



**Computer Training of Shreveport,  
LLC  
DBA Cyber Academy**

**School Catalog**

**2010**

Computer Training of Shreveport, LLC DBA Cyber Academy  
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# PROFESSIONAL RECOGNITIONS

## **LICENSED BY:**

The state of Louisiana  
Board of Regents

## **APPROVED BY:**

Louisiana Workforce Commission-  
Incumbent Worker Training  
Program  
Small Business Employee Training

Microsoft Gold Certified Partner

GSA Advantage

## **INSTITUTIONAL MEMBERSHIPS:**

Shreveport Bossier Chamber of  
Commerce

Better Business Bureau

Armed Forces Communications  
and Electronics Associations

Microsoft Gold Partner

Enrolled or prospective students who wish to review a copy of the documents describing this institution's approval or licensing may do so by contacting Cyber Academy's enrollment office.

## **History of CYBER ACADEMY**

In 1983, Wilson and Jamy Grant obtained their start in the computer industry, by acquiring a franchise called ComputerLand. As the first IBM PC Authorized Dealer in Shreveport, they sold and maintained computer systems and networks for businesses in Northwest Louisiana. As their client database grew, so did a need for computer training in the area. ComputerLand began to offer training with one classroom and one instructor. In 1996, Dr. and Mrs. Grant purchased a New Horizons franchise and opened Computer Training of Shreveport, LLC dba New Horizons of Shreveport. For 11 years, Computer Training of Shreveport, LLC operated as a New Horizons Computer Learning Center. In 2007, Computer Training of Shreveport dropped its New Horizons logo and became known as Cyber Academy. The Grant's have been involved in the computer training business for 27 years. Computer Training of Shreveport, LLC has been in operation for over 14 years and has successfully trained and certified thousands of students in Louisiana, Texas, Oklahoma and Arkansas.

## **Our Mission:**

Cyber Academy operates with a definite vision and set of values. We meet the challenges of the current marketplace, by providing our students with the knowledge, certifications, and job skills needed to obtain a position in the ever changing Information Technology field. With large comfortable rooms, projection equipment, white-boards, computers and an instructor that is thoroughly prepared, Cyber Academy offers excellent quality training. The location of the facility with easy access to restaurants, hotels, and convenient parking were all considerations when the Cyber Academy facility was established. Our courses are constantly updated to offer the most recent and high demand training for successful careers. Success is our priority.

# **ADMINISTRATION**

## **CYBER ACADEMY STAFF**

Wilson Grant  
Owner/Operations Director

Jamy Grant  
Owner/School Director

David Anton  
Student Services

Stephanie Sanders  
Student Services

Sheila Bailey  
Admissions

Phillip Delvecchio  
Registrar

Jason Burton  
Instructor

Paul Zsimovan  
Instructor

## **GOVERNING BODY**

Wilson Grant  
Operations Manager/Owner

Jamy Grant  
Sales Manager/Owner

# **ACADEMIC CURRICULUM 2010**

**Office Administrator**

**IT Foundation Phase (CompTIA)**

**Web & Graphic Design Specialist**

**Microsoft Certified Technology  
Specialist –Exchange 10 (MCTS)**

# Cyber Academy Campus

## **FACILITIES and EQUIPMENT**

Cyber Academy is located at 1400 Line Avenue in Shreveport Louisiana. We offer six well lighted, air conditioned classrooms with comfortable office chair seating, large desk space and easy access to student restrooms, break room, smoking area and vending area. Each classroom can accommodate 6-20 students per class and has its own projector, white board, markers, instructor podium and set of Dell Vostros 220 desktop computers for each individual student to utilize during class. Our Dell Vostros 220s' are loaded with the latest version of Windows 7 and have 32GB of memory. They have Intel Pentium processors capable of running our latest security training classes. One specific classroom is dedicated to our student labs. Our lab classroom is fully furnished with computer equipment; desktop computers, laptops, network cards, video cards, motherboards and other hardware components that can be taken apart and reassembled; providing the student with a "hands on" education.

Cyber Academy's location is unique in that we are only minutes from downtown Shreveport. Our location provides easy access to highly rated restaurants, banks, post office, hospitals and other businesses. We are conveniently located just minutes from I-20 making us an easy find to students who may be traveling from out of town.

