$9,995.00 |
| Fees | \$100.00 |
| Books & Supplies | \$1,890.00 |
| Any Other Costs | \$1,450.00 |
| Total Program Cost | \$13,435.00 |

Application Architect

Diploma

325 Clock Hours

12 Weeks

Program Description:

The objective for the Application Architect is to teach individuals how to design and implement Microsoft.NET applications for a PC running a Microsoft Windows® operating system. The student will also learn how to write applications which access data from a database using Microsoft ActiveX® data objects to access and manipulate data sources and display information on the SharePoint Server Platform.

Please Note: In order to achieve relevant Microsoft certification, all students must sit for and pass the following exam:

Microsoft

Exam:70-431 MCTS: SQL Server 2005 Configuration

Exam:70-536 MCTS: Microsoft .NET Framework – Application Development Foundation

Exam:70-562 MCTS: Microsoft .NET Framework 3.5, ASP.NET Application Development

Exam:70-631 MCTS: Microsoft Windows SharePoint Services, Configuration

Exam:70-630 MCTS: Configuring Microsoft Office SharePoint Server 2007

| PROGRAM BREAKDOWN BY COURSE | | |
|------------------------------------|--|--------------------|
| Course Number | Course Title | Clock Hours |
| AA(1) | Creating Databases and Database Files This course provides students with the knowledge and skills to implement a Microsoft SQL Server 2008 database | 10 |
| AA(2) | Creating Data Types and Tables This course provides students with the knowledge and skills to implement a Microsoft SQL Server 2008 database. The course focuses on teaching individuals how to use SQL Server 2008 product features and tools related to implementing a database | 15 |
| AA(3) | Using XML This course is to provide students with the knowledge and skills they need to build applications that exchange data with Microsoft SQL Server™ in Extensible Markup Language (XML) format. | 50 |
| AA(4) | Working with XML This course is to provide students with the knowledge and skills that are required to develop XML Web services-based solutions to solve common problems in the distributed application domain. | 25 |
| AA(5) | Installing and Configuring SQL Server 2005 This course provides students with all of the information they | 75 |

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| | need to set up and manage SQL Server 2005 in a production environment | |
| AA(6) | Securing SQL Server This course is to provide students who work with enterprise environments to design security for database systems using Microsoft SQL Server 2005 | 25 |
| AA(7) | Implementing System Types and Interfaces In this course students course will learn about the types and interfaces provided by the base class library in the Microsoft .NET Framework 2.0 | 25 |
| AA(8) | Implementing Collections and Generics In this course students will learn about working with the various types of collections provided by the base class library in the Microsoft® .NET Framework 2.0. | 25 |
| AA(9) | Monitoring and Debugging Applications In this course students will learn about the monitoring, debugging, and tracing capabilities provided to developers by the Microsoft® .NET Framework 2.0. | 25 |
| AA(10) | Implementing Windows SharePoint Services This course provides students with the knowledge and skills to successfully implement Microsoft Windows SharePoint Services (WSS) version 3.0 in their organizations | 25 |
| AA(11) | Implementing Microsoft Office SharePoint Server 2007 This course provides students with the knowledge and skills required to implement Microsoft Office SharePoint Server 2007 successfully in their organization | 25 |
| TOTAL: | | 325 |

Program Book List:

Application Architect:

MCTS Self-Paced Training Kit (Exam 70-431): Microsoft SQL Server 2005 Implementation and Maintenance (Pro-Certification). Solid Quality Learning. Microsoft Press. 2006.

MCTS Self-Paced Training Kit (Exam 70-536): Microsoft® .NET Framework Application Development Foundation, Second Edition (Self-Paced Training Kit). Northrup, Tony. Microsoft Press. 2008.

MCTS Self-Paced Training Kit (Exam 70-562): Microsoft .NET Framework 3.5 ASP.NET Application Development (Pro - Certification). Snell, Mike. 2008.

MCTS: Microsoft Office SharePoint Server 2007 Configuration Study Guide: Exam 70-630.
Pyles, James. Microsoft Press. 2008.

| PROGRAM COST: | |
|---------------------------|-------------------|
| Tuition | \$7,895.00 |
| Fees | \$100.00 |
| Books & Supplies | \$1,000.00 |
| Any Other Costs (Exams) | \$375.00 |
| Total Program Cost | \$9,370.00 |

The Network Expert

Diploma

720 Clock Hours

29 Weeks

Program Description:

The Network Expert is a complete training program intended to prepare the student to perform all functions of an entry-level LAN/WAN administrator including: configuration and maintenance of desktop computers, server and networking equipment. Upon completion of this program, the students will possess the skills required to perform as an entry-level LAN/WAN Administrator. Upon successful completion of the program and meeting all course requirements and financial obligations the student will be issued a diploma.

