



## Information Catalog/Student Handbook

Effective 11/14/2023

Non-Accredited, Computer Career Training for Individuals Seeking  
Certification Preparatory, Post-Secondary Skill Enhancement  
in the Information Technology Field

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## CALENDAR

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

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Veterans Day
- Thanksgiving Day
- Christmas Day
- Juneteenth
- Labor Day

### ***Start Dates***

Vocational training classes generally start every three weeks 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 responsible for school technology. 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 MCSA 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 Windows-based computers with high-resolution LCD flat screens. Each student has access to at least one hard drive and/or a cloud-based virtual drive. Each machine is capable of running the latest operating system or its predecessors. Color laser printers are on premises and most classrooms are networked to access 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 large-screen presentation equipment and adaptive lighting. As a result, instructors can easily demonstrate and students can see the instructor's desktop screen 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 for a physical class is twelve to one. Online classes range from 1:1 private tutoring and up, with no maximum to the number of remote participants.

### ***Maximum Class Size***

Most vocational classes that meet physically contain an average of 12 students and never more than 30. When a physical class reaches 30 students, additional teaching staff is assigned to assist the instructor. Application software classes that meet physically typically have an average of seven students per class and never more than 12. Remote distance learning classes are not limited by a maximum capacity.

### ***About PC Professor Training Programs***

PC Professor offers non-accredited, vocational career training in both computer hardware and software. Also, the School offers certification preparatory 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 PearsonVue 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 a 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. Certifications may need to be updated periodically as new hardware and software are introduced to the market. This may require a future expenditure of time, tests, training and/or money. New versions and certification skill sets are virtually guaranteed and can be announced unexpectedly at any time. The certifying vendor may require the purchase of additional software, hardware and/or tools for a certification to remain active. It is the student's sole responsibility to maintain and monitor requirements and keep their certification current. By not doing so, it may expire and/or become obsolete.

Unless otherwise specified in writing, neither hardware, full-feature (retail) software nor continuing education is included in the cost of a class. Please make sure to include these ongoing costs when computing the cost of your education and career.

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 staff may offer guidance, but should not be relied upon exclusively. Thoroughly researching salaries and the job market is strongly encouraged prior to enrollment.

Classes are non-accredited and preparatory in nature. Enrollment in a vocational class does not guarantee that a student will pass a national certification exam. 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 are extremely challenging. One who is not dedicated to the field of study may experience difficulty and, ultimately, may not achieve class graduation, certification, employment in the field and/or salary objectives. Additionally, PC Professor may not be an officially-authorized school for each class, test and/or vendor and may not use official texts, labs or curriculum. The instructor may not have the qualifications required by an officially-authorized course offering nor may equipment, labs and/or books meet officially-authorized course requirements. 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 within the scheduled duration.

## **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 career 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 other school. If you know you will be requesting a credit transfer, you should check with them in advance and request a determination in writing. 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 must achieve a minimum of 80% attendance (or no more than 20% absenteeism rate) of the scheduled hours for the term of study (per course).

### ***Veteran's Attendance Policy***

In order to achieve our high vocational training objectives, attendance is requested at all times and at all sessions. Lab sessions 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. Veteran students must achieve a minimum of 80% attendance (or no more than 20% absenteeism rate) of the scheduled hours for the term of study (per course) or they 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.

### ***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 tuition charge. Audit students must pay the registration fee of \$150 plus new books and labs. Refresher 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 grade. 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, quizzes, and/or graded labs are administered. A VA student whose CGPA falls below 70% at the end of any course will 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 will 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 as to whether or not to grant re-admission 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 up through 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 more than 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 any program offerings which may have been previously 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 and has been since 1989. 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 Howard@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.Com

If after exhausting the school's 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 DISCIPLINARY ACTION**

All appeals must be in writing and sent to:

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

## **DISTANCE LEARNING**

Distance learning classes through the Internet provide increased student access through alternative education delivery systems and flexibility of time and location. Online courses promote the integration of technology in the learning environment. The only difference between face-to-face courses and distance learning courses is in the type of course delivery. Course materials are online. Students may contact their professors and other classmates via telephone, email, chat rooms, bulletin boards, or in some instances, on-campus meetings. These courses have the same educational objectives as face-to-face classes and appear on a student's transcript the same as a face-to-face class. No additional fees are required.

