



Information Catalog/Student Handbook
Effective 12/1/2017

Computer Training for Individuals Seeking
Post-Secondary Computer Skill Enhancement
or Employment in the Information Technology Field

Boca Raton, FL
7146 Beracasa Way
Boca Raton, FL 33433
561-750-7879

West Palm Beach, FL
6000 Okeechobee Blvd., #200
West Palm Beach, FL 33417
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Winter 2017, Volume I
www.PCProfessor.Edu

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CALENDAR

The following national holidays are recognized by PC Professor. In observance, classes are not scheduled on:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Start Dates

Vocational training classes generally start on the first Monday of every month while most vocational application software classes begin weekly. Most sessions are scheduled in a daytime, evening or weekend format.

Hours of Operation

Unless noted otherwise, the school administration hours are from 9:00 am to 5:00 pm Monday through Friday.

GOVERNANCE

PC Professor is a dba of Howard B. Stevens, Inc., a Florida Corporation since 1968.
Howard Fellman, President and Secretary
Steven Fellman, Vice President/Director
Robert Fellman, Treasurer/CFO

Governing Board:

- Howard Fellman, President
6000 Okeechobee Blvd., West Palm Beach, FL 33417
- Steven Fellman, Director
7146 Beracasa Way, Boca Raton, FL 33433
- Robert Fellman, Director
6000 Okeechobee Blvd., West Palm Beach, FL 33417

Licensing

Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll free telephone number (888) 224-6684.

Non-Discrimination Statement

PC Professor does not discriminate on the basis of race, creed, color, gender, age, religion, national origin, disability, marital, ancestry, familial status, sexual orientation, gender identity and expression, genetic information or veteran's status in its admission procedures, educational programs, operations, or employment policies.

PC Professor complies with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). PC Professor will not intentionally discriminate against any employee, contractor or student with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. The School will try to make reasonable accommodations wherever necessary for all employees, contractors, students or applicants with disabilities. Additionally, the School will thoroughly investigate instances of alleged discrimination and take corrective action if warranted.

If you notice an area of concern involving this or any other policy affecting the physical or emotional health, safety or well being of our faculty, contractors and/or students, please notify the School Director immediately so that the situation may be properly addressed.

Modification Disclosure

PC Professor reserves the right to make changes in its programs, start and end dates, class schedule, instructors, syllabus, books, tuition rates and/or to cancel or discontinue programs. Any changes, if necessary, will be made in accordance with the rules and regulations of the Commission for Independent Education (CIE). Students will be notified of any changes as necessary.

ABOUT PC PROFESSOR

School History

In 1989, PC Professor was formed to fill the need for comprehensive computer training in South Florida. At that time, public schools were the main resource for computer training. The rapid growth of technology pointed to a current and future need for trained individuals to meet the need for computer specialists. For that reason, three brothers -- Howard, Steven, and Robert Fellman -- decided to join together to develop a computer training school to meet the needs of adult learners who wanted or needed computer expertise. The Fellman brothers opened a training center in the Del Mar Courtyard Shops in Boca Raton, Florida. Since 1989, they have maintained the same location but have moved to larger spaces within the shopping center as growth demanded. In 1996, they opened another Palm Beach County location in West Palm Beach.

The Fellman brothers each brought a needed skill to the school setting. Howard attended Ohio State College of Law and handles management, business affairs, and corporate growth. Steven has a dual degree in Computer Engineering and Mathematics from the University of Miami and is Director of Education. Robert, who attended the University of Maryland and the University of Pennsylvania, has degrees in marketing and accounting and is responsible for advertising, marketing and customer satisfaction. Together the brothers built a school which soon became known for its academic excellence. Utilizing a hands-on approach with high-end equipment, all classes include comfortable posturepedic chairs, full-sized desks, motivational posters, refreshment machines and many other amenities designed to make students feel comfortable.

Instructors are carefully selected to ensure a staff of knowledgeable professionals. As authorized Microsoft IT Academies, both Palm Beach County locations take great pride in hiring only those considered to be among the very best.

In 1989, the class offerings included DOS, WordPerfect, Harvard Graphics and Lotus 123. As the demands of local business increased, additional programs such as Windows, Word, Excel, Desktop Publishing, Internet, and AutoCAD supplemented the offerings. In 1994, vocational computer training programs with occupational outcomes were added to the schedule. These came to include Computer Maintenance Technology, Computer Repair, MCSE, and Certified Internet Webmaster (CIW) certificate training. Other advanced certifications for the existing IT Professional such as Cisco, MCBDA, and MCSD were added as they were introduced by their vendors.

Our repair division's unique, "No Fix, No Charge" policy was an instant hit with the drop-off customers. Most recognize that it takes a genuinely talented technical staff to offer such a depot warranty.

The student body includes students who enroll for vocational, career-oriented goals. From a secretary who needs to brush up on word processing skills to an engineer who wants to pursue Microsoft certification, PC Professor has established itself as a place to obtain quality, hands-on computer training.

Mission

The mission of PC Professor is to provide high quality, hands-on computer training, in a professional, friendly, and comfortable learning environment; to offer training programs to meet vocational goals; to offer training programs that emphasize practical application so graduates may successfully and quickly enter the workplace or gain advancement in their current jobs; to anticipate technical skills needed for the future and plan training programs to meet these demands; to offer classes to meet a variety of student schedules; to understand the needs of business and address these needs in training curriculums; and, to design training with the needs of today's computer professionals in mind.

Philosophy

PC Professor firmly believes that any individual who demonstrates a willingness to apply him/herself to learning computer technology can benefit from our school's training. If students show the motivation and desire to learn, we will work with them. At PC Professor, we believe our role is to help individuals advance in their computer-related jobs and to harness the power of computers in their personal lives.

Description of Schools

The Boca Raton PC Professor consists of over 7,000 square feet of classroom and administrative space and is situated on the northwest corner of Powerline and Palmetto Park Roads. Located in the breezeway area of the Del Mar Courtyard Shops, the school is easy to find and conveniently located in the center of Boca Raton. There are a total of nine classrooms, several administrative offices, a library and over 900 square feet of space for computer repair. Every classroom includes sufficient number of workstations so that all students have their own computer to use throughout the duration of the class.

The West Palm Beach school is located in the PC Professor Building on Okeechobee Blvd., directly across from the Florida Turnpike. Occupying the entire 6,000 square feet of the second floor of the PC Professor building, the school offers seven classrooms, a technical repair division, a break room, snack machines and a library. As with the Boca Raton location, all computers within the West Palm Beach facility have high-speed internet access via a continuous network connection.

Both Palm Beach County schools are within minutes of bus stops, restaurants, banks, stores, emergency medical stations and hotels. Both campuses offer high visibility signage and sufficient parking. Additionally, the locations each boast a comfortable reception area, a library and a staffed, fully-equipped, technical repair department. With custom designed classrooms, private lesson rooms, and several

administrative offices, both Palm Beach County schools were custom-designed with efficiency and comfort in mind. In addition, all PC Professor schools offer lunch/refreshment room facilities for its customers, guests, and employees.

Both Palm Beach County PC Professor locations are authorized as Gold Level, National Prometric Testing Centers. This allows our students to take their certification tests in the atmosphere in which they studied and feel comfortable.

Equipment

PC Professor prides itself in using current technology. Students learn on high-speed computers with high-resolution LCD flat screens. Each student has a high-speed CD ROM, sufficient memory, a high-speed Ethernet card, a high-resolution video card, and at least one hard drive (if not cloud-based). As such, each machine is capable of running the latest operating system or its predecessors. Color laser printers are on premises and most classrooms are equipped with a high-speed, high-resolution printer. Each workstation has high-speed access to the Internet and each is connected to the PC Professor network. Moreover, most classrooms are equipped with LCD large-screen presentation equipment and adaptive lighting. As a result, instructors can easily demonstrate and students can see from wherever they sit.

Students are each assigned to a personal computer and are responsible for the maintenance of the machine throughout the training. Students are responsible for the retail cost of replacing any items or parts they may lose or damage, whether the damage is caused intentionally or accidentally.

Student/Teacher Ratio

The average vocational student to teacher ratio is twelve to one.

Maximum Class Size

Most vocational classes contain an average of 15 students and never more than 30. When a class reaches 30 students, additional teaching staff is assigned to assist the instructor. Application software classes typically have an average of seven students per class and never more than 12.

About PC Professor Training Programs

PC Professor offers vocational training in both computer hardware and software. Also, the School offers programs designated exclusively for the existing IT professional. Many students enroll in our programs to learn about computers for personal use or to use computers more effectively on the job. Individuals who seek a career in the computer industry or want to advance in their jobs can select from several vocational training programs.

Vocational Training Programs

PC Professor prepares students both for the real world job expectations, and, in addition, the national Prometric certification exams. Our programs are structured to prepare students for complex technical concepts with hands on experience – all while feeling comfortable in a relaxed environment.

Application Software Training Programs

Application software training programs are for individuals who want to learn the latest software applications used in business to advance on the job. There are two levels of training offered. Beginner continuing education courses are typically for people who are first learning about computers and want a solid foundation. Continuing Education for the Existing IT Professional courses are for those who already have computer skills, are comfortable with the beginning course curriculum and want to gain additional capabilities. Private lessons may also be arranged for those seeking specialized skills or with special needs.

Clock Hour

A “Clock Hour” is defined as a 50 minute period of time during which the student has access to a lab, an instructor or a teaching assistant. Daytime classes break for lunch. All program lengths stated include breaks, labs and review time. Some classes might contain additional lab time or homework which is not computed in the total hours.

Certification Preparatory Programs

Students typically enroll in vocational preparatory programs in order to start a new career, enhance their current jobs, position themselves for new employment opportunities, and/ or personal enjoyment.

Usually 40 or more hours, these courses are very fast paced and conducted in a hands-on manner. Taught by knowledgeable instructors, the vocational, certification preparatory programs are designed to make the participants marketable and eligible for entry level positions in the studied topic. While we may try to help, we do not guarantee employment as a result of any of our courses and/or the attainment of national certification.

Some of our vocational classes may be geared towards either software certification, hardware certification—or both. The certification tests may be taken after completion of the course at any Prometric Testing Center throughout the world, including the ones located on our campuses. The certification exams are usually administered by a third party (such as Pearson or Certiport) on behalf of the certifying agency and registration is usually handled by them directly.

Description of In-house Payment Plan/Academic Financing Program

For those who qualify, students may finance the cost of their academic training with as little as \$150 down. Monthly payments are set up to auto-withdraw on the same

day each month from a checking account, credit or debit card. Interest shall accrue at 18% and late payments are subject to a \$30 late fee and/or NSF Fee.

Important Disclaimers:

The technology industry is very fast paced. Some certifications may need to be updated periodically as new hardware and software are introduced to the market. This may require a future expenditure of more time, more tests, more training and/or more money. New versions and new certification skill sets are virtually guaranteed and can be announced unexpectedly at any time. Additionally, the certifying company may require the purchase of additional software, hardware and/or tools for one's certification to remain active. It is the student's sole responsibility to maintain and keep their certification current. By not doing so, it may expire and/or become obsolete.

Unless otherwise specified in writing, neither hardware nor software is included in the cost of a class. Please make sure to include these ongoing costs when computing the cost of your education.

Certifications and their respective tests are periodically retired by their administering bodies. It is the student's responsibility to research the certification of proposed study and to make sure it represents both an in-demand occupation and that it coincides with one's professional, career and salary expectations. PC Professor Admission Representatives may offer guidance in the decision, but should not be exclusively relied upon in the event one type of certification proves to be more in-demand than another, be more current than another or offer a higher salary potential than another. We encourage you to research the market thoroughly.

Enrollment in a vocational class does not guarantee that a student will pass the national certification exam. Our classes are preparatory in nature. Factors such as attendance, class participation, personal study habits, perseverance and determination will all be very important ingredients. Both the course material and the national exams can be quite difficult. One who is not dedicated to the field of study may experience extreme difficulty and, ultimately, may not achieve class graduation, certification, employment in the field and/or salary objectives.

National certification, lifelong certification and/or guaranteed employment can NEVER be promised to a student or prospective student. Be wary of any school that does. Please report any possible violations to the School Director immediately so that corrective action may be taken. Software and hardware consistently change as technology improves. In the process, new software and/or new hardware may need to be acquired to remain current, competitive and marketable in the industry.

Vocational classes may consist of multiple modules that begin continuously to form a rotational educational wheel. Students will start at the beginning of a module, but

not necessarily at the start of a topic. Newcomers may enter the class at various starting points.

ADMISSIONS AND ENROLLMENT PROCEDURES

Vocational Admission Requirements

Some of the programs at PC Professor lead to the ability to seek employment in the computer industry. To be accepted into these programs, the following admissions requirements apply: the ability to speak/read English; an interview and acceptance by a PC Professor Admissions Representative; and, the desire to learn the topic.

Individuals interested in vocational courses are invited to set up an appointment with an admissions representative by phone, in person, or via email. Next, applicants will be asked to complete an application form, provide proof of a driver's license, a social security number, and a high school diploma or GED if required for the training program selected. Interviews typically last from 15 to 30 minutes and may be followed by a tour of the facilities. During this time, the Admissions Representative usually discusses the applicant's interests along with work history and occupational goals. The Admissions Representative also evaluates the applicant's background to determine if additional training may be needed in foundation-level computer training programs. Additional training may be required prior to enrollment. During the interview, the Admissions Representative assists the applicant in determining if the computer field is the proper one. A review of time required in class, in lab, and for any homework is presented. Tuition fees and payment plans are also outlined. Applicants are usually informed as to whether or not they are accepted into the training program within one business day and are welcome to attend a class session with no financial obligation to help determine their level of experience and commitment.

Credit for Prior Learning

When a student takes any course at PC Professor they must complete the entire course. No credit will be granted for prior learning.

Veteran's Credit for Previous Education or Training

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

Transfer Credit

As a licensed Florida trade school, many colleges and universities throughout the country may acknowledge PC Professor's courses and may issue credit for classes attended. Whether or not to grant such credit is entirely up to the second school. If you know you will be requesting a credit transfer, you should check with them in advance. PC Professor makes no representation that any credits will transfer to another institution.