Please Note: For this program, the graduate must sit for and pass the following exams in order to become certified.

CompTIA Exams:

Exam 220-601: CompTIA A+ Essentials 2006

Exam 220-602: CompTIA A+ Computer Technicians Career Path

Exam JK0-012: CompTIA Network+ Exam (2007)

Microsoft Exams:

Exam:70-620 Microsoft Certified Technology Specialist: Vista Configuration

Exam:70-640 MCTS: Windows Server 2008 - Active Directory Configuration

Exam:70-642 MCTS: Windows Server 2008 - Network Infrastructure Configuration

Exam:70-643 MCTS: Application Infrastructure Configuration

Exam:70-647 MCITP: Enterprise Administrator Windows Server 2008

Exam:70-236 MCTS: Microsoft Exchange Server 2007, Configuration

Exam 70-631 MCTS: Microsoft Windows SharePoint Services, Configuration

Exam 70-630 MCTS: Configuring Microsoft Office SharePoint Server 2007

Cisco Exam:

Exam 640-802: Cisco Certified Network Associate

| PROGRAM BREAKDOWN BY COURSE | | |
|------------------------------------|---|--------------------|
| Course Number | Course Title | Clock Hours |
| A+ (1) | Personal Computer Components This course covers how to install, manage, monitor, configure, upgrade, and troubleshoot computer hardware components. | 7 |
| A+ (1) L | Personal Computer Components Lab This lab covers all necessary principals of how computer hardware components work. | 7 |
| A+ (2) | Operating Systems The course covers the technical skills required to install, configure, upgrade, and troubleshoot computer software using Microsoft. | 7 |
| A+ (2) L | Operating Systems Lab This lab covers all necessary skills to maintain Windows based computers. | 7 |
| A+ (3) | Printers and Scanners The course covers the technical skills required to install, configure, upgrade, and troubleshoot printers and scanners. | 7 |
| A+ (3) L | Printers and Scanners Lab This lab covers the installation, configuration, upgrade and troubleshooting of printers and scanners. | 7 |
| A+ (4) | Networks This course covers how to install, configure, upgrade, monitor, and troubleshoot various network components in order to allow computers to communicate with each other. | 7 |
| A+ (4) L | Networks Lab This lab covers skills for all hardware and software networking components. | 7 |
| A+ (5) | Security This course covers industry-wide topics, including communication security, infrastructure security and operational and organization security. | 7 |
| A+ (5) L | Security Lab This lab stresses and emphasizes on communication security, cryptography, external attack and authentication. | 7 |

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| A+ (6) | <p>Communication and Professionalism</p> <p>This course focuses on Network and Communications Management professionalism stressing the critical niche in business organizations – emphasizing on designing, implementing, securing and managing networks.</p> | 5 |
| N+ (7) | <p>Network Theory</p> <p>This course covers how to install, configure, upgrade, monitor, and troubleshoot various network components in order to allow computers to communicate with each other.</p> | 7 |
| N+ (8) | <p>Network Communication Methods</p> <p>NBF supports two types of network communication methods: unreliable connectionless communications and reliable connection-oriented communications.</p> | 7 |
| N+ (9) | <p>Network Data Delivery</p> <p>This course defines and stresses on the NDD (Network Data Delivery), which is a novel network data sharing system.</p> | 7 |
| N+ (10) | <p>Network Media and Hardware</p> <p>As technology grows and IP-based networks are integrated into building infrastructure and household utilities, network hardware becomes an ambiguous statement owing to the increasing number of 'network capable' endpoints</p> | 4 |
| N+ (11) | <p>Network Implementations</p> <p>Network implementation consists of the following steps: Physical network design, Remote Access requirements, Testing, and Documentation</p> | 4 |
| N+ (12) | <p>Networking with TCP/IP</p> <p>This course provides theoretical and practical grounding in the operation of core TCP/IP and internet protocols</p> | 4 |
| N+ (12) L | <p>Networking with TCP/IP Lab</p> <p>This lab allows students to understand firewalling and routing, and it emphasizes the use of SNMP for integrated management of network devices and applications</p> | 3 |
| N+ (13) | <p>TCP/IP Services</p> <p>This course explains students how to avoid common internetworking problems, configure hosts and access internetworks using TCP/IP protocols and Troubleshoot TCP/IP networks using protocol analysis techniques</p> | 4 |
| N+ (14) | <p>Other Network Protocols</p> | 3 |