### ***Who Should Take Distance Learning Classes?***

Successful distance learning students need to be highly motivated and have good study and time management skills. They must be willing to contact their faculty/instructor for assistance when needed and be responsible for completing assignments on time. Before students register for their first distance learning class, they should contact an academic advisor for any questions regarding the requirements of distance learning classes.

### ***Support Services for Distance Learning Students***

Students registered in distance learning courses receive the same support services as on-campus students. These services include registration, advising, financial aid, disabled student services, tutoring, online library services, as well as many others.

### ***Internet Distance Learning Courses***

Internet classes offer a world of resources to students who have Internet access. Most Internet classes are synchronous. These means students attend classes together with the instructor at regularly scheduled times. Some classes can also be done asynchronously by providing the materials in an anytime anywhere mode. Students can keep in touch with the faculty/instructor and other students by using the communication tools of the Internet. Internet courses include:

1. Distance learning synchronous courses are taken entirely over the Internet using tools such as Microsoft Teams and Moodle. On-campus time is NOT required but class meetings are regularly scheduled and must be attended.
2. Distance learning asynchronous courses are taken entirely over the Internet using tools such as Microsoft Teams and Moodle. On-campus time is NOT required but students are expected to log in at least 3 times per week and converse with their instructor as needed.
3. Hybrid courses require attendance in a face-to-face classroom in conjunction with activities involving the use of the Internet. Typically, these courses have a physical lab component that must be done using school equipment.

***Student Orientation:***

Students may be required to attend a mandatory online 60 minute orientation on the use of the online tools including the various features of Microsoft Teams or Zoom including how to do online quizzes and exams, how to communicate with instructors, and how to access technical support.

***How the acceptance of transfer credits or credit by examination will be validated for this modality:***

PC Professor does not accept the transfer of credits either for classroom instruction or online distance learning. Students can challenge out of a course if they hold and can prove a recent industry certification on the topic of the course. PC Professor offers challenge examinations if students feel they have work experience to challenge out of a course. These examinations must be conducted on-site at one of the schools' testing centers to be proctored.

***Additional disclosures (criminal background check, licensure exams, language offered, medical exams/physical requirements, etc.):***

Both PC Professor schools are Certiport and Pearson Vue testing centers. When a student is ready to take an industry certification exam, they will register with Certiport or Pearson Vue depending on the specific industry exam. Students can take the exam at one of PC Professors' testing centers or they can opt to do proctored at-home testing as long as Certiport and/or Pearson Vue continue to offer that option. In any case, students must provide PC Professor with a copy of their exam results.

***The Distribution of materials:***

All student materials will be provided in digital form. All courses use eBooks and other digital material including videos, labs, etc. Students will receive digital versions of each course syllabus, outline, assignments, etc. through Moodle, Teams or Zoom. Students will continue to have access to the digital content

once each course is complete for reference. Students may optionally purchase hard copy versions of the eBooks if they so desire.

***Examination and evaluation of student work:***

All online quizzes and examinations will be conducted online using Microsoft Teams or Zoom. PC Professor quizzes and exams are open book and may be timed. As such, complex proctoring when students take quizzes or exams at home is not required. When necessary, PC Professor may utilize plagiarism checking software to ensure students are not cheating. Most student work in computer technology classes is in the form of labs that student must successfully complete. PC Professor uses online lab hosting providers that allow the instructor to monitor student progress and evaluate how the students are progressing.

***Timely response to students' questions and comments:***

Students will have several ways to contact their instructor via Zoom or Microsoft Teams. Student can also use email. Instructors have strict orders to respond to students in a timely manner (within 12 hours at the most). Student who are doing online synchronous can ask questions during class as well as using online methods. Instructors assigned to mentoring online asynchronous students will respond to students in a timely manner. The Director of Education will also closely monitor students' questions and comments and can respond directly to students, if needed.