ACADEMIC INFORMATION AND STANDARDS OF PROGRESS

Course Numbering System

The course numbers are fictitious letters that represent the name of the course, and numbers that represent the level and sequence of the courses.

Attendance Policies

In order to achieve our high vocational training objectives, attendance is requested at all times and at all sessions. If you are unable to attend, you must email or call ahead to let your instructor know.

Excused absences may be granted for extenuating circumstances only and will be substantiated by entries in students' files. Early departure, class cuts, and tardiness for any portion of an hour will be counted as a full hour of absence. Students exceeding three (3) days of unexcused absences in a calendar month may be terminated for unsatisfactory attendance.

Veteran's Attendance Policy

In order to achieve our high vocational training objectives, attendance is requested at all times and at all sessions. **A minimum one hour lab session may be required for each scheduled day of class.** If you are unable to attend a class or lab session, you must email or call ahead to let your instructor know so that provisions can be made to make up the missed time.

Excused absences will be granted for extenuating circumstances only. Excused absences must be substantiated by entries in students' files. Early departures, class cuts, and tardiness for any portion of an hour will be counted as an unexcused absence. Students exceeding three (3) unexcused absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance. The student's record will be retained in the veteran's file for USDVA and SAA audit purposes.

Initial to Acknowledge: _____ *Date:* _____

Diploma

A signed Diploma suitable for framing is issued to each student who successfully completes the program, satisfies all academic requirements and is current in tuition payments.

Course Repetitions (Audits)

If a student is in good standing and not comfortable with the covered information, he or she may repeat the entire class again at no charge. Vocational students must pay a re-registration fee of \$150 and for new books. Audit seats are assigned on a limited basis and are allocated at the sole discretion of the School Director.

Course Withdrawals

If the student withdraws from the course at any time before the course's completion, the student will receive a grade of "Withdrawn" which will be posted in our database and on the student's transcript.

Grading

Students will earn grades of either P (Passing) or F (Failing). Students must participate in class discussions and achieve an average satisfactory grade (70%) or better on quizzes, if administered, and a satisfactory grade (70%) on their final exam, if administered, to successfully pass each course. (P= 70% or higher. F= less than 70%.) Classroom test results, if administered, may be kept as part of the student's academic record.

In classes in which tests or quizzes are administered, a final grade of less than 70% is considered failing. For those dismissed for unsatisfactory progress, arrangements may be made to repeat the course, transfer to another course, or to study with a private tutor. Arrangements will be solely up to the School Director.

Other factors considered when computing the pass/fail grade are: class participation, attendance, lab work, homework, course incompletes, withdrawals, course repetitions, and non-credit remedial courses. All of these may affect a student's grades. Classes must be completed in the allocated time period. If special time considerations are needed, the School Director is authorized to extend a student's class into a later session and to award up to a 6-month probationary extension period. If no such extension is granted, the number of hours published in the catalog as the course length shall prevail and no more shall be granted.

Standards of Academic Progress for VA Students

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 70% (Pass) for each course, if tests or quizzes are administered. A VA student whose CGPA falls below 70% at the end of any course may be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below 70% at the end of the second consecutive term of probation, the student's VA educational benefits may be terminated. A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 70% or above.

Graduation Requirements

A diploma will be presented to the vocational student who has:

1. Achieved a satisfactory grade (70% Pass) by maintaining an average of at least 70% on their quizzes, if administered, and at least 70% on their final exam, if administered.
2. Attended all required class hours and participated in class discussions.
3. Fulfilled all monetary obligations to the school and/or lending organization.
4. Remained in good standing with the school administration at the time of graduation.

Tardiness

A student arriving after attendance has been taken in the vocational programs is considered late and will be marked absent unless the instructor considers the reason for tardiness legitimate. Excessive tardiness will disrupt the class and may be cause for dismissal from the program or school.

Leaves of Absence

A student may be granted a leave of absence until a future class session has an opening. A request for a leave of absence must be in writing and the date of expected return must be specified.

If the student does not re-enter the program and has not officially notified the school in writing, the student's contract shall be terminated. In no event shall a leave of absence from the School be more than six months from the initial enrollment date.

The maximum leave of absence permitted is 180 days. After that, the student is considered terminated from the program and will need to start the program over from the beginning.

Make Up Work

Students are responsible for making up all work that they missed. Open lab hours are available as well as the opportunity to set up a private lesson from the instructor. At the School Director's discretion, students may be charged the instructor's normal hourly billing rate for private lessons. Fridays are reserved as practice and lab time and students are encouraged to work with other students and/or faculty to make up any work missed.

Probation Policy

In the event that classroom tests or quizzes are given, students must achieve a satisfactory (70%) or better throughout the training and upon completion of the program. These progress results will be kept as part of the permanent record. Students not maintaining this average will be placed on probation. In such a case, the student will be issued a warning and asked to meet with the School Director to determine where improvements can be made. The period of probation will be up to a maximum of two (2) months. During this time, the grade average must be raised to the minimum percentage. If the student's grade has not improved by the end of the probation, the enrollment will be terminated effective immediately. The maximum number of probation periods a student may be granted throughout any course is three. A student dismissed for unsatisfactory academic progress is not allowed re-entrance to the school without permission from the Director of the facility. All probationary proceedings are retained in the student's permanent files.

Re-entry after Withdrawal, Cancellation or Termination

A student who has cancelled or has been terminated and desires to re-enter the program must notify the School Director and follow the required admission procedures. A student who was terminated or withdrawn for any reason must have an interview with the School Director and show cause as to why re-instatement should be considered. The decision of the School Director is final.

REFUND, CANCELLATION AND TERMINATION POLICIES

Should class enrollment be terminated for any reason, all refunds will be made according to the following policies:

1. All money will be refunded in full if the applicant is not accepted by the School.
2. Cancellation of any class must be made in writing, signed and delivered in person or sent via traceable mail to the Director of the School. Email is not an acceptable method of delivery. Student refunds will be made within 30 days of the last date of attendance or receipt of the signed cancellation notice, whichever is later. The termination date for

refund computation shall be the last date of attendance by the student or the date of receipt of the signed cancellation notice, whichever is later.

3. If written cancellation notice is received within 72 hours after signing the enrollment agreement, but prior to starting class, the Student is entitled to a full refund of all monies paid. If the cancellation notice is received more than 72 hours after signing the enrollment agreement, but prior to starting class, the Student is entitled to a refund of all monies paid less a Registration Fee of \$150. Students who have not visited the facility prior to enrollment may withdraw without any penalty within 72 hours following either attendance at an orientation or following a tour of the facility and inspection of the equipment.

4. If the written cancellation notice is received after the start of class but prior to 40% of the originally-enrolled class' completion, a pro-rata refund based on the number of class hours remaining will be refunded to the student. Cancellation after a student's originally enrolled class has completed 40% of the program will result in no refund, regardless of the student's attendance record. The student is responsible for the cost of training for the number of hours the class has met up to the date of receipt of an acceptable withdrawal notice, plus a non-refundable Registration Fee of \$150, the retail cost of any books, tools, software (distributed or downloaded), test vouchers, supplies, as well as any classes, modules, private lessons, transfer fees, audit fees, previously complimentary benefits, scholarships, grants and/or memberships which may have been included at no charge as part of the overall package. Courses and programs that consist of two or more smaller modules will be priced at each individual module's retail standalone price. Class materials, software (downloaded or distributed) and test vouchers are not returnable.

5. Should the Student need to postpone a class due to a serious illness, accident, or death in the immediate family, the School will attempt to accommodate by re-scheduling for a later time. Such seats are allocated subject to the discretion of the School Administration and assigned on a space availability basis.

6. A Student can be dismissed for excessive absences, failure to maintain the minimum test scores, excessive tardiness, non-payment of costs/tuition, theft, disorderly conduct, or failure to comply with rules contained in the catalog. Students may be dismissed "without cause" at the School's discretion if the institution deems such action to be in the best interest of the School, its faculty, its staff and/or its other Students.

Veteran's Refund Policy

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amount paid which exceed the approximate pro-rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The pro-ration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

PC Professor is a customer service oriented School. We try our best to ensure the overall satisfaction of our students, but nonetheless, you may have a problem or grievance you would like to bring to our attention. You are encouraged to do so, but we ask that you please follow certain guidelines and procedures so that we may ensure that you get the proper consideration and attention that you deserve. Not following this procedure may jeopardize your claim and thwart a speedy resolution.

The proper method of submitting a complaint or grievance is to first discuss the situation with the instructor of your class. Should the need for escalation exist, the School Director's door is always open and this should be the next step. If the student is still not happy with the resolution of the matter, the President of the School should then be contacted. The President's office is located at 6000 Okeechobee Blvd., #200 and an appointment should be made by calling 561-684-3333. The President can also be contacted via email at Webmaster@PCProfessor.Edu.

Additionally, the School's website has a "Contact Us" form which forwards directly to the President's office. Please provide your name and correct contact information so that you may be contacted with a reply. All comments are taken very seriously.

A paper copy of the online "Contact Us" form is available at the School and may be obtained by contacting:

Howard Fellman, President
PC Professor
6000 Okeechobee Blvd., #200
West Palm Beach, FL 33417
(561) 684-3333
Howard@PCProfessor.Edu

If after exhausting the schools complaint procedure, the student is still not content with the resolution, the student may appeal to the Commission for Independent Education using the contact information listed on page 5.

APPEAL OF ACADEMIC OR DISPLINARY ACTION

All appeals must be in writing and sent to:

Howard Fellman, President
PC Professor
6000 Okeechobee Blvd., #200
West Palm Beach, FL 33417

Vocational Training Programs

Vocational training programs are usually 40 or more hours and can run up to 52 weeks. Day class sessions are usually 8:30am to 5:30 pm. Evening sessions are usually from 6 pm to 10 pm. Vocational classes include job placement assistance. See an Admissions Representative or our web site for exact schedules.

Program Title: **CCNA Preparatory (Cisco Certified Network Associate)**

Program Length, Timeframe, and Cost

Program Length		Total Contact Hrs		Program Cost	
Clock Hrs	76	Theory Hrs	40	Tuition	\$6,645
Credit Hrs	0	Lab Hrs	36	Registration Fees,	\$150
				Books & Supplies	\$200
Tot Length	76	Total Hrs	76	Total Program Cost	\$6,995

Number of Days/Week	Hours/Week	No. Weeks
2 Nights	8	9.5
1 Day	9	8.5

Entrance/Admission Requirements *Please refer to page 13.*

Program Objective *This program trains students how to install, configure, design and operate both LAN and WAN network configurations.*

Program Description *Upon completion, students should be qualified to take the national Cisco CCNA/Firewall and CCDA certification exams and work in the area of networking at an entry level position.*

Course Outline *CCNA Preparatory Course (CCNA 701) consists of the following topics:*

- 1. Internetworking. 8 Hrs,*
- 2. Introduction to TCP/IP. 10 Hrs,*
- 3. Subnetting, Variable Length Subnet Masks (VLSMs), and Troubleshooting TCP/IP. 4 Hrs*
- 4. Cisco's Internetworking Operating System (IOS) and Security Device Manager (SDM). 6 Hrs*
- 5. Managing a Cisco Internetwork. 2 Hrs*
- 6. IP Routing. 4 Hrs*
- 7. Enhanced IGRP (EIGRP) and Open Shortest Path First (OSPF). 4 Hrs*
- 8. Layer 2 Switching and Spanning Tree Protocol (STP). 4 Hrs*
- 9. Virtual LANs (VLANs). 2 Hrs*
- 10. Security. 5 Hrs*
- 11. Network Address Translation (NAT). 4 Hrs*
- 12. Cisco's Wireless Technologies. 2 Hrs*
- 13. Internet Protocol Version 6 (IPv6). 3 Hrs*
- 14. Wide Area Networks. 18 Hrs*

Total Clock Hours for CCNA 701: 76 Hrs.

Program Title: **Computer Maintenance Technology**

Program Length, Timeframe, and Cost

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	400	<i>Theory Hrs</i>	200	<i>Tuition</i>	\$12,145
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	200	<i>Registration Fees,</i>	\$150
				<i>Books & Supplies</i>	\$200
<i>Tot Length</i>	400	<i>Total Hrs</i>	400	<i>Total Program Cost</i>	\$12,495

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
2 Nights	8	50
2 Days	18	22.5

Entrance/Admission Requirements *Please refer to page 13.*

Program Objective *Taught using a hands-on approach, this class consists of Computer Repair and MCSE Preparatory which is geared towards networking and troubleshooting.*

Program Description *This is a combined program that includes technical repair training and MCSE Preparatory. Upon completion, students can qualify to take the related national CompTIA and Microsoft certification exams and work in the areas of computer repair and computer networking at an entry level.*

Course Outline *Computer Maintenance Technology Course (CMT 701) consists of the following topics:*

1. *Identifying Personal Computer Components 5 Hrs*
2. *Effectively Working with Personal Computer Components 5 Hrs*
3. *Understanding Laptops and Portable Devices 5 Hrs*
4. *Understanding Operating Systems 5 Hrs*
5. *Basics of Installing, Configuring, Optimizing, and Upgrading Operating Systems 5 Hrs*
6. *Identifying Operating System Troubleshooting and Diagnostic Procedures 5 Hrs*
7. *Understanding the Basics of Printers and Scanners 5Hrs*
8. *Networking Fundamentals 5 Hrs*
9. *Understanding Network Security Fundamentals 5 Hrs*
10. *Identifying Safety and Environmental Issues 5 Hrs*
11. *Understanding Professionalism and Communication 5 Hrs*
12. *Working with Personal Computer Components 5 Hrs*
13. *Working with Laptops and Portable Devices 5 Hrs*
14. *Installing, Configuring, Optimizing, and Upgrading Operating Systems 5 Hrs*

15. *Installing, Configuring, Optimizing, and Upgrading Printers and Scanners 5 Hrs*
16. *Installing, Configuring, Optimizing, and Upgrading Network Systems 5 Hrs*
17. *Installing, Configuring, Upgrading, and Optimizing Security Systems 5 Hrs*
18. *Installing Microsoft Windows Professional 5 Hrs*
19. *Deploying Windows Professional 5 Hrs*
20. *Configuring Hardware on a Computer Running Microsoft Windows Professional 5 Hrs*
21. *Setting up and Managing Accounts 5 Hrs*
22. *Configuring and Managing File Systems 5 Hrs*
23. *Troubleshooting the Boot Process and Other System Issues 5 Hrs*
24. *Configuring and supporting TCP / IP 5 Hrs*
25. *Managing Data Storage 5 Hrs*
26. *Disk Management 5 Hrs*
27. *Setting up, Configuring and Troubleshooting Printers 5 Hrs*
28. *Configuring Microsoft Windows 7 Professional to Operate in Microsoft Networks 5 Hrs*
29. *Backing up and Restoring Data 5 Hrs*
30. *Configuring Microsoft Windows for Mobile Computing 5 Hrs*
31. *Monitoring Resources and Performance 5 Hrs*
32. *Configuring Network and Internet connections 5 Hrs*
33. *Implementing & Supporting Microsoft Windows Professional 40 Hrs*
34. *Managing a Microsoft Windows Server Environment 40 Hrs*
35. *Implementing, Managing and Maintaining a Microsoft Server Network Infrastructure 40 Hrs*
36. *Planning & Maintaining a Microsoft Windows Infrastructure 40 Hrs*
37. *Planning, Implementing and Maintaining a Microsoft Windows Server Active Directory Infrastructure 20 Hrs*
38. *Designing Security For Microsoft Networks 20 Hrs*
39. *Implementing and Managing a Microsoft Exchange Server 40 Hrs*

Total Clock Hours for CMT 701: 400 hours.