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| | This course describes and explains other network protocols used to strategize networking methods. | |
| N+ (15) | Local Area Network (LAN) Infrastructure This course describes the basic features of wireless access points, and it explains and applies wireless access point communication modes. | 4 |
| N+ (15) L | Local Area Network (LAN) Infrastructure Lab This lab allows students to determine which wireless client devices require drivers installed on the client node. | 3 |
| N+ (16) | Wide Area Network (WAN) Infrastructure This course teaches the students to design strategies for implementing dial-up and Virtual Private Networking. | 4 |
| N+ (16) L | Wide Area Network (WAN) Infrastructure Lab After this lab, students should be able to design strategies for implementing dial-up and Virtual Private Networking. | 3 |
| N+ (17) | Network Security This course covers industry-wide topics, including communication security, infrastructure security and operational and organization security. | 4 |
| N+ (18) | Remote Networking This course centers on Remote Networking, a brand of IT managed services and a registered trademark of the RNS Corporation. Because of the success of this brand, it has become a generalized trademark in American English and many people in North America today refer to any computer network managed services as such. | 4 |
| N+ (19) | Disaster Recovery Disaster recovery is the process, policies and procedures related to preparing for recovery or continuation of technology infrastructure critical to an organization after a natural human induced disaster. | 2 |
| N+ (20) | Network Data Storage Network Data Storage is a file-level computer data storage connected to a computer network providing data access to network clients. | 1 |
| N+ (21) | Network Operations Systems This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is operating system concepts, management, maintenance, and resources required | 1 |
| N+ (22) | Network Troubleshooting In this course students will learn how to configure, maintain and troubleshoot | 4 |

| | | |
|-----------|---|----|
| | multiple network configurations. | |
| N+ (22) L | Network Troubleshooting Lab In this lab students will manage IP address assignments and sub netting, identify and resolve application layer issues using protocol analysis | 2 |
| MCTS (1) | Install and Configure Windows Vista This course allows students to install, deploy, configure, secure, maintain, and troubleshoot Windows Vista. | 10 |
| MCTS (2) | Configure Windows Vista Application and Tools This course will provide students with the knowledge and skills necessary to ensure successful configuration of the IT Pro tools and productivity applications that ship with Windows Vista | 15 |
| MCTS (3) | Configuring and Troubleshooting Windows Server 2008 Active Directory Domain Services This course provides students with the knowledge and skills to configure Active Directory Domain Services in a distributed environment, implement Group Policies, perform backup and restore, and monitor and troubleshoot Active Directory related issues. | 50 |
| MCTS (4) | Configuring Identity and Access Solutions with Windows Server 2008 Active Directory This course provides the knowledge and skills that IT students need to configure identity and access solutions with Windows Server 2008 Active Directory. | 25 |
| MCTS (5) | Configuring and Troubleshooting a Windows Sever 2008 Network Infrastructure This course 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 | 75 |
| MCTS (6) | Deploying Windows Server 2008 This course provides students with an understanding of migrating and deploying Windows Server 2008 including installation, configuration, and upgrading | 25 |
| MCTS (7) | Configuring and Troubleshooting Internet Information Services in Windows Server In this course students will learn to install, configure, maintain, and troubleshoot Internet Information Services (IIS) 7.0 Web Server in Windows Server 2008. | 25 |
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| MCTS (8) | Configuring Windows Server 2008 Terminal Services 2 This course provides students with the knowledge and skills to configure, manage, monitor, and troubleshoot a Terminal Services (TS) environment. The course focuses on configuring of TS core functionality, licensing, Gateway, and Web Access. | 25 |
| MCTS (9) | Designing a Windows Server 2008 Network Infrastructure This course 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. | 25 |
| MCTS (10) | Designing a Windows Server 2008 Active Directory Infrastructure In this course, students will learn how to design an Active Directory Infrastructure in Windows Server 2008. Students will learn how to design Active Directory forests, domain infrastructure, sites and replication, administrative structures, group policies, and Public Key Infrastructures | 25 |
| MCTS (11) | Designing a Windows Server 2008 Application Infrastructure In this course students will learn how to design application infrastructure solutions based on Windows Server 2008 to meet varying business and technical requirements. | 25 |
| CCNA (1) | Interconnecting Cisco Networking Devices Part 1 This course covers how to install, configure, and operate LAN, WAN, and dial access services for small networks. | 37.5 |
| CCNA (2) | Interconnecting Cisco Networking Devices Part 2 This course covers how to troubleshoot Switched Networks, and establish a WAN Connection with Frame Relay. | 37.5 |
| EXC (1) | Microsoft Certified Technology Specialist: Exchange Server This course provides students with the knowledge and skills that are needed to update and support a reliable, secure messaging infrastructure. This infrastructure is used for creating, storing, and sharing information via MS Exchange Server in a medium-sized to large-sized messaging environment. | 95 |
| SRP (1) | Microsoft Certified Technology Specialist: SharePoint Server Configuration In this course students will administer Microsoft Office SharePoint Server by managing SharePoint operations and administering Web applications and sites. Students will also learn how to configure search and indexing, user profiles and My Sites as well as configure audiences to target content | 75 |
| TOTAL: | | 720 |

Program Book List:
The Network Expert:

CompTIA A+ Certification: A Comprehensive Approach for all 2006 Exam Objectives. Element K Press. 2006.