## **SPECIAL FEATURES**

Cyber Academy is an authorized Prometric Testing Center. This feature allows students to take their certification exams at our facility. Students are able to schedule their exams Monday–Thursday 10am–4pm. Special accommodations can be made for alternative test times at the student's request. Any student needing access to the testing lab at alternative times will need to contact their Account Executive for special scheduling.

## **OFFICE HOURS**

The Administrative Office is open from 8:00am–5:00pm Monday–Friday. Visitors are welcome. Admission Representatives are available 8:00am–5:00pm Monday–Friday.

## **GENERAL CONDUCT**

Cyber Academy reserves the right to place a student on probation or terminate enrollment, if the student fails to maintain satisfactory grades and attendance, if the student's conduct is found to be detrimental to the individual or classroom, or fails to conform to dress, or any other school regulations.

## **CLASS SIZES**

Microsoft certification classes are limited to 6 students.  
All other classes are limited to 12.

# Cyber Academy Campus

## **MATERIALS and SUPPLIES**

Students enrolled in classes will receive all required texts and materials to complete their course at no additional charge. Students who wish to review the course materials in advance should contact their Account Executive.

# **ADMISSIONS**

## **APPLICATION & ADMISSION PROCEDURES**

1. The student must have earned their high school diploma or GED.
2. The student must have a consultation with a Cyber Academy Account Executive prior to the start of class. This consultation will evaluate the student's skill level and identify his/her education and training goals. The consultation will include a facility tour and introduction to Cyber Academy's training plan.
3. Payment method must be established by the student and Cyber Academy prior to registration.

\*Cyber Academy provides a learning environment that is free of discrimination. Equal Opportunity will be extended to all persons in all aspects of our program. Cyber Academy does not discriminate against a student because of race, color, sex, sexual orientation, pregnancy, national origin, ancestry, age, marital status, physical or mental disability, or medical conditions. If a student believes he/she is being discriminated against, he/she should report the facts of the incident to the instructor, Account Executive, or the Owner in writing.

## **ENTRANCE REQUIREMENTS**

1. An applicant must have high school diploma or valid GED certification.
2. Through the interview process Admissions Representative determines that each applicant is accepted and has no handicaps, physical or otherwise, that could reasonably prevent use of the knowledge or skill gained from the training offered for successful on-the-job performance after completion of training.

## **STATEMENT OF PRIOR EDUCATION & TRAINING**

Cyber Academy accepts prior education, training and certifications from other authorized schools and/or training providers and will reduce the training time as needed or customize the course to accommodate the student(s).

# **FINANCIAL INFORMATION**

## **CANCELLATION PRIOR TO CLASS START**

All monies paid will be refunded (less the registration fee) if requested a minimum three (3) business days before the start of the class.

## **WITHDRAWAL AFTER CLASS START 21 CLOCK HOUR COURSE**

1. After a student has completed less than 15% of the course, or less than 3.15 clock hours, Cyber Academy shall refund at least 80% of the tuition, less the registration fee.
2. After a student has completed less than one fourth of the course, or less than 5.25 clock hours, Cyber Academy shall refund at least 70% of the tuition, less the registration fee.
3. After a student has completed one fourth, but less than one half of the course, or 5.25 clock hours, but less than 10.5 clock hours, Cyber Academy shall refund at least 45% of the tuition, less the registration fee.
4. After a student has completed one half or more of the course, or 10.5 clock hours or more, Cyber Academy may retain 100% of the stated course price. Any wrapped book will be refunded.

## **WITHDRAWAL AFTER CLASS START 35 CLOCK HOUR COURSE**

1. After a student has completed less than 15% of the course, or less than 5.25 clock hours, Cyber Academy shall refund at least 80% of the tuition, less the registration fee.
2. After a student has completed less than one fourth of the course, or less than 8.75 clock hours, Cyber Academy shall refund at least 70% of the tuition, less the registration fee.
3. After a student has completed one fourth, but less than one half of the course, or 8.75 clock hours, but less than 17.5 clock hours, Cyber Academy shall refund at least 45% of the tuition, less the registration fee.
4. After a student has completed one half or more of the course, or 17.5 clock hours or more, Cyber Academy may retain 100% of the stated course price. Any wrapped book will be refunded.