***Attendance and record keeping:***

The attendance for online students is recorded by Zoom or Microsoft Teams. Online synchronous students are expected to attend scheduled classes remotely the same as on-site students. Online asynchronous students are expected to log in at least 3 times per week and complete assignments by their due dates. All this is tracked by Zoom, Teams or Moodle. Even watching assigned videos online will be tracked, when possible. On-campus students may use Teams, Zoom or Moodle for tracking and record keeping purposes.

***Internships/Externships/Labs:***

None of PC Professors programs require Internships or Externships. However, once a student has graduated, there may be opportunities for students to do an internship at PC Professor. In addition to training, each PC Professor school has an actual PC service department that services customer computers. PC Professor also maintains networks in the communities it serves. Students who elect to do an internship with PC Professor may gain valuable real-world experience and can use PC Professor as a reference when job hunting.

Labs are computer-based and can usually be performed remotely with few exceptions. Our online computer lab hosting partners allow instructors to monitor student progress with assigned labs. Several course (CMP1001, NET1001,

NET2001, and NET2004) are listed as hybrid since students must do a couple of on-site physical hands-on workshops to pass each course. These workshops are scheduled regularly with lab instructors and students can schedule when they want to do the workshops. These four hybrid courses are 85% online and 15% on-site workshops.

***How transcripts are maintained by school/obtained by students:***

Transcripts are maintained by the school and obtained by students that same way as traditional on-site students. At the end of each course, information for transcripts is transferred from Moodle to PC Professor's transcript system. Students can request transcripts via a link on PC Professor's website or by email.

***Technical Support:***

Students and faculty can request technical support through Microsoft Teams, Zoom, email, or phone. Our phone system offers a technical support option and we have a dedicated email, support@pcprofessor.edu. At least one PC Professor employee is on-call at all times to provide technical support from 7am to 11pm including weekends and holidays. Technical support response time is typically 2 hours or less.

***Equipment and supplies used/needed (i.e. Operating System):***

Students will need a computer and internet access to attend online synchronous and/or online asynchronous classes. The internet speed should be 1.2 Mbps or greater. Zoom and Microsoft Teams have apps to run on multiple platforms (Windows, Android, iOS, etc.) but having a laptop with a regular size screen provides the best experience. Labs run in the cloud using a lab hosting partner or by having online students remotely connect to PC Professor classroom computers. As a result, the power of the home computer is typically not important. Even a Chromebook can usually be used to do the labs.

***Group Study (if applicable):***

Not applicable

***Student services (placement, academic, counseling, etc.):***

Students registered in distance learning courses receive the same support services as on-campus students. These services include registration, advising, financial aid, disabled student services, tutoring, online library services, placement assistance, counseling, as well as others. Private "Zoom Rooms" and Teams meetings can be utilized between students and student services personnel.



# 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:** *Cloud and Computer Systems Professional  
(formerly known as Computer Maintenance Technology – CMT)*

**Program Length,  
Timeframe, and Cost**

<i>Program Length</i>		<i>Total Contact Hrs</i>		<i>Program Cost</i>	
<i>Clock Hrs</i>	486	<i>Theory Hrs</i>	243	<i>Tuition</i>	\$20,470
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	243	<i>Registration Fees</i>	\$150
				<i>Books, Labs, Supplies/Software</i>	\$1,400
<i>Tot Length</i>	486	<i>Total Hrs</i>	486	<i>Total Program Cost</i>	\$22,020

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
3 Days	18	27
2 Evenings	8	61

**Entrance/Admission  
Requirements**

*Please refer to page 14.*

**Program Objective**

*The objective of this program is to prepare a student for a career in the IT field. Specifically, this program will help to prepare students for an entry level server administrator or system administrator role including help to prepare students for associated industry standard certifications.*

**Program Description**

*This program includes computer hardware, software, networking, and security basics. It then goes on to prepare students to maintain servers in both on-premises and cloud environments. The program includes scripting for server automation and working with containers and DevOps. When successfully completed, students should be able to support a modern server infrastructure in organizations of any size.*