Program Title: **Computer Repair**

**Program Length,
Timeframe, and Cost**

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	160	<i>Theory Hrs</i>	80	<i>Tuition</i>	\$5,845
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	80	<i>Registration Fees</i>	\$150
				<i>Books & Supplies</i>	\$1,000
<i>Tot Length</i>	160	<i>Total Hrs</i>	160	<i>Total Program Cost</i>	\$6,995

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
2 Nights	8	20
2 Days	18	9

Entrance/Admission Requirements *Please refer to page 13.*

Program Objective *Taught in a hands-on manner, this course covers hardware and software upgrades, operating systems, and configuration files.*

Program Description *Upon completion, students will know how to build, trouble shoot, repair, and upgrade personal computers at an entry position level and will be qualified to take the associated national vendor certification exams.*

Course Outline *Computer Repair Course (CRP 701) consists of the following topics:*

- 1. Identifying Personal Computer Components; 5 Hrs*
- 2. Effectively Working with Personal Computer Components; 5 Hrs*
- 3. Understanding Laptops and Portable Devices; 5 Hrs*
- 4. Understanding Operating Systems; 5 Hrs*
- 5. Basics of Installing, Configuring, Optimizing, and Upgrading Operating Systems; 5 Hrs*
- 6. Identifying Operating System Troubleshooting and Diagnostic Procedures; 5 Hrs*
- 7. Networking Fundamentals; 5 Hrs*
- 8. Understanding Network Security Fundamentals; 5 Hrs*
- 9. Identifying Safety and Environmental Issues; 5 Hrs*
- 10. Understanding Professionalism and Communication; 5 Hrs*
- 11. Working with Personal Computer Components; 5 Hrs*
- 12. Working with Laptops and Portable Devices; 5 Hrs*
- 13. Installing, Configuring, Optimizing, and Upgrading Operating Systems; 5 Hrs*
- 14. Installing, Configuring, Optimizing, and Upgrading Printers and Scanners; 5 Hrs*
- 15. Installing, Configuring, Optimizing, and Upgrading Network Systems; 5 Hrs*
- 16. Installing, Configuring, Upgrading, and Optimizing Security Systems; 5 Hrs*

17. *Installing Microsoft Windows Professional; 5 Hrs*
18. *Deploying Windows Professional; 5 Hrs*
19. *Configuring Hardware on a Computer Running Microsoft Windows Professional; 5 Hrs*
20. *Microsoft Windows Professional; 5 Hrs*
21. *Setting up and Managing Accounts; 5 Hrs*
22. *Configuring and Managing File Systems; 5 Hrs*
23. *Troubleshooting the Boot Process and Other System Issues; 5 Hrs*
24. *Configuring and supporting TCP / IP; 5 Hrs*
25. *Managing Data Storage; 5 Hrs*
26. *Disk Management; 5 Hrs*
27. *Setting up, Configuring and Troubleshooting Printers; 5 Hrs*
28. *Configuring Microsoft Windows Professional to Operate in Microsoft Networks; 5 Hrs*
29. *Backing up and Restoring Data; 5 Hrs*
30. *Configuring Microsoft Windows for Mobile Computing; 5 Hrs*
31. *Monitoring Resources and Performance; 2 Hrs*
32. *Configuring Network and Internet connections; 2 Hrs*
33. *Apple Repair Concepts: 3 Hrs*
34. *Mobile Repair Concepts: 3 Hrs*

Total Clock Hours for CRP 701: 160 hours

Program Title: *Executive Secretary*

**Program Length,
Timeframe, and Cost**

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	<i>80</i>	<i>Theory Hrs</i>	<i>40</i>	<i>Tuition</i>	<i>\$2,620</i>
<i>Credit Hrs</i>	<i>0</i>	<i>Lab Hrs</i>	<i>40</i>	<i>Registration Fees,</i>	<i>\$150</i>
				<i>Books & Supplies</i>	<i>\$225</i>
<i>Tot Length</i>	<i>80</i>	<i>Total Hrs</i>	<i>80</i>	<i>Total Program Cost</i>	<i>\$2,995</i>

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Nights</i>	<i>8</i>	<i>10</i>
<i>2 Days</i>	<i>16</i>	<i>5</i>

**Entrance/Admission
Requirements**

Please refer to page 13.

Program Objective

Windows, Word, Excel, Powerpoint, Outlook and Access are each covered in this intense 80 hour class.

Program Description

Upon completion, students will be familiar with the five main application components within in the Microsoft Office suite consisting of Microsoft Windows, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook and Microsoft Access.

Course Outline

Executive Secretary Course EXC 701 consists of the following topics:

- 1. Microsoft Windows 8 Hrs*
- 2. Microsoft Word 16 Hrs*
- 3. Microsoft Excel 16 Hrs*
- 4. Microsoft PowerPoint 16 Hrs*
- 5. Microsoft Outlook 16 Hrs*
- 6. Microsoft Access 8 Hrs*

Total Clock Hours for ESC 701: 80 hrs.

Program Title: *Linux*

**Program Length,
Timeframe, and Cost**

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	<i>58</i>	<i>Theory Hrs</i>	<i>29</i>	<i>Tuition</i>	<i>\$4,545</i>
<i>Credit Hrs</i>	<i>0</i>	<i>Lab Hrs</i>	<i>29</i>	<i>Registration Fees</i>	<i>\$150</i>
				<i>Books & Supplies</i>	<i>\$300</i>
<i>Tot Length</i>	<i>58</i>	<i>Total Hrs</i>	<i>58</i>	<i>Total Program Cost</i>	<i>\$4,995</i>

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Nights</i>	<i>8</i>	<i>7.25</i>
<i>2 Days</i>	<i>18</i>	<i>3.5</i>

Entrance/Admission Requirements *Please refer to page 13.*

Program Objective *Taught in a hands-on manner, our Linux course covers the Linux operating system, software upgrades, system commands, and configuration files. Hands-on experience and lab time are plentiful in this vocationally based, high tech class.*

Program Description *The Linux course is designed to strengthen the skills of an existing IT network technician involving areas of networking technologies. This is not designed as an entry level class, but rather, for the existing IT Professional who seeks to incorporate Linux operating system technology.*

Course Outline *Linux Course LNX 701 consists of the following topics:*

- 1. Network Fundamentals; 9 hours*
 - 2. The OSI Model; 9 hours*
 - 3. TCP/IP Fundamentals; 4 hours*
 - 4. TCP/IP Utilities; 4 hrs*
 - 5. Major Network Operating Systems; 4 hrs*
 - 6. Network Installation and Upgrades; 8 hrs*
 - 7. WAN & Remote Access Technologies; 8 hrs*
 - 8. Network Access and Security; 4 hrs*
 - 9. Fault Tolerance & Disaster Recovery; 4 hrs*
 - 10. Network Troubleshooting; 4 hrs*
- Total Clock Hours for LNX 701: 58 hrs.*

Program Title: ***MCDBA Preparatory (Microsoft Certified Database Administrator)***

Program Length, Timeframe, and Cost

<i>Program Length</i>		<i>Total Contact Hrs</i>		<i>Program Cost</i>	
<i>Clock Hrs</i>	192	<i>Theory Hrs</i>	96	<i>Tuition</i>	\$8,845
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	96	<i>Registration Fees,</i>	\$150
				<i>Books & Supplies</i>	\$1,000
<i>Tot Length</i>	192	<i>Total Hrs</i>	192	<i>Total Program Cost</i>	\$9,995

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Nights</i>	8	24
<i>2 Days</i>	18	11

Entrance/Admission Requirements *Please refer to page 13.*

Program Objective *Microsoft’s MCDBA certification is the premier designation for students looking to become database professionals. Students learn how to implement and administer SQL Server databases in a practical, hands-on learning environment.*

Program Description *Upon completion, students will know how to properly manage, monitor and configure a Microsoft SQL database and be prepared for applicable Microsoft certification exams. Successful graduates may consider starting their own Information Technology business or seek entry level employment as an MCDBA Information Technology professional.*

Course Outline *MCDBA Preparatory (Microsoft Certified Database Administrator) Course (CDBA 701) consists of the following topics:*

- 1. Implementing a Microsoft SQL Server Database; 48 Hrs*
 - 2. Maintaining a Microsoft SQL Server Database; 48 Hrs*
 - 3. Designing a Microsoft SQL Server Infrastructure; 48 Hrs*
 - 4. Administering and Automating Microsoft SQL Server Databases and Servers; 48 Hrs*
- Total Clock Hours for MCDBA 701: 192 Hours.*

Program Title: *MCP Preparatory (Microsoft Certified Professional)*

Program Length, Timeframe, and Cost

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	<i>40</i>	<i>Theory Hrs</i>	<i>20</i>	<i>Tuition</i>	<i>\$2,450</i>
<i>Credit Hrs</i>	<i>0</i>	<i>Lab Hrs</i>	<i>20</i>	<i>Registration Fees</i>	<i>\$150</i>
				<i>Books & Supplies</i>	<i>\$395</i>
<i>Tot Length</i>	<i>40</i>	<i>Total Hrs</i>	<i>40</i>	<i>Total Program Cost</i>	<i>\$2,995</i>

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Nights</i>	<i>8</i>	<i>5</i>
<i>2 Days</i>	<i>18</i>	<i>2.5</i>

Entrance/Admission Requirements *Please refer to page 13.*

Program Objective *This program is designed to give students the skills required to install, configure and administer Windows as a desktop operating system in a peer to peer network environment.*

Program Description *Upon completion, students will be qualified to take the Microsoft Professional certification exam. Additionally, they may continue on with the remainder of the national certification tracks to achieve numerous other Microsoft designations.*

Course Outline *MCP Preparatory (Microsoft Certified Professional) Course (MCP 701) consists of the following topics:*

- 1. Installing Microsoft Windows Professional 2 Hrs*
 - 2. Backing up and Restoring Data 2 Hrs*
 - 3. Installing Microsoft Windows Professional 2 Hrs*
 - 4. Deploying Windows Professional 2 Hrs*
 - 5. Configuring Hardware on a Computer Running Microsoft Windows Professional 4 Hrs*
 - 6. Setting up and Managing Accounts 2 Hrs*
 - 7. Configuring and Managing File Systems 3 Hrs*
 - 8. Troubleshooting the Boot Process and Other System Issues 3 Hrs*
 - 9. Configuring and supporting TCP / IP 3 Hrs*
 - 10. Managing Data Storage 3 Hrs*
 - 11. Disk Management 3 Hrs*
 - 12. Setting up, Configuring and Troubleshooting Printers 3 Hrs*
 - 13. Configuring Microsoft Windows Professional to Operate in Microsoft Networks 2 Hrs*
 - 14. Configuring Microsoft Windows for Mobile Computing 2 Hrs*
 - 15. Monitoring Resources and Performance 2 Hrs*
 - 16. Configuring Network and Internet connections 2 Hrs*
- Total Clock Hours for MCP 701: 40 Hours.*

Program Title: *MCSA Preparatory (Microsoft Certified Systems Administrator)*

Program Length, Timeframe, and Cost

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	<i>160</i>	<i>Theory Hrs</i>	<i>80</i>	<i>Tuition</i>	<i>\$6,845</i>
<i>Credit Hrs</i>	<i>0</i>	<i>Lab Hrs</i>	<i>80</i>	<i>Registration Fees,</i>	<i>\$150</i>
				<i>Books & Supplies</i>	<i>\$1,000</i>
<i>Tot Length</i>	<i>160</i>	<i>Total Hrs</i>	<i>160</i>	<i>Total Program Cost</i>	<i>\$7,995</i>

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Nights</i>	<i>8</i>	<i>20</i>
<i>1 Day</i>	<i>9</i>	<i>18</i>

Entrance/Admission Requirements *Please refer to page 13.*

Program Objective *This program offers students the knowledge and concepts necessary to prepare for an entry level career as a Microsoft Certified Systems Administrator and to prepare for the four MCSA exams.*

Program Description *Upon completion, students should be qualified to take the national Microsoft MCSA certification exams and/or work in the area of networking at an entry level position.*

Course Outline *MCSA Preparatory (Microsoft Certified Systems Administrator) Course (MCSA 701) consists of the following topics:*

- 1. Installing and configuring Microsoft Server 48 Hrs.*
- 2. Administering Microsoft Server 48 Hrs.*
- 3. Configuring Advanced Microsoft Server Services 48 Hrs.*
- 4. Microsoft Server Design Concepts 16 Hrs.*

Total Clock Hours for MCSA 701: 160 Hours.