## **REFUND POLICY**

Cyber Academy has and maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event the veteran or eligible person fails to enter the course or withdraws or is discontinued there from at any time prior to completion. This policy provides that the amount charged to the veteran or eligible person for tuition, fees and other charges for a portion for the course shall not exceed the approximate pro rate portion of the total charges for tuitions, fees, and other charges that the length of the portion of the course bears to total length. The amount should not vary more than 10% of the exact pro rata amount. Manuals/kits are nonrefundable.

# STUDENT PROGRESS

## GRADES

<b>A</b>	<b>Excellent</b>	<b>91%-100%</b>
<b>B</b>	<b>Good</b>	<b>81%-90%</b>
<b>C</b>	<b>Satisfactory</b>	<b>71%-80%</b>
<b>D</b>	<b>Unsatisfactory</b>	<b>61%-70%</b>
<b>F</b>	<b>Failure</b>	<b>0%-60%</b>
<b>I</b>	<b>Incomplete</b>	

Upon successful completion, attending at least 80% of class, you will receive a Certificate of Completion and a grade from the instructor. Grades for each course within a program will be averaged to determine your overall grade point average. A grade point average of 2.5 is required for graduation.

If you fail to complete at least 80% of a course, you will receive an "I" (incomplete) for that course and will be placed on probation for the next course instruction. You will have one opportunity to repeat and complete the course. If you fail to successfully complete the course the second time, you will be removed from the program.

## TARDINESS

Students are allowed a 15 minute window to arrive for class after the session has begun. After the 15 minute window, the student will not be allowed into class. If more than 2 class sessions are missed the student will receive a grade of incomplete and be required to re-sit the course.

## ABSENTEE POLICY

All absences, regardless of reason, are recorded and will be reported to the U.S. Department of Veterans Affairs. Class cuts are not permitted and a veteran or to her eligible persons who cut class are charged with the length of the class absence. If a veteran or other eligible person is absent more than twenty percent of the scheduled hours of attendance in the course pursued, he/she shall be terminated. He/She may be reenrolled in the same course after specific approval of the director of the school. The effective date of interruption will be the end of the month in which the excess occurred provided he/she attends to the end of the month; otherwise, interruption will be as of the last day of attendance. If progress were unsatisfactory the time of interruption, the VA will be advised. Under those conditions, approval by a VA counselor is necessary before other benefits can be authorized.

Should it be necessary for a veteran or dependent to be out of school for several consecutive days, the VA will be notified to terminate his/her benefits. (VA Form 22-1999b), and a reenrollment from (22-1999) will be submitted when he/she returns. The days which he/her benefits are discontinued will not be counted as days of absences.

# **STUDENT PROGRESS**

## **STANDARD OF PROGRESS**

If a student's overall grade point average fall below 2.5, the student will be re-evaluated in 6 weeks to determine their status. During this 6 week evaluation period the student will be provided with counseling and the option to re-sit the course(s) that has resulted in academic probation. Upon re-evaluation, if the student's grade point average remains below a 2.5, the student will be terminated and required to reapply to the program, no earlier than 180 days from date of termination.

## **TRANSCRIPTS**

Students will be provided a copy of their course of study upon enrollment to the program. A student may request a copy of their transcript from their account executive at any time.

## **TRANSFER OF CERTIFICATIONS**

Students who have passed previous exams prior to their enrollment will be able to apply their certification to their curriculum when it is applicable.

## **REFRESHER TRAINING**

Refresher Training is available to all students, for up to 6 months after completion of the course. Training is limited to the same courses previously taken by the student and books will not be included in refresher training.

# STUDENT PROGRESS

## IT EXAMS and VOUCHERS

In order for a student to become a certified professional, the required vendor-approved examinations must be passed. Cyber Academy offers exam vouchers for purchase; if not included in the course price. Payment must be made in full before vouchers will be issued to students.