**Required Courses**

<i>CMP1001</i>	<i>Computer Hardware Essentials</i>	<i>54 hours</i>
<i>CMP1002</i>	<i>Computer Software Essentials</i>	<i>54 hours</i>
<i>NET1001</i>	<i>Computer Networking Essentials</i>	<i>54 hours</i>
<i>SEC1001</i>	<i>Computer Security Essentials</i>	<i>54 hours</i>
<i>SVR2001</i>	<i>Windows Server Administration</i>	<i>54 hours</i>
<i>SVR2002</i>	<i>Linux Server Administration</i>	<i>54 hours</i>
<i>SVR2003</i>	<i>Automation, Containers, and DevOps</i>	<i>54 hours</i>
<i>CLD2001</i>	<i>Microsoft Cloud Administration</i>	<i>54 hours</i>
<i>CLD2002</i>	<i>AWS Cloud Administration</i>	<i>54 hours</i>

*Total Clock Hours: 486 hours*

*SOC Codes:*

*151231, 151152 (Computer Network Support Specialists)*

**Program Title:**

***Cloud, Network, and Computer Systems Professional***

**Program Length,  
Timeframe, and Cost**

<b>Program Length</b>		<b>Total Contact Hrs</b>		<b>Program Cost</b>	
<i>Clock Hrs</i>	702	<i>Theory Hrs</i>	351	<i>Tuition</i>	\$22,195
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	351	<i>Registration Fees</i>	\$150
				<i>Books, Labs, Supplies/Software</i>	\$2,800
<i>Tot Length</i>	702	<i>Total Hrs</i>	702	<i>Total Program Cost</i>	\$25,145

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
3 Days	18	39
4 Evenings	18	39

**Entrance/Admission  
Requirements**

*Please refer to page 14.*

**Program Objective**

*The objective of this program is to prepare a student for a career in the IT field. Specifically, this program will help to prepare students for an entry level server administrator, system administrator, or network administrator role including help to prepare students for associated industry standard certifications.*

**Program Description**

*This program includes computer hardware, software, networking, and security basics. It then goes on to prepare students to maintain servers in both on-premises and cloud environments. The program includes scripting for server automation and working with containers and DevOps. The program then goes on to prepare students to install, maintain, troubleshoot, and repair network equipment in both on-premises and cloud environments. The program includes working with wired, wireless, and cloud environments. The program also includes Voice over IP (VoIP) and video networking. When successfully completed, students should be able to support a modern server and/or network infrastructure in organizations of any size.*

**Required Courses**

<i>CMP1001</i>	<i>Computer Hardware Essentials</i>	<i>54 hours</i>
<i>CMP1002</i>	<i>Computer Software Essentials</i>	<i>54 hours</i>
<i>NET1001</i>	<i>Computer Networking Essentials</i>	<i>54 hours</i>
<i>SEC1001</i>	<i>Computer Security Essentials</i>	<i>54 hours</i>
<i>SVR2001</i>	<i>Windows Server Administration</i>	<i>54 hours</i>
<i>SVR2002</i>	<i>Linux Server Administration</i>	<i>54 hours</i>
<i>SVR2003</i>	<i>Automation, Containers, and DevOps</i>	<i>54 hours</i>
<i>NET2001</i>	<i>Routing and LAN Switching Technologies</i>	<i>54 hours</i>
<i>NET2002</i>	<i>Network Infrastructure, Services, Security, and Management</i>	<i>54 hours</i>
<i>NET2003</i>	<i>Software Defined Networking and Automation</i>	<i>54 hours</i>

<i>NET2004</i>	<i>Wireless Network Administration</i>	<i>54 hours</i>
<i>CLD2001</i>	<i>Microsoft Cloud Administration</i>	<i>54 hours</i>
<i>CLD2002</i>	<i>AWS Cloud Administration</i>	<i>54 hours</i>