Program Title: ***MCS D Preparatory (Microsoft Certified Solutions Developer)***

Program Length, Timeframe, and Cost

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	<i>208</i>	<i>Theory Hrs</i>	<i>104</i>	<i>Tuition</i>	<i>\$8,845</i>
<i>Credit Hrs</i>	<i>0</i>	<i>Lab Hrs</i>	<i>104</i>	<i>Registration Fees,</i>	<i>\$150</i>
				<i>Books & Supplies</i>	<i>\$1,000</i>
<i>Tot Length</i>	<i>208</i>	<i>Total Hrs</i>	<i>208</i>	<i>Total Program Cost</i>	<i>\$9,995</i>

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Nights</i>	<i>8</i>	<i>26</i>
<i>2 Days</i>	<i>18</i>	<i>11.5</i>

Entrance/Admission Requirements *Please refer to page 13.*

Program Objective *This class is designed for those interested in escalating their programming career as an IT (Information Technology) professional. Certified by Microsoft, MCS D Preparatory graduates are qualified to work on an entry level basis in a large computer company or to be an independent computer consultant as a programmer and to provide programming services to such a company.*

Program Description *Upon completion, students will understand the advanced Microsoft programming concepts to prepare for an entry level job as a Solutions Developer/Programmer, upgrade their skills, and/or to prepare for the national Microsoft MCS D certification exams.*

Course Outline *MCS D Preparatory (Microsoft Certified Solutions Developer) Course (MCS D 701) consists of the following topics:*

- 1. Intro to C#; 80 Hrs*
- 2. HTML, CSS, Javascript using Visual Studio; 80 Hrs*
- 3. ASP.NET; 40 Hrs*
- 4. Azure & Mobile App Development; 8 Hrs*

Total Clock Hours for MCS D 701: 208 Hours.

Program Title: *MCSE Preparatory*

Program Length, Timeframe, and Cost

<i>Program Length</i>		<i>Total Contact Hrs</i>		<i>Program Cost</i>	
<i>Clock Hrs</i>	240	<i>Theory Hrs</i>	120	<i>Tuition</i>	\$10,845
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	120	<i>Registration Fees,</i>	\$150
				<i>Books & Supplies</i>	\$1,000
<i>Tot Length</i>	240	<i>Total Hrs</i>	240	<i>Total Program Cost</i>	\$11,995

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Nights</i>	8	31
<i>2 Days</i>	18	13.5

Entrance/Admission Requirements *Please refer to page 13.*

Program Objective *This class is designed for those interested in escalating their career as an IT (Information Technology) professional.*

Program Description *Upon completion, students will understand the Microsoft networking concepts to prepare for an entry level job as an MCSE, upgrade their skills, and/or to prepare for the national MCSE certification exams.*

Course Outline *Microsoft Certified Solutions Expert – Server Infrastructure: MCSE Preparatory Course (MCSE 701) consists of the following topics:*

- 1. Implementing & Supporting Microsoft Windows Professional; 40 Hrs*
- 2. Managing a Microsoft Windows Server Environment; 40 Hrs*
- 3. Implementing, Managing and Maintaining a Microsoft Server Network Infrastructure Network Services; 40 Hrs*
- 4. Planning & Maintaining a Microsoft Windows Infrastructure; 40 Hrs*
- 5. Planning, Implementing and Maintaining a Microsoft Windows Server Active Directory Infrastructure; 40 Hrs*
- 6. Designing Security For Microsoft Networks; 40 Hrs*

Total Clock Hours for MCSE 701: 240

Program Title: **Network+**

Program Length, Timeframe, and Cost

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	<i>48</i>	<i>Theory Hrs</i>	<i>24</i>	<i>Tuition</i>	<i>\$3,145</i>
<i>Credit Hrs</i>	<i>0</i>	<i>Lab Hrs</i>	<i>24</i>	<i>Registration Fees,</i>	<i>\$150</i>
				<i>Books & Supplies</i>	<i>\$200</i>
<i>Tot Length</i>	<i>48</i>	<i>Total Hrs</i>	<i>48</i>	<i>Total Program Cost</i>	<i>\$3,495</i>

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>1 Day</i>	<i>9</i>	<i>5.5</i>
<i>2 Days</i>	<i>18</i>	<i>3</i>
<i>2 Nights</i>	<i>8</i>	<i>6</i>

Entrance/Admission Requirements *Please refer to page 13.*

Program Objective *Taught in a hands-on manner, our Network Plus (N+) course covers hardware and software upgrades, operating systems, and configuration files. Hands-on experience and lab time are plentiful in this vocationally based, high tech class.*

Program Description *The Network+ Course is designed to test the skills of network technicians involving areas of networking technologies while preparing students for the Network+ examination. The Network Plus class is preparatory in nature and the next certification in a line of national CompTIA certifications indicating that students are competent in the specific areas tested by CompTIA.*

Course Outline *Network+ Course (NTW 701) consists of the following topics:*

- 1. Network Fundamentals; 4 hrs*
- 2. The OSI Model; 4 hrs*
- 3. TCP/IP Fundamentals; 4 hrs*
- 4. TCP/IP Utilities; 4 hrs*
- 5. Major Network Operating Systems; 4 hrs*
- 6. Network Installation and Upgrades; 4 hrs*
- 7. WAN & Remote Access Technologies; 4 hrs*
- 8. Network Access and Security; 4 hrs*
- 9. Fault Tolerance & Disaster Recovery; 8 hrs*
- 10. Network Troubleshooting; 8 hrs*

Total Clock Hours for NTW 701: 48 Hours.

Program Title: **SECURITY**

Program Length, Timeframe, and Cost

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	86	<i>Theory Hrs</i>	43	<i>Tuition</i>	\$5,595
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	43	<i>Registration Fees</i>	\$150
				<i>Books & Supplies</i>	\$250
<i>Tot Length</i>	86	<i>Total Hrs</i>	86	<i>Total Program Cost</i>	\$5,995

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
2 Days	18	5
2 Nights	8	11

Entrance/Admission Requirements *Please refer to page 13.*

Program Objective *Students will be prepared to investigate, troubleshoot, repair, and prevent criminal hacking of computers*

Program Description *Taught hands on, our Security course will teach students Ethical Hacking and Computer Hacking Forensic Investigation.*

Course Outline *SEC Course (SEC 701) consists of the following topics:*

1. *Understanding how perimeter defenses work; 6 hrs*
2. *Scanning and attacking your own network; 10 hrs*
3. *How intruders escalate privileges; 8 hrs*
4. *Steps taken to secure a system; 10 hrs*
5. *Virus creation; 8 hrs*
6. *Detecting hacking attacks; 12 hrs*
7. *Extracting evidence to report a crime; 8 hrs*
8. *Conduct audits to prevent future attacks; 8 hrs*
9. *Computer investigation and analysis techniques; 8 hrs*
10. *Theft of trade secret; 8 hrs*

Total Clock Hours for SEC 701: 86 Hours

Program Title: *Technical Repair*

Program Length, Timeframe, and Cost

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	<i>60</i>	<i>Theory Hrs</i>	<i>30</i>	<i>Tuition</i>	<i>\$3,845</i>
<i>Credit Hrs</i>	<i>0</i>	<i>Lab Hrs</i>	<i>30</i>	<i>Registration Fees,</i>	<i>\$150</i>
				<i>Books & Supplies</i>	<i>\$1,000</i>
<i>Tot Length</i>	<i>60</i>	<i>Total Hrs</i>	<i>60</i>	<i>Total Program Cost</i>	<i>\$4,995</i>

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Nights</i>	<i>8</i>	<i>7.5</i>
<i>2 Days</i>	<i>18</i>	<i>3.5</i>

Entrance/Admission Requirements *Please refer to page 13.*

Program Objective *Taught in a hands-on manner, PC Professor's Technical Repair course covers hardware and software upgrades, operating systems, and configuration files. Hands-on experience and lab time are plentiful in this vocationally based, high tech class.*

Program Description *Upon completion, students will know how to build, troubleshoot, repair, and upgrade personal computers. Students will be qualified to take at least one national, CompTIA certification exam.*

Course Outline *Technical Repair Course (TRP 701) consists of the following topics:*

- 1. Identifying Personal Computer Components; 3.5 Hrs*
- 2. Working with Personal Computer Components; 3.5 Hrs*
- 3. Understanding Laptops and Portable Devices; 3.5 Hrs*
- 4. Understanding Operating Systems; 3.5 Hrs*
- 5. Basics of Installing, Configuring, Optimizing, and Upgrading Operating Systems; 3.5 Hrs*
- 6. Identifying Operating System Troubleshooting and Diagnostic Procedures; 3.5 Hrs*
- 7. Understanding Basics of Printers and Scanners; 3.5 Hrs*
- 8. Networking Fundamentals; 3.5 Hrs*
- 9. Understanding Network Security Fundamentals; 3.5 Hrs*
- 10. Identifying Safety and Environmental Issues; 3.5 Hrs*
- 11. Understanding Professionalism & Communication; 3.5 Hrs*
- 12. Working with Personal Computer Components; 3.5 Hrs*
- 13. Working with Laptops and Portable Devices; 3.5 Hrs*
- 14. Installing, Configuring, Optimizing, and Upgrading Operating Systems; 3.5 Hrs*
- 15. Installing, Configuring & Optimizing Printers/Scanners; 3.5 Hrs*
- 16. Installing, Configuring, Optimizing, and Upgrading Network Systems; 3.5 Hrs*
- 17. Installing, Configuring, Upgrading, and Optimizing Security Systems; 4 Hrs*

Total Clock Hours for TRP 701: 60 Hours

Program Title: **Virtualization**

Program Length, Timeframe, and Cost

Program Length		Total Contact Hrs		Program Cost	
Clock Hrs	48	Theory Hrs	48	Tuition	\$3,785
Credit Hrs	0	Lab Hrs	0	Registration Fees	\$150
				Books & Supplies	\$60
Tot Length	48	Total Hrs	48	Total Program Cost	\$3,995

Number of Days/Week	Hours/Week	No. Weeks
2 Nights	8	6
2 Days	18	3

Entrance/Admission Requirements

Please refer to page 13.

Program Objective

By the end of the course, students should understand vSphere functions and features and be able to meet the following objectives:

- *Deploy an ESXi host*
- *Deploy a vCenter Server instance*
- *Deploy a vCenter Server appliance*
- *Manage an ESXi host using vCenter Server*
- *Manage ESXi storage using vCenter Server*
- *Manage ESXi networking using vCenter Server*
- *Manage virtual machines using vCenter Server*
- *Deploy and manage thin-provisioned virtual machines*
- *Migrate virtual machines with VMware vSphere® vMotion®*
- *Manage vSphere infrastructure with VMware vSphere® Web Client and VMware vSphere® Client™*
- *Migrate virtual machines - VMware vSphere® Storage vMotion®*
- *Manage access control using vCenter Server*
- *Monitor resource usage using vCenter Server*
- *Manage VMware vSphere® High Availability, VMware vSphere® Fault Tolerance, and VMware vSphere® Data Protection™ using vCenter Server*
- *Apply patches using VMware vSphere® Update Manager™*

Program Description

This hands-on training course explores installation, configuration, and management of VMware vSphere®, which consists of VMware ESXi™ and VMware® vCenter Server™. This course is based on versions of ESXi and vCenter Server. Completion of this course satisfies the prerequisite for taking the VMware® Certified Professional exam.

Course Outline

Virtualization (VR500) consists of the following topics:

- 1. Course Introduction*
- 2. Virtualized Data Center*
- 3. Creating Virtual Machines*
- 4. VMware vCenter Server*
- 5. Configuring and Managing Virtual Networks*
- 6. Configuring and Managing Virtual Storage*
- 7. Virtual Machine Management*
- 8. Access and Authentication Control*
- 9. Resource Management and Monitoring*
- 10. High Availability and Fault Tolerance*
- 11. Scalability*
- 12. Patch Management*
- 13. Installing VMware Components*

Total Clock Hours for VR500: 48 Hours

Program Title: *Web Developer*

Program Length, Timeframe, and Cost

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	<i>360</i>	<i>Theory Hrs</i>	<i>180</i>	<i>Tuition</i>	<i>\$11,345</i>
<i>Credit Hrs</i>	<i>0</i>	<i>Lab Hrs</i>	<i>180</i>	<i>Registration Fee,</i>	<i>\$150</i>
				<i>Books & Supplies</i>	<i>\$1,000</i>
<i>Tot Length</i>	<i>360</i>	<i>Total Hrs</i>	<i>360</i>	<i>Total Program Cost</i>	<i>\$12,495</i>

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Days</i>	<i>18</i>	<i>20</i>
<i>2 Nights</i>	<i>8</i>	<i>45</i>

Entrance/Admission Requirements *Please refer to page 13.*

Program Objective *This class is designed for those interested in escalating their web design programming career as a Web Developer. Certified by Microsoft, Web Developer graduates are qualified to either work in a large computer company or to be an independent computer consultant as a programmer and to provide programming services to such a company.*

Program Description *Upon completion, students will understand the advanced Microsoft programming concepts to prepare for an entry level job as a Solutions Developer/Programmer, upgrade their skills, and/or to prepare for the national Microsoft MCSD and/or the CIW Foundations national certification exams.*

Course Outline *Web Developer (WEB 701) consists of the following topics:*

- 1. Core Windows Forms Technologies with Microsoft Visual Studio; 48 Hrs.*
- 2. Advanced Windows Forms Technologies with Microsoft Visual Studio; 48 Hrs.*
- 3. Core Data Access with Microsoft Visual Studio; 32 Hrs.*
- 4. Advanced Data Access w/ Microsoft Visual Studio; 32 Hrs*
- 5. Core Web Application Technologies with Microsoft Visual Studio; 56 Hrs.*
- 6. HTML; 32 Hrs.*
- 7. JavaScript; 32 Hrs.*
- 8. CSS; 32 Hrs.*
- 9. Dreamweaver; 32 Hrs.*

Total Clock Hours for WEB 701: 360 Hours.