To schedule your exam:

1. Email your account executive at least 5 days prior to your desired exam date and indicate which exam you would like to take.
2. Your Account Executive will request your voucher number and send you an email response with your exam information.
3. Contact the testing vendor directly.
4. Advise the testing vendor when you would like to test.
5. The vendor will confirm your enrollment and will provide you with a confirmation number. Bring this information with you to test.
6. Be sure to bring appropriate identification information with you the day of the exam. Two forms of non-expired ID will be required. The vendor's website will provide you with the acceptable forms of identification.
7. If proper ID does not accompany student at the time of the exam the exam voucher will be lost and will not be refunded.

To re-sit an exam:

1. Cyber Academy does not offer free re-takes for any exams unless stated in your course curriculum.
2. Students will be responsible for scheduling and payment of any re-take that is not agreed upon prior to course enrollment.
3. Students can purchase their vouchers by contacting their Account Executive.
4. Cyber Academy must receive payment in full for the exam voucher before the voucher will be released to the student.
5. Students will then need to follow the scheduling instructions listed above to re-take their exam.

# **STUDENT PROGRESS**

## **PLACEMENT ASSISTANCE**

Placement assistance is offered to help students in securing jobs and internships. Cyber Academy will:

- Meet with the student to discuss their career goals and determine what job functions they are most qualified to perform.
- Assist the students in writing a resume.
- Provide suggestions on how to research employment.
- Submit students' resumes in response to employment ads.

Eligibility for placement depends on the following factors:

- Student provides their account executive with a written request for Placement Assistance
- Student has completed curriculum and is within one year of their completion date
- Student has passed all required courses and exams outlined in their curriculum
- Paid in full
- Student has personal and work histories that would not affect their employment
- Student has not accepted a position directly related to their curriculum within one year of their program start date
- Student has submitted their own resume to their Account Executive for review
- Student is or has been actively pursuing employment on their own

Cyber Academy cannot guarantee employment upon completion of the student's curriculum. We encourage all students to who are unable to obtain employment to actively pursue an internship opportunity.

## **COMPLETION and CERTIFICATION**

Students will receive a certificate of completion after successful completion of each course. Students will also receive a certificate after passing vendor certification exams. Cyber Academy DOES NOT grant certification. Certification is only given after passing the vendor exam(s). Students who successfully complete all related exams in their curriculum will receive a certificate of completion from Cyber Academy.

# 2010 HOLIDAY CALENDAR

## September

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## October

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## November

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## December

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Indicates Closed for Holidays

# 2011 HOLIDAY CALENDAR

## January

Su	Mo	Tu	We	Th	Fr	Sa
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## February

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

## March

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## April

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## May

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## June

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## July

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## August

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## September

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## October

Su	Mo	Tu	We	Th	Fr	Sa
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## November

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## December

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**Indicates Closed for Holidays**

# CYBER ACADEMY CAMPUS MAP



## Map Directions to Cyber Academy of Shreveport, LA 71101:

Using I-20 East into Shreveport, Louisiana:

1. At exit 18A, turn RIGHT onto Ramp towards Common St. / Line Ave.
2. Keep RIGHT to stay on Ramp towards Line Ave. South
3. Turn RIGHT (South) onto Line Ave.
4. Arrive at 1400 Line Avenue, Shreveport LA 71101

Using I-20 West into Shreveport, Louisiana:

1. At exit 18D, turn RIGHT onto Ramp towards Louisiana Ave/Common St.
2. Keep RIGHT (South-East) staying on Ramp towards Louisiana Ave.
3. Turn RIGHT onto Fairfield Ave.
4. Turn LEFT on LA-3036/Line Ave. Continue to follow Line Ave.
5. Arrive at 1400 Line Avenue, Shreveport, LA. 71101

# OFFICE ADMINISTRATOR

The Office Administrator program prepares students for positions as administrative assistants, secretaries and executive assistants. The curriculum consists of: business writing, time management, communication skills, maintaining calendars, answering phones, managing and maintaining contact databases and maintaining office filing systems.

The Office Administrator program consists of 16 days of instructor led training in Microsoft Office 2007. This program includes 3 exam vouchers for the student to obtain a Microsoft Office Specialist (MOS) in Word, Excel and Access.