*Total Clock Hours: 702 hours*

*SOC Codes:*  
*151231, 151152 (Network Computer User Support Specialist)*

**Program Title:** ***Computer Support Specialist with Security  
(formerly known as Computer Repair)***

**Program Length,  
Timeframe, and Cost**

<b>Program Length</b>		<b>Total Contact Hrs</b>		<b>Program Cost</b>	
<i>Clock Hrs</i>	216	<i>Theory Hrs</i>	108	<i>Tuition</i>	\$8,820
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	108	<i>Registration Fees</i>	\$150
				<i>Books, Labs, Supplies/Software</i>	\$900
<i>Tot Length</i>	216	<i>Total Hrs</i>	216	<i>Total Program Cost</i>	\$9,870

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
3 Days	18	12
2 Evenings	8	27

**Entrance/Admission  
Requirements**

*Please refer to page 14.*

**Program Objective**

*The objective of this program is to prepare a student for a career in the IT field. Specifically, this program will help to prepare students for an entry level desktop computer support role or help desk role including help to prepare students for associated industry standard certifications.*

**Program Description**

*This program includes computer hardware essentials, operating system software essentials, networking essentials, and network security essentials needed to support a modern computer infrastructure in organizations of any size.*

**Required Courses**

<i>CMP1001</i>	<i>Computer Hardware Essentials</i>	<i>54 hours</i>
<i>CMP1002</i>	<i>Computer Software Essentials</i>	<i>54 hours</i>
<i>NET1001</i>	<i>Computer Networking Essentials</i>	<i>54 hours</i>
<i>SEC1001</i>	<i>Computer Security Essentials</i>	<i>54 hours</i>

*Total Clock Hours: 216 hours*

*SOC Codes: 151231, 151152 (Computer Network Support Specialists)*

**Program Title:** *Database Professional with Business Intelligence  
(formerly known as Database Professional)*

**Program Length,  
Timeframe, and Cost**

<b>Program Length</b>		<b>Total Contact Hrs</b>		<b>Program Cost</b>	
<i>Clock Hrs</i>	240	<i>Theory Hrs</i>	120	<i>Tuition</i>	\$12,924
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	120	<i>Registration Fees</i>	\$150
				<i>Books, Labs, Supplies/Software</i>	\$900
<i>Tot Length</i>	240	<i>Total Hrs</i>	240	<i>Total Program Cost</i>	\$13,974

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
3 Days	18	13
2 Evenings	9	30

**Entrance/Admission  
Requirements**

*Please refer to page 14.  
This program also requires six months IT experience, Access  
Microsoft Office Specialist (MOS) certification, or Director approval.*

**Program Objective**

*The objective of this program is to prepare a student for a career in  
the IT field. Specifically, this program will help to prepare students  
for an entry level role as a Database Professional to support users..  
This program will also help to prepare students for associated  
industry standard certifications.*

**Program Description**

*This program includes learning relational database fundamentals,  
querying relational databases, designing relational databases,  
analyzing data using Business Intelligence, and database  
administration.*

**Required Courses**

<i>DBA1001</i>	<i>Database Fundamentals</i>	<i>24 hours</i>
<i>DBA1005</i>	<i>Querying Relational Databases</i>	<i>54 hours</i>
<i>DBA1010</i>	<i>Designing Relational Databases</i>	<i>54 hours</i>
<i>DBA1015</i>	<i>Analyzing Data with Business Intelligence</i>	<i>54 hours</i>
<i>DBA1020</i>	<i>Database Administration</i>	<i>54 hours</i>

*Total Clock Hours: 240 hours*

*SOC Code: 151232, 151151 (Computer User Support Specialists)*

**Program Title:**

***Executive Administrative Assistant  
(formerly known as Executive Secretary)***

**Program Length,  
Timeframe, and Cost**

<b>Program Length</b>		<b>Total Contact Hrs</b>		<b>Program Cost</b>	
<i>Clock Hrs</i>	144	<i>Theory Hrs</i>	72	<i>Tuition</i>	\$5,830
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	72	<i>Registration Fees</i>	\$150
				<i>Books, Labs, Supplies/Software</i>	\$500
<i>Tot Length</i>	144	<i>Total Hrs</i>	144	<i>Total Program Cost</i>	\$6,480