Program Title: *Webmaster*

**Program Length,
Timeframe, and Cost**

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	160	<i>Theory Hrs</i>	120	<i>Tuition</i>	\$5,345
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	40	<i>Registration Fees,</i>	\$150
				<i>Books & Supplies</i>	\$1,500
<i>Tot Length</i>	160	<i>Total Hrs</i>	160	<i>Total Program Cost</i>	\$6,995

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
2 Days	18	9
1 Day	9	18
2 Nights	8	20

**Entrance/Admission
Requirements**

Please refer to page 13.

Program Objective

Utilizing the latest in software application tools Webmaster students learn how to create state-of-the-art websites incorporating sound, graphics, animation and e-commerce.

Program Description

Upon completion, students will have an understanding of what is necessary to design, configure and implement an e-commerce enabled web site exams. Successful graduates may either start their own web design business or seek entry level web design employment.

Course Outline

Webmaster (WEB 701) consists of the following topics:

1. *Photoshop; 40 Hrs.*
2. *WordPress; 40 Hrs.*
3. *HTML; 16 Hrs.*
4. *CSS; 8 Hrs.*
5. *SEO; 16 Hrs.*
6. *Security; 8 Hrs.*
7. *Dreamweaver; 16 Hrs.*
8. *MySQL; 8 Hrs.*
9. *Javascript; 8 Hrs.*

Total Clock Hours for Webmaster: 160 hours

Vocational Application Software Training

Most of these courses are eight hours and are completed in one day. Classes begin weekly and are available days or evenings. If you will be seeking continuing education units (CEU), it is recommended that you check with your issuing agency first to ensure proper credit.

Program Title: **ACT**

**Program Length,
Timeframe, and Cost**

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	8	<i>Theory Hrs</i>	4	<i>Tuition</i>	\$175
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	4	<i>Registration Fees</i>	\$150
				<i>Books & Supplies</i>	\$20
<i>Tot Length</i>	8	<i>Total Hrs</i>	8	<i>Total Program Cost</i>	\$345

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Nights</i>	8	1
<i>1 Day</i>	8	1

Entrance/Admission Requirements *Please refer to page 13.*

Program Objective *ACT Has established itself as one of the premiere contact management software programs on the market today. In this class, participants learn to properly use the software along with many tips and techniques designed for efficient and accurate operation of the program.*

Program Description *Upon completion, students will be able to use ACT! to create and maintain contact databases that are useful for either personal or business use.*

Course Outline *ACT Course (ACT 101) consists of the following topics:*

- 1: Exploring ACT! 1 Hr*
- 2: Managing a Contact Database 1 Hr*
- 3: Organizing Contacts 1 Hr*
- 4: Working with Calendars and Activities 1 Hr*
- 5: Organizing Sales Opportunities and Contact Activity 2 Hrs*
- 6: Working with a Word Processor 2 Hrs*

Total Clock Hours for ACT 101: 8 Hrs.

Program Title:

Access

**Program Length,
Timeframe, and Cost**

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	8	<i>Theory Hrs</i>	4	<i>Tuition</i>	\$175
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	4	<i>Registration Fees,</i>	\$150
				<i>Books & Supplies</i>	\$20
<i>Tot Length</i>	8	<i>Total Hrs</i>	8	<i>Total Program Cost</i>	\$345

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Nights</i>	8	1
<i>1 Day</i>	8	1

**Entrance/Admission
Requirements**

Please refer to page 13.

Program Objective

Microsoft Access is the standard tool in office database software. For example, let's say you work in a doctor's office and want to know how many patients are between the ages of 18-25 that live in zip code 33433 and have had chickenpox during the month of March. Access would quickly scan your data and offer your solution. It allows for complex database searches to be performed easily and efficiently with powerful wizards, tools, charts and reports.

Program Description

Upon completion, students know how to use and create databases for home or office.

Course Outline

ACCESS Course (ACC 101) consists of the following topics:

- 1: An Overview of Access 1 Hr*
- 2: Managing Data 1 Hr*
- 3: Establishing Table Relationships 1 Hr*
- 4: Querying the Database 1 Hr*
- 5: Designing Forms 2 Hrs*
- 6: Producing Reports 2 Hrs*

Total Clock Hours for ACC 101: 8 Hrs.

Program Title: **CADD**

**Program Length,
Timeframe, and Cost**

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	<i>48</i>	<i>Theory Hrs</i>	<i>24</i>	<i>Tuition</i>	<i>\$3345</i>
<i>Credit Hrs</i>	<i>0</i>	<i>Lab Hrs</i>	<i>24</i>	<i>Registration Fees,</i>	<i>\$150</i>
				<i>Books & Supplies</i>	<i>\$0</i>
<i>Tot Length</i>	<i>48</i>	<i>Total Hrs</i>	<i>48</i>	<i>Total Program Cost</i>	<i>\$3495</i>

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Nights</i>	<i>8</i>	<i>6</i>
<i>1 Day</i>	<i>8</i>	<i>6</i>

**Entrance/Admission
Requirements**

Please refer to page 13.

Program Objective

This course covers the basics of AutoCAD for those wishing to learn proper usage of the extremely powerful engineering software. Learn how to plan, create, edit, and convert to 3D images. Using AutoCAD LT software, you will learn how to change the viewing perspective easily, efficiently and productively. Whether your specialty is mechanical, electrical, or landscape design, this course will show you how to accomplish what you need to improve your design presentations while making them more accurate at the same time.

Program Description

Upon completion, students know how to operate and utilize second and third dimension design into their work.

Course Outline

CADD Course (CADD 701) consists of the following topics:

- 1. Creating a Simple Drawing 2 Hrs*
- 2. Making Your Drawings More Precise 2 Hrs*
- 3. Drawing Organization and Information 3 Hrs*
- 4. Creating More Complex Objects 3 Hrs*
- 5. Preparing to Print 3 Hrs*
- 6. Annotating Your Drawing 3 Hrs*
- 7. Productivity Tools 3 Hrs*
- 8. Creating and Organizing Blocks 3 Hrs*
- 9. Drawing Setup and Utilities 3 Hrs*
- 10. Productivity Tools 3 Hrs*
- 11. Advanced Object Types 3 Hrs*
- 12. Advanced Blocks and Attributes 2 Hrs*
- 13. Referencing and Sharing Information 5 Hrs*
- 14. Layouts and Plotting 5 Hrs*
- 15. Aerial and 3D Modeling Views 5 Hrs*

Total Clock Hours for CADD 701: 48 Hours.

Program Title: *Dreamweaver-Fireworks*

Program Length, Timeframe, and Cost

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	<i>32</i>	<i>Theory Hrs</i>	<i>16</i>	<i>Tuition</i>	<i>\$1385</i>
<i>Credit Hrs</i>	<i>0</i>	<i>Lab Hrs</i>	<i>16</i>	<i>Registration Fees,</i>	<i>\$150</i>
				<i>Books & Supplies</i>	<i>\$60</i>
<i>Tot Length</i>	<i>32</i>	<i>Total Hrs</i>	<i>32</i>	<i>Total Program Cost</i>	<i>\$1595</i>

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Nights</i>	<i>8</i>	<i>4</i>
<i>1 Day</i>	<i>8</i>	<i>4</i>

Entrance/Admission Requirements

Please refer to page 13.

Program Objective

The Dreamweaver/Fireworks course with emphasis placed on planning, site construction, and Web site management. Students will also practices graphic creation and Digital imaging for the web. Students will also practice designing, standards, procedures and delivery of the browser platform.

Program Description

Upon completion, students will be able to create an effective web site, including text, images, animation and Java Script. Students will also be able to understand the interface, capabilities and limitations of the software. Students will also be able to design and author effective presentations using Macromedia software, while meeting industry standards.

Course Outline

Dreamweaver-Fireworks Course (DRFR 701) consists of the following topics:

- 1. What Is Dreamweaver CS5? 1 Hr*
- 2. Exploring the Interface 1 Hr*
- 3. Managing Your Sites 1 Hr*
- 4. Learning the Basics 1 Hr*
- 5. Linking 2 Hr*
- 6. Working with Cascading Style Sheets 2 Hrs*
- 7. Working with Typography 1 Hr*
- 8. Working with Tables 2 Hrs*
- 9. Using Layout Tools 2 Hrs*
- 10. Designing for Device 1 Hr*
- 11. Adding Rollover Images 1 Hr*
- 12. Using XHTML 2 Hrs*
- 13. Working with Forms 1 Hr*
- 14. Applying Behaviors 1 Hr*
- 15. Editing Images 2 Hrs*
- 16. Using Templates and Library Items 1 Hr*
- 17. Automating Repetitive Tasks 1 Hrs*
- 18. Understanding Accessibility 1 Hrs*
- 19. Inserting Media Objects 1 Hrs*

- 20. *Using Spry Tools 1 Hrs*
- 21. *Getting Your Site Online 2 Hrs*
- 22. *Troubleshooting FAQ and Technical Support 1 Hrs*
- 23. *Dreamweaver CS5 Resources 1 Hrs*
- 24. *Installing Extensions 2 Hrs*

Total Clock Hours for DRFR 701: 32 Hours.

Program Title: **Excel**

**Program Length,
Timeframe, and Cost**

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	8	<i>Theory Hrs</i>	4	<i>Tuition</i>	\$175
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	4	<i>Registration Fees</i>	\$150
				<i>Books & Supplies</i>	\$20
<i>Tot Length</i>	8	<i>Total Hrs</i>	8	<i>Total Program Cost</i>	\$345

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Nights</i>	8	1
<i>1 Day</i>	8	1

**Entrance/Admission
Requirements** *Please refer to page 13.*

Program Objective *Microsoft Excel has quickly become the standard in office spreadsheet programs. In this class, participants learn to properly use the software along with many tips and techniques designed for efficient and accurate operation of the program.*

Program Description *Upon completion, students will be able to use Excel to create spreadsheets that are useful for personal or business use.*

Course Outline *Excel Course (EXL 101) consists of the following topics:*

- 1: Getting Started with Excel 2 Hrs*
- 2: Modifying a Worksheet 1 Hr*
- 3: Performing Calculations 1 Hr*
- 4: Formatting a Worksheet 1 Hr*
- 5: Developing a Workbook 1 Hr*
- 6: Printing Workbook Contents 1 Hr*
- 7: Customizing Layout 1 Hr*

Total Clock Hours for EXL 101: 8 Hrs.

Program Title: *Advanced Excel*

**Program Length,
Timeframe, and Cost**

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	<i>8</i>	<i>Theory Hrs</i>	<i>4</i>	<i>Tuition</i>	<i>\$175</i>
<i>Credit Hrs</i>	<i>0</i>	<i>Lab Hrs</i>	<i>4</i>	<i>Registration Fees</i>	<i>\$150</i>
				<i>Books & Supplies</i>	<i>\$20</i>
<i>Tot Length</i>	<i>8</i>	<i>Total Hrs</i>	<i>8</i>	<i>Total Program Cost</i>	<i>\$345</i>

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Nights</i>	<i>8</i>	<i>1</i>
<i>1 Day</i>	<i>8</i>	<i>1</i>

Entrance/Admission Requirements *Please refer to page 13.*

Program Objective *This class picks up where Beginning Excel leaves off and covers some of the more complex features of the popular spreadsheet program. Designed for power-users and successful graduates of our first course, this class is very fast-paced but covers aspects of the software that are guaranteed to make an advanced user's life more efficient.*

Program Description *Upon completion, students will know advanced features of Microsoft Excel to use complex spreadsheets and graphs for home or office.*

Course Outline *Advanced Excel Course (EXL 201) consists of the following topics:*

- 1: Creating and Applying Templates 1 Hr*
- 2: Creating and Modifying Charts 1 Hr*
- 3: Working with Graphic Objects 2 Hrs*
- 4: Calculating with Advanced Formulas 1 Hr*
- 5: Using Excel with the Web 1 Hr*
- 6: Sorting and Filtering Data 2 Hrs*

Total Clock Hours for EXL 201: 8 Hrs.

Program Title: *Flash*

**Program Length,
Timeframe, and Cost**

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	<i>32</i>	<i>Theory Hrs</i>	<i>16</i>	<i>Tuition</i>	<i>\$905</i>
<i>Credit Hrs</i>	<i>0</i>	<i>Lab Hrs</i>	<i>16</i>	<i>Registration Fees</i>	<i>\$150</i>
				<i>Books & Supplies</i>	<i>\$40</i>
<i>Tot Length</i>	<i>32</i>	<i>Total Hrs</i>	<i>32</i>	<i>Total Program Cost</i>	<i>\$1095</i>

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Nights</i>	<i>8</i>	<i>4</i>
<i>1 Day</i>	<i>8</i>	<i>4</i>

Entrance/Admission Requirements *Please refer to page 13.*

Program Objective *Learn web animation! The Internet has quickly become an exciting tool for both home and office animation alike. In this class, you will learn to create a web animation cartoon from scratch.*

Program Description *Upon completion, students will be able to plan, create and publish a web animation.*

Course Outline *Flash Course (FLS 701) consists of the following topics:*

- 1: Understanding the Interface 1 Hr*
- 2: Using the Drawing and Color Tools 1 Hr*
- 3: Animating in Flash 1 Hr*
- 4: Shape Tweening 1 Hr*
- 5: Creating Symbols and Instances 2 Hrs*
- 6: Filters and Blend Modes 2 Hrs*
- 7: Motion Tweening and Timeline Effects 2 Hrs*
- 8: Working with Bitmaps 2 Hrs*
- 9: Buttons 2 Hrs*
- 10: Movie Clips 2 Hrs*
- 11: ActionScript Basics 2 Hrs*
- 12: Working with Text 2 Hrs*
- 13: Sound 2 Hrs*
- 14: Components and Forms 2 Hrs*
- 15: Video 2 Hrs*
- 16: Publishing & Exporting: Types of Content 2 Hrs*
- 17: Putting It All Together 2 Hrs*
- 18: Integration 2 Hrs*

Total Clock Hours for FLS 701: 32 Hours

Program Title: *FrontPage*

**Program Length,
Timeframe, and Cost**

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	<i>8</i>	<i>Theory Hrs</i>	<i>4</i>	<i>Tuition</i>	<i>\$175</i>
<i>Credit Hrs</i>	<i>0</i>	<i>Lab Hrs</i>	<i>4</i>	<i>Registration Fees,</i>	<i>\$150</i>
				<i>Books & Supplies</i>	<i>\$20</i>
<i>Tot Length</i>	<i>8</i>	<i>Total Hrs</i>	<i>8</i>	<i>Total Program Cost</i>	<i>\$345</i>

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Nights</i>	<i>8</i>	<i>1</i>
<i>1 Day</i>	<i>8</i>	<i>1</i>

**Entrance/Admission
Requirements**

Please refer to page 13.