## **Classroom Learning:**

- Vista Level 1
- Word Level 1
- Word Level 2
- Word Level 3
- Outlook Level 1
- Business Writing
- Time Management
- PowerPoint Level 1
- Communication Skills
- Excel Level 1
- Excel Level 2
- Excel Level 3
- Access Level 1
- Access Level 2
- Access Level 3

# COMPTIA INFORMATION TECHNOLOGIST

The Information Technologist program is designed to introduce entry level computer and information technology concepts. The curriculum covers hardware, troubleshooting, repair, maintenance, operating systems and software, networking, security and operational procedures.

The Information Technologist course consists of 16 days of instructor led training. This course includes 4 exam vouchers.

## **Classroom Learning:**

A+ Essentials Certification  
A+ Practical Applications Certification  
Network + Certification  
Security + Certification

# WEB & GRAPHIC DESIGN SPECIALIST

The Web & Graphic Design Specialist program introduces students to Microsoft and Adobe software. This training teaches students how to design and maintain web pages, implement multimedia, edit graphics, design user interfaces and navigation tools and support animation. Career Opportunities after certification are desktop publisher, web administrator, graphic artist, web designer, graphics designer, publishing coordinator, web developer and digital image specialist.

The Web & Graphic Design Specialist course consists of 20 days of instructor led training. This course includes 3 exam vouchers for the student's choice in certification.

## **Classroom Learning:**

Dreamweaver Level 1  
Dreamweaver Level 2  
Dreamweaver Level 3  
SharePoint Designer Level 1  
SharePoint Designer Level 2  
Flash Level 1  
Flash Level 2  
Flash Level 3  
Web Design with XHTML, HTML, and CSS Level 1  
Web Design with XHTML, HTML, and CSS Level 2  
Web Design with XHTML, HTML, and CSS Level 3  
Illustrator Level 1  
Illustrator Level 2  
InDesign Level 1  
InDesign Level 2  
Photoshop Level 1  
Photoshop Level 2  
Publisher Level 1

# **MICROSOFT CERTIFIED TECHNOLOGY SPECIALIST 2008 (MCTS)**

Students become an expert on this latest messaging technology from Microsoft. Exchange Server 2010 is the first server in a new generation of Microsoft server technology that is built from the ground up to work on-premises and as an online service. It helps you simplify administration, protect communications, and meet user demand for greater business mobility. The new suite of Exchange Server 2010 training resources is designed to differentiate technology skills and job-role skills clearly, cover skills relevant to today's real-world IT functions, and streamline certification with simplified, specific learning roadmaps. This course is 12 days of instructor led training.

## **Classroom Learning:**

- 6419: Configuring, Managing and Maintaining Windows Server 2008 Servers
- 6425: Configuring and Troubleshooting Windows Server 2008 Active Directory Domain Services
- 6426: Configuring and Troubleshooting Identity and Access Solutions with Windows Server 2008 Active Directory

## Curriculum Clock Hours and Tuition

<b>Curriculum</b>	<b>Clock Hours</b>	<b>Tuition</b>
<b>Office Administrator (5 month program)</b>	<b>128</b>	<b>\$3,375.00</b>
<b>CompTIA Information Technologist (3 month program)</b>	<b>160</b>	<b>\$6,000.00</b>
<b>Web &amp; Graphic Design Specialist (7 month program)</b>	<b>160</b>	<b>\$4,725.00</b>
<b>MCTS-Exchange Server (3 month program)</b>	<b>96</b>	<b>\$6,000.00</b>

# COURSE DESCRIPTIONS

**6419:** (40 clock hours) (Prerequisite A+ Essentials, A+ Practical Applications) provide s students with the knowledge and skills that are required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in a Microsoft Windows Server 2008 environment. This course covers the core skills required by anyone working with Windows Server 2008 Servers

**6425:** (40 clock hours) (Prerequisite A+ Essentials, A+ Practical Applications) teaches Active Directory Technology Specialists 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

**6426:** (24 Clock Hours) (Prerequisite A+ Essentials, A+ Practical Applications) provides the knowledge and skills that IT Professionals need to configure identity and access solutions with Windows Server 2008 Active Directory

**A+ Essentials:** (40 Clock Hours) (Prerequisite None) the basic IT concepts; Hardware, Troubleshooting, Repair & Maintenance, Operating System and Software, Networking, Security, Operational Procedure,

**A+ IT Practical Applications:** (40 Clock Hours) (Prerequisite A+ Essentials) Lab: Implementation of A+ Essential concepts; hardware, operating systems, networking, security

**Access Level 1:** (16 Clock Hours) (Prerequisite Vista Level 1) the basics of access including; designing and creating databases, tables, queries, forms and reports.