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

**Entrance/Admission  
Requirements**

*Please refer to page 14.*

**Program Objective**

*The objective of this program is to help prepare a student for a role as an administrative assistant for an organization that uses Microsoft Office products and accounting packages such as QuickBooks.*

**Program Description**

*This program includes training in Microsoft Windows, Word, Excel, Outlook, PowerPoint, and Access. This program also includes training in QuickBooks.*

**Required Courses**

<i>WIN1001</i>	<i>Microsoft Windows</i>	<i>8 hours</i>
<i>OFF1001</i>	<i>Word 1</i>	<i>8 hours</i>
<i>OFF1002</i>	<i>Word 2</i>	<i>8 hours</i>
<i>OFF1003</i>	<i>Word 3</i>	<i>8 hours</i>
<i>OFF1011</i>	<i>Excel 1</i>	<i>8 hours</i>
<i>OFF1012</i>	<i>Excel 2</i>	<i>8 hours</i>
<i>OFF1013</i>	<i>Excel 3</i>	<i>8 hours</i>
<i>OFF1021</i>	<i>Outlook 1</i>	<i>8 hours</i>
<i>OFF1022</i>	<i>Outlook 2</i>	<i>8 hours</i>
<i>OFF1031</i>	<i>PowerPoint 1</i>	<i>8 hours</i>
<i>OFF1032</i>	<i>PowerPoint 2</i>	<i>8 hours</i>
<i>OFF1051</i>	<i>Publisher 1</i>	<i>8 hours</i>
<i>OFF1052</i>	<i>Publisher 2</i>	<i>8 hours</i>
<i>OFF1041</i>	<i>Access 1</i>	<i>8 hours</i>
<i>OFF1042</i>	<i>Access 2</i>	<i>8 hours</i>
<i>OFF1043</i>	<i>Access 3</i>	<i>8 hours</i>
<i>QBK1001</i>	<i>QuickBooks</i>	<i>8 hours</i>
<i>QBK1002</i>	<i>QuickBooks</i>	<i>8 hours</i>

*Total Clock Hours: 144 hours*

*SOC Codes:*

*151232, 151151 (Computer User Support Specialist*

**Program Title:** ***Full Stack Web Developer  
(formerly known as Web Developer)***

**Program Length,  
Timeframe, and Cost**

<i><b>Program Length</b></i>		<i><b>Total Contact Hrs</b></i>		<i><b>Program Cost</b></i>	
<i>Clock Hrs</i>	324	<i>Theory Hrs</i>	162	<i>Tuition</i>	\$13,780
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	162	<i>Registration Fees</i>	\$150
				<i>Books, Labs, Supplies/Software</i>	\$800
<i>Tot Length</i>	324	<i>Total Hrs</i>	324	<i>Total Program Cost</i>	\$14,730

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
3 Days	18	18
2 Evenings	9	41

**Entrance/Admission  
Requirements**

*Please refer to page 14.*

**Program Objective**

*The objective of this program is to prepare a student for a career in the IT field. Specifically, this program will help to prepare students for an entry level full stack web developer role in cluding both front-end web design and back-end web development. The program includes help to prepare students for associated industry standard certifications.*

**Program Description**

*This program includes web design basics including HTML, CSS, JavaScript, and graphics design. It includes modern design frameworks used by the industry. It also includes back-end development technologies including modern eCommerce platforms. Finally, the program includes Search Engine Optimization (SEO) and digital marketing including social media.*

**Required Courses**

WEB1001	Web Development with HTML and CSS	54 hours
WEB1002	Content Management and Graphics	54 hours
WEB1003	Browser Scripting	54 hours
WEB1004	Web Design Frameworks	54 hours
WEB1010	Back-End Development Including eCommerce	54 hours
SEO1001	SEO, Social Media, and Digital Marketing	54 hours