Program Objective

Microsoft FrontPage is the standard in beginning web design. For those looking to create either a personal or business web site, this class will not only show you how, but will also enable you to design sites for others wishing an internet presence. Want to create a genealogy page showing your ancestral tree? Or how about creating a page for your son's store? You name the business; this class will show you how to present it on the web.

Program Description

Upon completion, students will have basic skills in how to create web pages.

Course Outline

FrontPage Course (FRPG 101) consists of the following topics:

- 1: Creating a Web 1 Hr*
- 2: Adding Images 1 Hr*
- 3: Creating Links 1 Hr*
- 4: Adding Tables 1 Hr*
- 5: Formatting a Web Page 1 Hr*
- 6: Designing Your Web Pages 1 Hr*
- 7: Structuring a Web Site with Navigation View 1 Hr*
- 8: Publishing a Web 1 Hr*

Total Clock Hours for FRPG 101: 8 Hours

Program Title: *Illustrator*

**Program Length,
Timeframe, and Cost**

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	<i>8</i>	<i>Theory Hrs</i>	<i>4</i>	<i>Tuition</i>	<i>\$175</i>
<i>Credit Hrs</i>	<i>0</i>	<i>Lab Hrs</i>	<i>4</i>	<i>Registration Fees,</i>	<i>\$150</i>
				<i>Books & Supplies</i>	<i>\$20</i>
<i>Tot Length</i>	<i>8</i>	<i>Total Hrs</i>	<i>8</i>	<i>Total Program Cost</i>	<i>\$345</i>

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Nights</i>	<i>8</i>	<i>1</i>
<i>1 Day</i>	<i>8</i>	<i>1</i>

**Entrance/Admission
Requirements**

Please refer to page 13.

Program Objective

Utilizing Adobe's Illustrator software, participants will learn how to efficiently plan, create and edit desktop illustrations using tools, commands and shortcuts. The creation may then be used in a newsletter, brochure or web site.

Program Description

Upon completion, students know how to create publication documents such as brochures and fliers that can be used for the home or office.

Course Outline

Illustrator Course (ILR 101) consists of the following topics:

- 1. Creating Logos Using Simple Shapes 2 Hrs*
- 2: Enhancing Logos 1 Hr*
- 3: Creating Logos Using Custom Paths 1 Hr*
- 4: Creating a Logo with Type Special Effects 1 Hr*
- 5: Creating an Advertisement 1 Hr*
- 6: Manipulating Body Type 1 Hr*
- 7: Managing Assets with Adobe Bridge 1 Hr*

Total Clock Hours for ILR 101: 8 Hours

Program Title: *Advanced Illustrator*

**Program Length,
Timeframe, and Cost**

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	<i>8</i>	<i>Theory Hrs</i>	<i>4</i>	<i>Tuition</i>	<i>\$175</i>
<i>Credit Hrs</i>	<i>0</i>	<i>Lab Hrs</i>	<i>4</i>	<i>Registration Fees,</i>	<i>\$150</i>
				<i>Books & Supplies</i>	<i>\$20</i>
<i>Tot Length</i>	<i>8</i>	<i>Total Hrs</i>	<i>8</i>	<i>Total Program Cost</i>	<i>\$345</i>

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Nights</i>	<i>8</i>	<i>1</i>
<i>1 Day</i>	<i>8</i>	<i>1</i>

Entrance/Admission Requirements *Please refer to page 13.*

Program Objective *Utilizing Adobe's Illustrator software, participants will learn advanced techniques to efficiently plan, create and edit desktop illustrations using tools, commands and shortcuts. The creation may then be used in a newsletter, brochure or web site.*

Program Description *Advanced Desktop Publishing Concepts, Tools and Tips, Techniques and Shortcuts, Screen Dimensions, Optimizing Your Printer, Wizards, Using the Pasteboard, Placing Graphics and Text, Viewing the Page, Editing and Formatting, Placing Text Blocks, Saving and Printing and More!*

Course Outline *Advanced Illustrator Course (ILR 201) consists of the following topics:*

- 1: Creating Complex Illustrations 1 Hr*
- 2: Providing Support for PSD and PDF Files 1 Hr*
- 3: Creating a Vector Version of a Raster Graphic 1 Hr*
- 4: Outputting Documents 1 Hr*
- 5: Creating a Poster 1 Hr*
- 6: Exporting Graphics for the Web 1 Hr*
- 7: Applying Color Management 1 Hr*
- 8: Coloring Artwork Using Live Paint 1 Hr*

Total Clock Hours for ILR 201: 8 Hours

Program Title: *PageMaker*

**Program Length,
Timeframe, and Cost**

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	<i>8</i>	<i>Theory Hrs</i>	<i>4</i>	<i>Tuition</i>	<i>\$175</i>
<i>Credit Hrs</i>	<i>0</i>	<i>Lab Hrs</i>	<i>4</i>	<i>Registration Fees,</i>	<i>\$150</i>
				<i>Books & Supplies</i>	<i>\$20</i>
<i>Tot Length</i>	<i>8</i>	<i>Total Hrs</i>	<i>8</i>	<i>Total Program Cost</i>	<i>\$345</i>

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Nights</i>	<i>8</i>	<i>1</i>
<i>1 Day</i>	<i>8</i>	<i>1</i>

Entrance/Admission Requirements *Please refer to page 13.*

Program Objective *Utilizing Adobe PageMaker software, participants will learn how to efficiently plan, create and edit desktop illustrations using tools, commands and shortcuts. The creation may then be used in a newsletter, brochure or web site.*

Program Description *Upon completion, students know how to create publication documents such as brochures and fliers that can be used for the home or office.*

Course Outline *PageMaker Course (PGM 101) consists of the following topics:*

- 1: Creating a Newsletter 1 Hr*
- 2: Using Text 1 Hr*
- 3: Using Graphics 2 Hrs*
- 4: Printing with PageMaker 2 Hrs*
- 5: Creating an Identity System 2 Hrs*

Total Clock Hours for PGM 101: 8 Hours

Program Title: *Internet*

**Program Length,
Timeframe, and Cost**

Program Length		Total Contact Hrs		Program Cost	
Clock Hrs	8	Theory Hrs	4	Tuition	\$175
Credit Hrs	0	Lab Hrs	4	Registration Fees	\$150
				Books & Supplies	\$20
Tot Length	8	Total Hrs	8	Total Program Cost	\$345

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
2 Nights	8	1
1 Day	8	1

Entrance/Admission Requirements *Please refer to page 13.*

Program Objective *The Internet has quickly become a necessary tool for both home and office alike. In this class, you will learn to surf, look for research on a person or company, email, chat, and explore interesting sites and lots more.*

Program Description *Upon completion, students will know the history and terminology of the Internet, getting online, using Browsers, and conducting research.*

Course Outline *Internet Course (INT 101) consists of the following topics:*

- 1. Getting Online .25 Hrs*
- 2. Surfing the Web .25 Hrs*
- 3. How to Search the Web .25 Hrs*
- 4. Searching by Information Type .25 Hrs*
- 5. News and Blogs .5 Hrs*
- 6. Reviews and Ratings .5 Hrs*
- 7. Shopping .5 Hrs*
- 8. Planning Trips .5 Hrs*
- 9. Finance .5 Hrs*
- 10. Games and Gambling .5 Hrs*
- 11. Music and Audio .5 Hrs*
- 12. Videos, Movies, and TV .5 Hrs*
- 13. Photos .5 Hrs*
- 14. Email .5 Hrs*
- 15. Instant Messaging and Chat .5 Hrs*
- 16. Discussion Groups .25 Hrs*
- 17. Social Networking .25 Hrs*
- 18. Skype & VoIP: Internet Phones .25 Hrs*
- 19. Your Own Blogs, Web Sites, and Podcasts .25 Hrs*
- 20. Living on the Web .25 Hrs*
- 21. Staying Safe .25 Hrs*

Total Clock Hours for INT 101: 8 Hours

Program Title: Outlook

**Program Length,
Timeframe, and Cost**

Program Length		Total Contact Hrs		Program Cost	
Clock Hrs	8	Theory Hrs	4	Tuition	\$175
Credit Hrs	0	Lab Hrs	4	Registration Fees	\$150
				Books & Supplies	\$20
Tot Length	8	Total Hrs	8	Total Program Cost	\$345

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
2 Nights	8	1
1 Day	8	1

Entrance/Admission Requirements Please refer to page 13.

Program Objective Outlook is a very popular software package among office users. It allows users to track appointments, contacts, and emails. With numerous options available for fine tuning, this class teaches students how to get the most out of the Microsoft Office package.

Program Description Upon completion, students will be able to use and configure Outlook for either personal or business use.

Course Outline Outlook Course (OTL 101) consists of the following topics:

- 1: Getting Started with Outlook 1 Hr
- 2: Composing Messages 1 Hr
- 3: Managing Mail 1 Hr
- 4: Scheduling Appointments 1 Hr
- 5: Scheduling Meetings 1 Hr
- 6: Managing Contacts 1 Hr
- 7: Managing Tasks 1 Hr
- 8: Using Notes 1 Hr

Total Clock Hours for OTL 101: 8 Hours

Program Title: **Photoshop**

**Program Length,
Timeframe, and Cost**

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	8	<i>Theory Hrs</i>	4	<i>Tuition</i>	\$175
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	4	<i>Registration Fees,</i>	\$150
				<i>Books & Supplies</i>	\$20
<i>Tot Length</i>	8	<i>Total Hrs</i>	8	<i>Total Program Cost</i>	\$345

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Nights</i>	8	1
<i>1 Day</i>	8	1

**Entrance/Admission
Requirements**

Please refer to page 13.

Program Objective

Utilizing Adobe's Photoshop software, participants will learn how to efficiently plan, create and edit desktop illustrations using tools, commands and shortcuts. The creation may then be used in a newsletter, brochure or web site.

Program Description

Upon completion, students know how to create publication documents such as brochures and fliers that can be used for the home or office.

Course Outline

Photoshop Course (PTS 101) consists of the following topics:

- 1: Exploring Photoshop Environment .5 Hr*
- 2: Sizing Images .5 Hr*
- 3: Selecting Image Areas .5 Hr*
- 4: Creating Image Composites .5 Hr*
- 5: Blending Composite Images 1 Hr*
- 6: Exploring Image Modes 1 Hr*
- 7: Applying Colors 1 Hr*
- 8: Enhancing Images with Text and Special Effects 1 Hr*
- 9: Adjusting Images 1 Hr*
- 10: Saving Completed Images 1 Hr*

Total Clock Hours for PTS 101: 8 Hours

Program Title: *Advanced Photoshop*

**Program Length,
Timeframe, and Cost**

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	<i>8</i>	<i>Theory Hrs</i>	<i>4</i>	<i>Tuition</i>	<i>\$175</i>
<i>Credit Hrs</i>	<i>0</i>	<i>Lab Hrs</i>	<i>4</i>	<i>Registration Fees</i>	<i>\$150</i>
				<i>Books & Supplies</i>	<i>\$20</i>
<i>Tot Length</i>	<i>8</i>	<i>Total Hrs</i>	<i>8</i>	<i>Total Program Cost</i>	<i>\$345</i>

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Nights</i>	<i>8</i>	<i>1</i>
<i>1 Day</i>	<i>8</i>	<i>1</i>

Entrance/Admission Requirements *Please refer to page 13.*

Program Objective *Utilizing Adobe's Photoshop software, participants will learn advanced techniques to efficiently plan, create and edit desktop illustrations using tools, commands and shortcuts. The creation may then be used in a newsletter, brochure or web site.*

Program Description *Upon completion, students know how to create publication documents such as brochures and fliers that can be used for the home or office.*

Course Outline *Advanced Photoshop Course (PTS 201) consists of the following topics:*

- 1: Masking and Clipping Layers 2 Hrs*
- 2: Masking with Vector Paths 1 Hr*
- 3: Enhancing Photographs 1 Hr*
- 4: Creating Special Effects 1 Hr*
- 5: Working with Video Files 2 Hrs*
- 6: Automating Tasks 1 Hr*

Total Clock Hours for PTS 201: 8 Hours

Program Title: **PowerPoint**

**Program Length,
Timeframe, and Cost**

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	8	<i>Theory Hrs</i>	4	<i>Tuition</i>	\$175
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	4	<i>Registration Fees</i>	\$150
				<i>Books & Supplies</i>	\$20
<i>Tot Length</i>	8	<i>Total Hrs</i>	8	<i>Total Program Cost</i>	\$345

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Nights</i>	8	1
<i>1 Day</i>	8	1

Entrance/Admission Requirements *Please refer to page 13.*

Program Objective *Microsoft PowerPoint is a graphic slide presentation program and is the standard for impressive sales presentations and demonstrations. This program is a must for those in a management, sales, public speaking or similar position who may need to give a presentation or impress others using computerized facts, figures and animated slides.*

Program Description *Upon completion, students will know how to use PowerPoint to create presentations for home or office use.*

Course Outline *PowerPoint Course (PWP 101) consists of the following topics:*

- 1: An Orientation to PowerPoint 1 Hr*
- 2: Beginning a Presentation 1 Hr*
- 3: Formatting Text Slides 1 Hr*
- 4: Adding Tables to a Presentation 1 Hr*
- 5: Charting Data 1 Hr*
- 6: Modifying Objects 1 Hr*
- 7: Adding Images to a Presentation 1 Hr*
- 8: Preparing to Deliver a Presentation 1 Hr*

Total Clock Hours for PWP 101: 8 Hours

Program Title: *Project*

**Program Length,
Timeframe, and Cost**

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	<i>8</i>	<i>Theory Hrs</i>	<i>4</i>	<i>Tuition</i>	<i>\$175</i>
<i>Credit Hrs</i>	<i>0</i>	<i>Lab Hrs</i>	<i>4</i>	<i>Registration Fees,</i>	<i>\$150</i>
				<i>Books & Supplies</i>	<i>\$20</i>
<i>Tot Length</i>	<i>8</i>	<i>Total Hrs</i>	<i>8</i>	<i>Total Program Cost</i>	<i>\$345</i>

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Nights</i>	<i>8</i>	<i>1</i>
<i>1 Day</i>	<i>8</i>	<i>1</i>

**Entrance/Admission
Requirements**

Please refer to page 13.