**Access Level 2:** (8 Clock Hours) (Prerequisite Access Level 1) covers how to use complex query techniques, create efficient forms and reports, and create macros to automate their forms.

**Access Level 3:** (8 Clock Hours) (Prerequisite Access Level 2) teaches how to develop an application and tie objects together into a cohesive system by using macros and Visual Basic for applications code.

**Business Writing:** (8 Clock Hours) (Prerequisite None) basic concepts of business writing and communication through letters, email, memos and other tools.

**Communication Skills:** (8 Clock Hours) (Prerequisite None) basic concepts of business communication; includes concepts in speaking to customers, team members, and management.

**Dreamweaver Level 1:** (8 Clock Hours) (Prerequisite None) basic Dreamweaver concepts include; prepare to use the Dreamweaver environment, create a website, add design elements to web pages, work with links, work with frames, upload a website.

# COURSE DESCRIPTIONS

**Dreamweaver Level 2:** (8 Clock Hours) (Prerequisite Dreamweaver Level 1) work in Code view using the coding features of Dreamweaver, format content using style sheets, create an effective user-navigation interface, work with AP elements to enhance the layout and positioning of elements on a web page, automate tasks, create forms, author a web page using XML-based data. establish database connectivity.

**Dreamweaver Level 3:** (8 Clock Hours) (Prerequisite Dreamweaver Level 2) work with record sets, create interactive page elements, administer database records, create a user authentication system, administer websites.

**Excel Level 1:** (8 Clock Hours) (Prerequisite Vista Level 1) the basics of excel including; creating, editing, formatting and print basics for worksheets and charts and performing calculations.

**Excel Level 2:** (8 Clock Hours) (Prerequisite Excel Level 1) teaches how to create templates, sort and filter data, import and export data, analyze data, and collaborate on the web.

**Excel Level 3:** (8 Clock Hours) (Prerequisite Excel Level 2) advanced techniques for analyzing and manipulating data.

**Flash Level 1:** (16 Clock Hours) (Prerequisite None) explore the types of applications you can build, how the user interface can be used, and how to create Flash movies, create and manipulate graphics in your Flash document, add text and Flash components to your Flash document, animate graphics using different techniques, add interactivity to your Flash document using buttons, work with movie clips, add audio to a movie, add video to a movie for creating dynamic animations in Flash, publish Flash documents.

**Flash Level 2:** (16 Clock Hours) (Prerequisite Flash Level 1) use basic Action Script code, manipulate components with Action Script, work with movie clips, add data to your application using built-in classes ,reuse code with functions, connect to external data, build a navigation system, manage user data with forms.

**Flash Level 3:** (8 Clock Hours) (Prerequisite Flash Level 2) build a robust application using Flash, use videos in Flash, program using advanced Action Script code, deploy a Flash application.

**Illustrator Level 1:** (8 Clock Hours) (Prerequisite None) get acquainted with the Adobe® Illustrator® CS4 application, create shapes in a document, create custom paths, enter text in an Illustrator document, enhance documents, proof documents to make them more accurate, save images for web and print.

**Illustrator Level 2:** (8 Clock Hours) (Prerequisite Illustrator Level 2) create complex illustrations, enhance complex illustrations, create a vector version of a raster graphic, create special effects, work with graphs, work with variables, prepare documents for composite and commercial printing, export graphics for the web and mobile devices.

# COURSE DESCRIPTIONS

**InDesign Level 1:** (8 Clock Hours) (Prerequisite None) explore the various elements of the Adobe InDesign interface, design documents, enhance documents, work with page elements, manage objects, work with tables, finalize documents.

**InDesign Level 2:** (8 Clock Hours) (Prerequisite InDesign Level 1) handle page elements, manage styles, develop complex paths, import and export data to external files, work with an XML file, manage long documents, export InDesign files to other formats, adjust print settings.