*Total Clock Hours: 324 hours*

*SOC Codes: 151254, 151134 (Web Developers)*



**Program Title:** ***IT SECURITY Professional  
(formerly known as Security)***

**Program Length,  
Timeframe, and  
Cost**

<b>Program Length</b>		<b>Total Contact Hrs</b>		<b>Program Cost</b>	
<i>Clock Hrs</i>	<i>108</i>	<i>Theory Hrs</i>	<i>54</i>	<i>Tuition</i>	<i>\$5,262</i>
<i>Credit Hrs</i>	<i>0</i>	<i>Lab Hrs</i>	<i>54</i>	<i>Registration Fees</i>	<i>\$150</i>
				<i>Books, Labs, Supplies/Software</i>	<i>\$1,650</i>
<i>Tot Length</i>	<i>108</i>	<i>Total Hrs</i>	<i>108</i>	<i>Total Program Cost</i>	<i>\$7,062</i>

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>3 Days</i>	<i>18</i>	<i>6</i>
<i>2 Nights</i>	<i>9</i>	<i>14</i>

**Entrance/Admission Requirements** *Please refer to page 14.  
This program has a pre-requisite of Security+ or equivalent*

**Program Objective** *The objective of this program is to prepare a student for career advancement in the IT field. Specifically, this program will help to prepare students for an entry level role as a security penetration tester and/or computer forensics investigator. This program also helps to prepare students for associated industry standard certifications.*

**Program Description** *This program includes both ethical hacking and computer forensics investigation. The skills learned can be used within an organization or as a contractor.*

**Require Courses**

<i>SEC2001</i>	<i>Ethical Hacking</i>	<i>54 hours</i>
<i>SEC2002</i>	<i>Computer Forensics Investigation</i>	<i>54 hours</i>

*Total Clock Hours: 108 hours*

*SOC Codes: 151231, 151152 (Computer Network Support Specialists)*

**Program Title:** *Linux Professional  
(formerly known as Linux)*

**Program Length,  
Timeframe, and  
Cost**

<i>Program Length</i>		<i>Total Contact Hrs</i>		<i>Program Cost</i>	
<i>Clock Hrs</i>	<i>108</i>	<i>Theory Hrs</i>	<i>54</i>	<i>Tuition</i>	<i>\$5,262</i>
<i>Credit Hrs</i>	<i>0</i>	<i>Lab Hrs</i>	<i>54</i>	<i>Registration Fees</i>	<i>\$150</i>
				<i>Books, Labs, Supplies/Software</i>	<i>\$1,650</i>
<i>Tot Length</i>	<i>108</i>	<i>Total Hrs</i>	<i>108</i>	<i>Total Program Cost</i>	<i>\$7,062</i>

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>3 Days</i>	<i>18</i>	<i>6</i>
<i>2 Nights</i>	<i>9</i>	<i>14</i>

**Entrance/Admission Requirements** *Please refer to page 14.  
This program has a pre-requisite of CompTIA A+ and Network+ or equivalent*

**Program Objective** *The objective of this program is to prepare a student for career advancement in the IT field. Specifically, this program will help to prepare students for an entry level role as a VMware Virtualization Administrator. This program also helps to prepare students for associated industry standard certifications.*

**Program Description** *This program matches the VMware Certified Professional roadmap which includes two courses: VMware Install, Configure, Manage (ICM) and VMware Optimize and Scale.*

**Require Courses**

<i>LNX2001</i>	<i>Linux Server Administrator</i>	<i>54 hours</i>
<i>LNX2002</i>	<i>Linux Server Roles</i>	<i>54 hours</i>

*Total Clock Hours: 108 hours*

*SOC Codes: 151231, 151152 (Computer Network Support Specialists)*

**Program Title:** *Virtualization Professional  
(formerly known as Virtualization)*

**Program Length,  
Timeframe, and  
Cost**

<b>Program Length</b>		<b>Total Contact Hrs</b>		<b>Program Cost</b>	
<i>Clock Hrs</i>	<i>10 8</i>	<i>Theory Hrs</i>	<i>54</i>	<i>Tuition</i>	<i>\$5,262</i>
<i>Credit Hrs</i>	<i>0</i>	<i>Lab Hrs</i>	<i>54</i>	<i>Registration Fees</i>	<i>\$150</i>
				<i>Books, Labs, Supplies/Software</i>	<i>\$1,650</i>
<i>Tot Length</i>	<i>10 8</i>	<i>Total Hrs</i>	<i>108</i>	<i>Total Program Cost</i>	<i>\$7,062</i>