Program Objective

Microsoft Project is particularly useful for project coordinators who are seeking a useful, reliable tool for planning project outcomes. In this class, participants learn to properly use the software along with many tips and techniques designed for efficient and accurate operation of the program.

Program Description

Upon completion, students will be able to use Microsoft Project to create project timelines that are useful for personal or business use.

Course Outline

Project Course (PRJ 101) consists of the following topics:

- 1: Creating a Project Plan File 2 Hrs*
- 2: Creating a Work Breakdown Structure 2 Hrs*
- 3: Creating and Assigning Resources 2 Hrs*
- 4: Finalizing the Project Plan 2 Hrs*

Total Clock Hours for PRJ 101: 8 Hours

Program Title: **Quark Xpress**

**Program Length,
Timeframe, and Cost**

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	8	<i>Theory Hrs</i>	4	<i>Tuition</i>	\$175
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	4	<i>Registration Fees,</i>	\$150
				<i>Books & Supplies</i>	\$20
<i>Tot Length</i>	8	<i>Total Hrs</i>	8	<i>Total Program Cost</i>	\$345

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Nights</i>	8	1
<i>1 Day</i>	8	1

**Entrance/Admission
Requirements**

Please refer to page 13.

Program Objective

Quark Xpress combines revolutionary features with reliable tools that millions depend on to deliver real results. Much more than a page layout tool, Quark Xpress provides a way to work efficiently to achieve innovative outcomes.

Program Description

Upon completion, students will be able to use Quark's flagship product to create and edit artistic pictures are useful for personal or business use.

Course Outline

Quark Xpress Course (QRK 101) consists of the following topics:

1: Creating a Basic Single-Page Document 1 Hr

2: Structuring a Multi-Page Document 1 Hr

3: Typesetting 1 Hr

4: Presenting Text and Graphics in Tables 1 Hr

5: Enhancing a Publication's Readability 2 Hrs

6: Finalizing a Document for Commercial Printing 2 Hrs

Total Clock Hours for QRK 101: 8 Hours

Program Title: **QuickBooks**

Program Length, Timeframe, and Cost

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	8	<i>Theory Hrs</i>	4	<i>Tuition</i>	\$175
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	4	<i>Registration Fees,</i>	\$150
				<i>Books & Supplies</i>	\$20
<i>Tot Length</i>	8	<i>Total Hrs</i>	8	<i>Total Program Cost</i>	\$345

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Nights</i>	8	1
<i>1 Day</i>	8	1

Entrance/Admission Requirements

Please refer to page 13.

Program Objective

QuickBooks is the standard in home and small business accounting software packages! This class covers the essentials of tracking a checking or savings account and balancing properly and accurately.

Program Description

Upon completion, students will be able to properly balance bank accounts, print out reports, graphs and registers. Additionally, graduates of this program will feel comfortable writing, categorizing and splitting checks written from within QuickBooks.

Course Outline

QuickBooks Course (QBK 101) consists of the following topics:

- 1: Customizing Forms .5 Hr*
- 2: Using QuickBooks Accounts .5 Hr*
- 3: Creating Reports 1 Hr*
- 4: Creating Graphs 1 Hr*
- 5: Tracking and Paying Sales Tax 1 Hr*
- 6: Doing Payroll with QuickBooks 1 Hr*
- 7: Keeping Track of the Job 1 Hr*
- 8: Writing Letters 1 Hr*
- 9: Synchronizing with Contact Management Software 1 Hr*

Total Clock Hours for QBK 101: 8 Hours

Program Title: **Visio**

**Program Length,
Timeframe, and Cost**

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	8	<i>Theory Hrs</i>	4	<i>Tuition</i>	\$175
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	4	<i>Registration Fees</i>	\$150
				<i>Books & Supplies</i>	\$20
<i>Tot Length</i>	8	<i>Total Hrs</i>	8	<i>Total Program Cost</i>	\$345

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Nights</i>	8	1
<i>1 Day</i>	8	1

**Entrance/Admission
Requirements**

Please refer to page 13.

Program Objective

Use Visio to easily create business and technical diagrams to think through, organize, and better understand complex ideas, processes, and systems. Visio is a diagramming program that can help you create business and technical diagrams that document and organize complex ideas, processes, and systems. Diagrams created in Visio enable you to visualize and communicate information clearly, concisely, and effectively in ways that text and numbers cannot. Visio also automates data visualization by synchronizing directly with data sources to provide up-to-date diagrams and it can be customized to meet the needs of your organization.

Program Description

Upon completion, students will be able to create, edit and maintain technical diagrams. This course is useful for personal or business use.

Course Outline

Visio Course (VIS 101) consists of the following topics:

- 1: Getting Started with Visio 2011 2 Hrs*
- 2: Creating a Route Map 2 Hrs*
- 3: Enhancing a Basic Diagram 2 Hrs*
- 4: Creating Process Diagrams 1 Hr*
- 5: Representing an Organization Hierarchy 1 Hr*

Total Clock Hours for VIS 101: 8 Hours

Program Title: **Windows**

**Program Length,
Timeframe, and Cost**

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	8	<i>Theory Hrs</i>	4	<i>Tuition</i>	\$175
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	4	<i>Registration Fees,</i>	\$150
				<i>Books & Supplies</i>	\$20
<i>Tot Length</i>	8	<i>Total Hrs</i>	8	<i>Total Program Cost</i>	\$345

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Nights</i>	8	1
<i>1 Day</i>	8	1

Entrance/Admission Requirements *Please refer to page 13.*

Program Objective *This is the place to start! Our Microsoft Windows class is designed for those new to computers or for those wanting a thorough beginning. It assumes no prior knowledge and moves quickly from there. Participants learn the basic essentials of using a computer such as making backups, checking for viruses, scanning the hard drive for data errors, customizing the setting and copying files onto disks.*

Program Description *Upon completion, students will have a basic understanding of Windows and multitasking programs.*

Course Outline *Windows Course (WIN 101) consists of the following topics:*

- 1: Getting Started with Personal Computers 2 Hrs*
- 2: Using a Personal Computer 2 Hrs*
- 3: Managing Folders and Files 2 Hrs*
- 4: Using Programs at the Same Time 2 Hrs*

Total Clock Hours for WIN 101: 8 Hours

Program Title: **Word**

**Program Length,
Timeframe, and Cost**

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	8	<i>Theory Hrs</i>	4	<i>Tuition</i>	\$175
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	4	<i>Registration Fees</i>	\$150
				<i>Books & Supplies</i>	\$20
<i>Tot Length</i>	8	<i>Total Hrs</i>	8	<i>Total Program Cost</i>	\$345

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Nights</i>	8	1
<i>1 Day</i>	8	1

Entrance/Admission Requirements *Please refer to page 13.*

Program Objective *Microsoft Word is the standard in home and office word processing and allows users to create professional looking documents with minimal effort. This class is designed for those wishing to learn the intricacies of the software and how to use it efficiently, effectively and productively.*

Program Description *Upon completion, students will know how to use basic Word functions to create letters and documents for the home or office.*

Course Outline *Word Course (WRD 101) consists of the following topics:*

- 1: Creating a Basic Document 1 Hr*
- 2: Editing a Document 1 Hr*
- 3: Formatting Text 1 Hr*
- 4: Formatting Paragraphs 1 Hr*
- 5: Proofing a Document 1 Hr*
- 6: Adding Tables 1 Hr*
- 7: Inserting Graphic Elements 1 Hr*
- 8: Proofing a Document 1 Hr*

Total Clock Hours for WIN 101: 8 Hours

Program Title: *Advanced Word*

**Program Length,
Timeframe, and Cost**

Program Length		Total Contact Hrs		Program Cost	
<i>Clock Hrs</i>	<i>8</i>	<i>Theory Hrs</i>	<i>4</i>	<i>Tuition</i>	<i>\$175</i>
<i>Credit Hrs</i>	<i>0</i>	<i>Lab Hrs</i>	<i>4</i>	<i>Registration Fees,</i>	<i>\$150</i>
				<i>Books & Supplies</i>	<i>\$20</i>
<i>Tot Length</i>	<i>8</i>	<i>Total Hrs</i>	<i>8</i>	<i>Total Program Cost</i>	<i>\$345</i>

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Nights</i>	<i>8</i>	<i>1</i>
<i>1 Day</i>	<i>8</i>	<i>1</i>

**Entrance/Admission
Requirements**

Please refer to page 13.

Program Objective

This class is open only to those who have a comfortable working knowledge of the sophisticated word processing program or to those that have successfully completed our beginning session. Picking up where the first class leaves off, this course will cover advanced techniques, tricks, traps and shortcuts that all serious Microsoft Word users should know about.

Program Description

Upon completion, students will know complex and advanced features of Microsoft Word which can be utilized for either home or office use.

Course Outline

Advanced Word Course (WRD 201) consists of the following topics:

- 1: Managing Lists .5 Hrs*
- 2: Customizing Tables and Charts .5 Hrs*
- 3: Customizing Formatting .5 Hrs*
- 4: Working with Custom Styles .5 Hrs*
- 5: Modifying Pictures 1 Hr*
- 6: Creating Customized Graphic Elements 1 Hr*
- 7: Controlling Text Flow 1 Hr*
- 8: Automating Common Tasks 1 Hr*
- 9: Automating Document Creation 1 Hr*
- 10: Performing Mail Merges 1 Hr*

Total Clock Hours for WRD 201: 8 Hours

Program Title: *Microsoft Office*

Program Length, Timeframe, and Cost

<i>Program Length</i>		<i>Total Contact Hrs</i>		<i>Program Cost</i>	
<i>Clock Hrs</i>	<i>48</i>	<i>Theory Hrs</i>	<i>24</i>	<i>Tuition</i>	<i>\$1,495</i>
<i>Credit Hrs</i>	<i>0</i>	<i>Lab Hrs</i>	<i>24</i>	<i>Registration Fees,</i>	<i>\$150</i>
				<i>Books & Supplies</i>	<i>\$150</i>
<i>Tot Length</i>	<i>48</i>	<i>Total Hrs</i>	<i>48</i>	<i>Total Program Cost</i>	<i>\$1,795</i>

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Nights</i>	<i>8</i>	<i>6</i>
<i>3 Days</i>	<i>24</i>	<i>2</i>

Entrance/Admission Requirements

Please refer to page 13.

Program Objective

This program has become the most popular software application package on the market today--and rightfully so! Whether one's goal is that of business or personal use, he or she can easily find a need for each of the different components of Microsoft's Office package. Windows, Word, Excel, PowerPoint and Access are each covered in this intense 48 hour class.

Program Description

Upon completion, students will be familiar with the five main application components within in the Microsoft Office suite consisting of Windows, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook and Microsoft Access.

Course Outline

Microsoft Office Course (OFC 101) consists of the following topics:

- 1. Microsoft Windows 8 Hrs*
- 2. Microsoft Word 8 Hrs*
- 3. Microsoft Excel 8 Hrs*
- 4. Microsoft PowerPoint 8 Hrs*
- 5. Microsoft Outlook 8 Hrs*
- 6. Microsoft Access 8 Hrs*

Total Clock Hours for OFC 101: 48

Practice

Classroom computers and/or the school library computer(s) are available all day on Friday from 9:00 am to 5:00 pm or by appointment if other hours are needed. The practice lab/library is open all week during business hours. There is no charge for students to use our practice computers and students are strongly encouraged to do so. Some sponsored programs may require supplemental hours in addition to class times.

Bad Checks

Dishonored checks will be subject a service charge of \$40.00 and may subject the issuer to cancellation of enrollment.

COLLECTION POLICY

Collection policies of PC Professor reflect good taste and sound and ethical business practices. The school reserves the right to retain credit agencies and/or lawyers to assist in collection efforts.

Additionally, the school reserves the right to report both payments and obligations to public and private credit agencies.

IMPORTANT: Please be aware that PC Professor is a member of the Credit Bureau and actively reports its students' payment habits to national credit agencies on a monthly basis. Unless addressed immediately, late payments, NSF reports or a tuition default notice may have a severe detrimental effect on a student's future credit and borrowing ability. The same reporting ability also gives PC Professor the capability of helping students' credit. If you pay promptly and would like to have us report you as such to the credit bureau, please request this of your School Financial Officer.

CONDUCT POLICY

A student can be dismissed for excessive absences, insufficient progress, excessive tardiness, non-payment of costs/tuition, theft, disorderly conduct, or failure to comply with the rules contained in the school catalog or the enrollment agreement.

Conditions for Termination

Students are expected to conduct themselves in a professional manner at all times. Foul language and/or disrespectful behavior are considered unsatisfactory conduct and are subject to dismissal. A student who acts in a manner detrimental to PC Professor, its staff, its property, or another student may have their enrollment terminated. Absenteeism, tardiness, fighting, theft, and/or vandalism are each grounds for immediate dismissal as is any violation of a State or Federal law. Termination is determined at the sole discretion of the School Director.

Dress

Students are expected to dress in neat and casual professional attire. Recruiters have been known to drop in unexpectedly so keep this in mind when dressing for class.

Drug Free School and Workplace

PC Professor is a drug free workplace and study place. We have a zero tolerance policy for drugs and alcohol. No student, instructor, or employee may be on the PC Professor premises under the influence of any substance. As a drug and alcohol free environment, individuals under the influence may be subject to immediate dismissal/removal. Students may request counseling for substance abuse and will be referred to community resources.