**Outlook Level 1:** (8 Clock Hours) (Prerequisite Vista Level 1) basics of Outlook as a communications tool. Students will send and receive mail messages, use a calendar to schedule appointments, and coordinate business meetings with multiple participants.

**Network +:** (40 Clock Hours) (Prerequisites A+ Essentials, A+ Practical Applications) basic networking concepts; function of common networking protocols, identify commonly used TCP and UDP default ports, address formats, routing protocols and wireless communication standards.

**Photoshop Level 1:** (8 Clock Hours) (Prerequisite None) explore the Adobe Photoshop CS4 environment, determine the resolution and graphic type, work with selections, work with multiple layers, enhance images, identify the various image mode characteristics and color adjustment options, save images in the web, print, and PDF formats.

**Photoshop Level 2:** (8 Clock Hours) (Prerequisite Photoshop Level 1) use the tools available in Adobe Photoshop to enhance an image, create and edit vector paths, create custom fills and patterns, work with layers, automate tasks in Adobe Photoshop, use the video tools available in Adobe Photoshop to edit and export video files, work with other Adobe applications.

**PowerPoint Level 1:** (8 Clock Hours) (Prerequisite Vista Level 1) basic skills to create presentations including; creating a presentation, drawing objects on slides, creating charts and tables and formatting text slides.

**Publisher Level 1:** (8 Clock Hours) (Prerequisite None) create a one-page publication, modify a publication's layout and structure, edit content in the publication, format a publication, format pictures, identify the options for distributing a publication.

**SharePoint Designer Level 1:** (8 Clock Hours) (Prerequisite None) familiarize yourself with the SharePoint Designer environment, create a new sub site, add content to a web page, use Cascading Style Sheets to format a SharePoint site, add basic functionality to web pages, add SharePoint components to the site, automate business processes with workflows.

**SharePoint Designer Level 2:** (8 Clock Hours) (Prerequisite SharePoint Designer Level 1) work with ASP.NET forms, work with Data Sources, use SharePoint templates to update existing sites and create new templates from these changes, learn some advanced data integration techniques, customize existing workflows, learn about administration tools in SharePoint Designer 2007.

# COURSE DESCRIPTIONS

**Time Management:** (8 Clock Hours) (Prerequisite None) implementation of time management by identifying goals, recognizing obstacles and creating plans.

**Vista Level 1:** (8 Clock Hours) (Prerequisite None) basic computer skills including; personal computer basics, exploring windows basics, customize the windows Vista desktop, using common tools and programs in Vista, managing files and folders and using Internet Explorer.

**Web Design with XHTML, HTML, and CSS Level 1:** (8 Clock Hours) (Prerequisite None) create a basic web page, structure the content on your web page, apply styles to the page elements, create, modify, and format a table, link web pages.

**Web Design with XHTML, HTML, and CSS Level 2:** (8 Clock Hours) (Prerequisite CSS Level 1) create web page layouts, manage CSS, test a website, create advanced navigation, incorporate meta-content and multimedia.

**Web Design with XHTML, HTML, and CSS Level 3:** (8 Clock Hours) (Prerequisite CSS Level 2) create forms, create advanced styles and page layouts, optimize a website for accessibility, optimize a website for search engines, publish a website.

**Word Level 1:** (8 Clock Hours) (Prerequisite Vista Level 1) basic Word application skills including; create a basic document, edit documents by locating and modifying text, format text and paragraphs, add tables and graphic elements to a document, control a document's page setup and its overall appearance and proof documents to make them more accurate.

**Word Level 2:** (8 Clock Hours) (Prerequisite Word Level 1) teaches how to create and manage lists, customize tables and charts, customize formatting with styles and themes, modify pictures in a document, create customized graphic elements, insert content using Quick Parts, control text flow, use templates to automate document creation, perform mail merges, use macros to automate common tasks.

**Word Level 3:** (8 Clock Hours) (Prerequisite Word Level 2) advanced word concepts including; using Microsoft Office Word 2007 with other programs, collaborate on documents, manage document versions, add reference marks and notes, make long documents easier to use, secure a document.