Network+ Certification: Fourth Edition - A CompTIA Certification (Revision 2.0) . Element K Press. 2007.

MCTS Training Kit (Exam 70-620): Configuring Windows Vista(TM) Client (Microsoft Training Kit 70-620) (Hardcover). Microsoft Press. 2008.

MCTS Training Kit (Exam 70-640): Configuring Windows Server 2008 Active Directory (Hardcover). Microsoft Press. 2008.

MCTS Training Kit (Exam 70-643): Configuring Windows Server 2008 Application Platform (PRO-Certification) (Hardcover). Microsoft Press. 2008.

MCITP Training Kit (Exam 70-647): Windows Server Enterprise Administration (Hardcover). Microsoft Press. 2008.

CCNA Official Exam Certification Library (CCNA Exam 640-802) (Exam Certification Guide). Odom, Wendell. Cisco Press. 2007.

MCTS Training Kit (Exam 70-236) MCTS: Microsoft Exchange Server 2007, Configuration (Hardcover). Microsoft Press. 2008.

MCTS Training Kit (Exam 70-631) MCTS: Microsoft Windows SharePoint Services, Configuration (Hardcover). Microsoft Press. 2008.

| PROGRAM COST: | |
|---------------------------|--------------------|
| Tuition | \$12,995.00 |
| Fees | \$100.00 |
| Books & Supplies | \$1,890.00 |
| Any Other Costs | \$1,700.00 |
| Total Program Cost | \$16,685.00 |

Course Numbering System

Course numbering system reflects an abbreviation for each individual program. Within each program every component is numbered in a hierarchical order to display the normal progression through each individual program.

Payment Options

Payment Options: The Academy of South Florida, Inc. requires that payment or payment arrangements for tuition are made prior to start of the first class session. Various payment options are available:

Pay in Full: The Academy of South Florida, Inc. accepts cash, personal or company check or credit card payments.

Educational Loans: The Academy of South Florida, Inc. works with several financial institutions to assist students in paying for their training. Most loan programs allow students to defer payment while in school.

In House Payment Plan: Under certain circumstances, The Academy of South Florida, Inc. will agree to provide financing for students unable to otherwise find funding in advance of class start on a case-by-case basis.

Cancellation and Refund Policy

1. Should a student cancel or withdrawal for any reason, notification must be received by the school in writing to the President of the School either in person or by certified mail.
2. Students who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of the equipment where training and services are provided.
3. All refunds will be made (including \$100.00 registration fee) if the applicant is not accepted by the school or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
4. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the \$100.00 registration fee.
5. Cancellation after attendance has begun, but previous to program completion of 40% will result in a Pro Rata refund computed on the number of hours completed to the total program hours.

6. Cancellation after completing 40% or more of the program will result in no refund.
7. Termination date: The termination date for refund computation purposes is the date upon which termination/withdrawal/cancellation written notice was received by the school.
8. A student may apply previously paid tuition to another program pursuant to these policies within one year from the first scheduled class date of the original program. A student may apply tuition to another program only once.
9. Refunds will be made in the same payment method and to the same payee that the tuition payment was originally made. Refunds by credit card will generally be refunded to the same credit card used to pay the tuition. Refunds by check or cash will be refunded by check. All refunds will be made within 30 days of the date that The Academy of South Florida, Inc. determines that the student has withdrawn.
10. The test pass guarantee requires that the student pass three practice exams for each test with a score of at least 80%. Provided all foregoing requirements are met, The Academy of South Florida will reimburse a student for up to three retakes for any MCSE exam and one retake for each A+ exam. Other conditions may apply.
11. A student not maintaining a cumulative GPA of 1.75 at the end of any academic period, has violated the school's Rules of Conduct, or fails to meet all financial obligations to the school are subject to termination by the Director of Education.

Employment Disclaimer

The Academy of South Florida, Inc. makes no guarantee of employment upon completion of any training program.

Disclosure Statement

Courses are not necessarily taught in the same order that they appear on the curriculum outline. The school reserves the "right to change the program outline, start dates, tuition, and/or to cancel programs." Currently enrolled students will not be affected by tuition increases. All program cancellations shall be in accordance with the Department of Education and State of Florida Rules and Regulations.

Policy on Special Accommodations

The Academy of South Florida, Inc., through the Student Services Administrator, arranges academic accommodations for enrolled students. Services must be arranged in advance and require documentation of the disability. Technical and adaptive equipment is available through both the Student Services Administrator and Director of Education. Additional information is available by calling (305) 648-2000.