Refresher Classes

All refresher audit courses are awarded on a space-available basis only. PC Professor reserves the right to refuse refresher audit classes to a student if, at PC Professor's sole discretion, it is deemed that the student has been disruptive, has had excessive absences or tardiness, has violated the Code of Conduct, has not been cooperative, or has not fully applied himself/herself to the original class.

A student repeating a course may be designated as an apprentice and be asked to assist the instructor in various teaching responsibilities as a condition for the privilege of repeating or auditing.

Sexual harassment policy

PC Professor takes the issue of sexual harassment very seriously. Harassment because of sex, age, race, color, religion, national origin, or disability will not be tolerated.

Software Piracy

Software piracy is strictly prohibited. This includes the unauthorized installations onto a School computer as well as any unauthorized duplication of copyrighted software on School property. It is the Student's responsibility to report any suspected violations to the School Director immediately so that proper action may be taken.

Weapons

Weapons are strictly prohibited on campus.

STUDENT SERVICES

Academic Assistance

Academic assistance is available from the instructors and lab supervisor. Students that need additional assistance are asked to see the school's Director who has the discretion to arrange additional tutoring to assist those in need.

Advising

Students in approved vocational courses may request additional career advice and professional information from the Director and/or any instructor. Our "open door" policy exists for this very purpose and students are encouraged to discuss their career concerns with our staff at any time.

Alumni Services

Graduates may audit refresher courses subject to the refresher policy as space allows. Additionally, alumni of vocational courses may contact the placement assistance office for computer-related job referrals at any time.

Certification

The goal of the vocational programs is to prepare students for national certification exams. We do not profess to know the exact questions that will be asked nor can we guarantee success on the exam. All tests are administered by an outside entity. Tests may be taken at any PC Professor campus or at any Prometric Testing Center throughout the world. The tuition for the class does not include the certification testing fee.

Communication

PC Professor can be found on the Internet at www.PCProfessor.Edu. Students are asked to register on the site and check regularly for any announcements, updates and/or modification pertaining to this catalog. Additionally, a customer service contact form is on the web site for all to use. Students are asked to submit ideas, suggestions, and/or comments with the assurance that each will be taken very seriously.

Counseling

If needed, referrals will be made to community resources for personal counseling. Such resources may include mental health clinics, pregnancy clinics, homeless shelters, medical doctors, food pantries, senior agencies and other community organizations which may be able to professionally assist students with problems. Additionally, the School maintains an online database of active social service organizations in Broward and Palm Beach County which can be accessed at www.WhereToTurnTo.Com.

Family Educational Rights and Privacy Act

PC Professor complies with the Family Educational Rights and Privacy Act of the 1974 Buckley Amendment, Public Law 93-380, and Section 438. All student records are confidential.

Grants, Financial Aid & Scholarships

All grants, financial aid and scholarships, along with their requirements, are posted on our website, <http://www.PCProfessor.Com>.

Housing

PC Professor does not offer housing to its students. Upon request, a list of websites or Realtors in the area can be provided. Please see the Director for details. For our students who are visiting from afar, each of our campuses are within minutes of three, four and five star hotels, bus routes, train stations and international airports.

Sexual Predator Database

The school's website maintains a link to the Florida's Database of sexual predators. This link can be accessed manually at: <https://offender.fdle.state.fl.us/offender>

Smoking

While there is no smoking within the school, library and labs. Smokers are welcome to go outside during breaks and use the public benches and ashtrays.

Student Placement Assistance

PC Professor makes no representations regarding employment or job availability. In the case of vocational programs, students who have achieved national certification status may request assistance with placement and may be furnished with names, position details and employer contact information for current job opportunities. At times, PC Professor may make incentives available to hiring employers and/or candidates seeking training-related work as a thank you for the time involved in completing the necessary verification paperwork, but is not obligated to do so.

Incoming job opportunities from potential employers are electronically stored by the Placement Coordinator and are selectively emailed to those seeking training-related employment. Such leads typically come from our website, from our corporate accounts, from public and private sources, from other students, from past employers seeking additional hires and/or from our school's job boards. Up-to-date local, regional and national job postings are continuously listed on PC Professor's employment web site(s) with one-click hot links to access the desired employment information. Our sites do not require logins, registration or payment. Links to resume writing firms, recruitment head-hunters and helpful career articles may also be found from time to time. PC Professor may attempt to assist students in finding entry-level employment in computer-oriented careers, but no school can guarantee employment, job availability, salary

levels, job satisfaction and/or any vendor certifications. Employment leads or job referrals from PC Professor may not have been screened or verified.

Student Records

Student records maintained by the school electronically and are available upon written request. A link for this purpose is on our website, PCProfessor.Com. No records will be made available to employers, prospective employers, or other schools unless a written request has been made.

Transcripts

One transcript is provided upon request to the student upon graduation and satisfactory payment of all fees and tuition. Additional transcripts may be requested at a fee of \$25.00 each.

FACULTY ROSTER

Sorted alphabetically with primary campus indicated

David Davis, CompTIA A+ Certified Instructor

WEST PALM BEACH FACULTY

Hands-on IT experience since 1995 as an IT Consultant and IT Specialist. Senior Technician at PC Professor. Knowledge includes Information Technology, Programming, Computer Repair and Maintenance.

Howard Fellman, BA in Political Science Cum Laude, Ohio State University

BOCA RATON AND WEST PALM BEACH FACULTY

Ohio State College of Law, Student Retention Level 1/Level 2, Campus Management, Microsoft Seminars, IBM Seminars, Real Estate Salesperson/Gold Coast School of Real Estate/Florida Real Estate Commission Continuing Education, Internal Audits - Building a Compliant Campus, ASP.NET/AJAX/Cardspace, Flash Web Design Animation, CIW Foundation, CIW Site Development

Robert Fellman, BS in Finance; BS in Marketing, University of Maryland

BOCA RATON FACULTY AND WEST PALM BEACH FACULTY

Executive Education Certificate Program of the Wharton School of Business/University of Pennsylvania; Prometric Test Administrator, Real Estate Broker/Gold Coast School of Real Estate/Florida Real Estate Commission Continuing Education, Setting Up Effective Placement Departments, Creating Publicity for Career Schools, Broker Post Licensing

Steven Fellman, BS in Computer Engineering and Math, University of Miami

BOCA RATON FACULTY AND WEST PALM BEACH FACULTY

Microsoft Office Specialist/Microsoft Office, Master Instructor Designation, Certified Ethical Hacking and Countermeasures, Dealing With Controversy, Internal Audits/Building a Compliant Campus, Microsoft Certified Product Specialist, Microsoft Windows, Computer Science Award, Microsoft/Supporting Users and Troubleshooting a Microsoft Windows 7/8 Operating System, Certiport IC3 Computing Fundamentals/Key Applications, Microsoft Access Specialist, Microsoft Outlook Specialist, Microsoft Word Specialist, Microsoft Excel Specialist, Microsoft PowerPoint Specialist, Microsoft Office Master Certification

William Fernandez

BOCA RATON CONTINUING EDUCATION FACULTY

Hands-on computer training instructor since 2012. Experience and specialties include training and education management geared towards the post-secondary adult learner. Experienced and knowledgeable in Microsoft Office and Intuit QuickBooks; owner of a South Florida mathematics tutoring company since 2007.

Julie Flynt, Montgomery College

BOCA RATON CONTINUING EDUCATION FACULTY

Hands-on computer training instructor since 1995. Experience and specialties include training and education management geared towards the adult learning model; Certified MOS trainer, business owner, consultant, and specialist in desktop software systems. Certiport certification in Microsoft Excel, Word, PowerPoint, Outlook, Office (Master) and Office (Master Instructor)

David Fowler

WEST PALM BEACH FACULTY AND BOCA RATON FACULTY

Teaching post-secondary IT classes for 10+ years; CCNA (Cisco Certified Network Associate Routing and Switching), MCT Microsoft Certified Trainer, MCSA (Microsoft Certified Solutions Associate), MCP (Microsoft Certified Professional), Microsoft Certified Systems Administrator, MCSE (Microsoft Certified Systems Engineer), CIW (Certified Internet Webmaster), CompTIA A+/N+

John Lombardi, Broward College, AA with Honors

BOCA RATON FACULTY

CCENT (Cisco Certified Entry Networking Technician), MCT Microsoft Certified Trainer, MCSA (Microsoft Certified Solutions Associate) Server 2008/2012/2016, MCP (Microsoft Certified Professional), Microsoft Certified Systems Administrator, MCSE (Microsoft Certified Systems Engineer), Microsoft Specialist Configuring Windows 7, MCITP (Microsoft Certified IT Professional), Microsoft Certified Solutions Expert Cloud Platform and Infrastructure, Microsoft Certified Solutions Expert Server Infrastructure, Microsoft Certified Technology Specialist Windows Server Active Directory, CIW (Certified Internet Webmaster), CompTIA A+, CompTIA Network+, CompTIA Security+

Rich Medel

WEST PALM BEACH FACULTY AND BOCA RATON FACULTY

MCT: Microsoft Certified Trainer; Microsoft Certified Systems Engineer; MCP 2.0 -- Certified Professional; MCPS 2.0 - AOS: Internet Information Server MCPS 2.0 - AOS: Networking MCPS 2.0 - AOS: Proxy Server / Security Server MCPS 2.0 - AOS: TCP/IP MCPI 2.0 - Certified Professional + Internet MCPS 2.0 - AOS: Microsoft Windows NT 4.0 MCPS 2.0 - AOS Commerce MCPS 2.0 - AOS Infrastructure Systems Engineer - Windows 2000 MCPS 2.0 - AOS: Windows NT 4.0 MCPS 2.0 - AOS: Microsoft Windows 2000 MCPS 2.0 - AOS: Microsoft Certified Partner 2002 Core Exams MCPS 2.0 - AOS: Gold Security (MCSE with 2 Security exams) MCPS 2.0 - AOS: Microsoft Certified Partner 2003 Core Exams MCPS 2.0 - AOS: Competency- Network Infrastructure. Rich has been on the PC Professor technical team since 1999.

Juan Paelez

BOCA RATON FACULTY

8+ Years as the owner of a South Florida based software programming company. Hands-on experience designing and creating interactive software applications since 2009.

Javier Socarras

WEST PALM BEACH AND BOCA RATON FACULTY

10+ Years as a Web Design Professional. Hands-on experience in designing and creating aesthetically-pleasing commercial websites; highly skilled with extensive experience in HTML, CSS, Javascript, PHP and WordPress.

Troy Taylor

WEST PALM BEACH FACULTY

3+ years as a post-secondary instructor plus hands-on experience in a corporate IT environment. MCT (Microsoft Certified Trainer), MCSA (Microsoft Certified Solutions Associate), MCDBA (Microsoft Certified Database Administrator), MCTS (Microsoft Certified Technology Specialist), MCSA (Microsoft Certified Solutions Associate), MCAD (Microsoft Certified Application Developer), MCP (Microsoft Certified Professional), MCPD (Microsoft Certified Professional Developer), MCITP (Microsoft Certified IT Professional) , SQL Report Writer, .NET Software Engineer

Dwayne Walker

WEST PALM BEACH AND BOCA RATON FACILITY

6+ Years as a Vocational Technical Instructor; CompTIA A+, CompTIA A+ CE, CompTIA Server+, CompTIA Security+ CE

Charles Willey

WEST PALM BEACH FACULTY

Effective Teaching Strategies for Career College Instructors/Pratt Whitney: Achieving Competitive Excellence, Process Management and D.V.E Training, C-Mark of America Database Specialist

Jeff Zwickel, MBA in Business Administration, Nova University

BOCA RATON FACULTY

Software Engineer, Software Development Manager, Software Engineer, Group Manager of Software Development, Consultant, Special Project and Server Development Specialist

ACADEMIC STAFF MEMBERS (Full and Part Time):

Boca Raton Campus; (561) 750-7879

Nicole Nemeth, Student Services Coordinator; NicoleN@PCProfessor.Com
Robert Fellman, Director of Admissions; Robert@PCProfessor.Com
Harry Draper, Director of Finance; Harry@PCProfessor.Com

West Palm Beach Campus; (561) 684-3333

Christy Weatherholtz, Student Services Coordinator; Christy@PCProfessor.Com
Dennis Dale, Director of Admissions; Dennis@PCProfessor.Com
Corey Patterson, Accounts Receivable Manager; Corey@PCProfessor.Com

PRICE LIST

Program	Tuition
Access	\$345
Act	\$345
Advanced Excel	\$345
Advanced Illustrator	\$345
Advanced Photoshop	\$345
Advanced Word	\$345
CADD	\$3,495
CCNA Preparatory (Cisco Certified Network Associate)	\$6,995
Computer Maintenance Technology	\$12,495
Computer Repair	\$6,995
Dreamweaver-Fireworks	\$1,595
Excel	\$345
Executive Secretary	\$2,995
Flash	\$1,095
FrontPage	\$345
Illustrator	\$345
Internet	\$345
Linux	\$4,995
MCDBA Preparatory (Microsoft Certified Database Administrator)	\$9,995
MCP Preparatory (Microsoft Certified Professional)	\$2,995
MCSA Preparatory (Microsoft Certified Systems Administrator)	\$7,995
MCSD Preparatory (Microsoft Certified Solutions Developer)	\$9,995
MCSE Preparatory	\$11,995
Microsoft Office	\$1,795
Network +	\$3,495
Outlook	\$345
PageMaker	\$345
Photoshop	\$345
PowerPoint	\$345
Project	\$345
Quark Xpress	\$345
QuickBooks	\$345
Security	\$5,995
Technical Repair	\$4,995
Visio	\$345
Virtualization	\$3,995
Web Developer	\$12,495
Webmaster	\$6,995
Windows	\$345
Word	\$345

CERTIFICATION TEST VOUCHERS: Tuition for vocational programs and for the existing IT Professional include all learning materials and unlimited use of school labs. It is not required to take a certification test upon completion of a certification preparation course, however, it is beneficial and usually recommended. Such tests are available at an additional cost which usually ranges from \$80-\$200 per testing voucher. Some certifications consist of multiple tests and may require the purchase of multiple vouchers. You should check with the appropriate certifying agency for current test requirements, certification maintenance requirements, certification retirement schedules and current voucher pricing.