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>3 Days</i>	<i>18</i>	<i>6</i>
<i>2 Nights</i>	<i>9</i>	<i>14</i>

**Entrance/Admission Requirements** *Please refer to page 14.  
This program has a pre-requisite of Network+ or equivalent*

**Program Objective** *The objective of this program is to prepare a student for career advancement in the IT field. Specifically, this program will help to prepare students for an entry level role as a VMware Virtualization Administrator. This program also helps to prepare students for associated industry standard certifications.*

**Program Description** *This program matches the VMware Certified Professional roadmap which includes two courses: VMware Install, Configure, Manage (ICM) and VMware Optimize and Scale.*

**Require Courses**

VMW1001	VMware Install, Configure, Manage	54 hours
VMW1002	VMware Optimize and Scale	54 hours

*Total Clock Hours: 108 hours*

*SOC Codes:  
151231, 151152 (Computer Network Support Specialists)*

**Program Title:****Webmaster****Program Length,  
Timeframe, and Cost**

<b>Program Length</b>		<b>Total Contact Hrs</b>		<b>Program Cost</b>	
<i>Clock Hrs</i>	160	<i>Theory Hrs</i>	120	<i>Tuition</i>	\$6,495
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	40	<i>Registration Fees,</i>	\$150
				<i>Books, Labs, Supplies/Software</i>	\$500
<i>Tot Length</i>	160	<i>Total Hrs</i>	160	<i>Total Program Cost</i>	\$7,145

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
<i>2 Days</i>	16	10
<i>3 Days</i>	18	9
<i>1 Day</i>	8	20
<i>2 Nights</i>	8	20

**Entrance/Admission  
Requirements***Please refer to page 14.***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. 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:

<i>WEB1001</i>	<i>Web Development with HTML and CSS</i>	<i>54 hours</i>
<i>WEB1002</i>	<i>Content Management and Graphics</i>	<i>54 hours</i>
<i>SEO1001</i>	<i>SEO, Social Media, and Digital Marketing</i>	<i>54 hours</i>

*Total Clock Hours for Webmaster: 162 hours*

*SOC Codes: 151254, 151134 (Web Developers)*

**Program Title:** ***Wired and Wireless Network Professional  
(Formerly known as CCNA Preparatory)***

**Program Length,  
Timeframe, and Cost**

<b>Program Length</b>		<b>Total Contact Hrs</b>		<b>Program Cost</b>	
<i>Clock Hrs</i>	486	<i>Theory Hrs</i>	243	<i>Tuition</i>	\$20,470
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	243	<i>Registration Fees</i>	\$150
				<i>Books, Labs, Supplies/Software</i>	\$1,400
<i>Tot Length</i>	486	<i>Total Hrs</i>	486	<i>Total Program Cost</i>	\$22,020

<i>Number of Days/Week</i>	<i>Hours/Week</i>	<i>No. Weeks</i>
3 Days	18	27
2 Evenings	9	61

**Entrance/Admission  
Requirements**

*Please refer to page 14.*

**Program Objective**

*The objective of this program is to prepare a student for a career in the IT field. Specifically, this program will help to prepare students for an entry level network technician or network administrator role including help to prepare students for associated industry standard certifications.*

**Program Description**

*This program includes networking and security basics. It then goes on to prepare students to install, maintain, troubleshoot, and repair network equipment in both on-premises and cloud environments. The program includes working with wired, wireless, and cloud environments. The program also includes Voice over IP (VoIP) and video networking. When successfully completed, students should be able to help support a modern network infrastructure in organizations of any size.*

**Required Courses**

<i>NET1001</i>	<i>Computer Networking Essentials</i>	<i>54 hours</i>
<i>SEC1001</i>	<i>Computer Security Essentials</i>	<i>54 hours</i>
<i>NET2001</i>	<i>Routing and LAN Switching Technologies</i>	<i>54 hours</i>
<i>NET2002</i>	<i>Network Infrastructure, Services, Security, and Management</i>	<i>54 hours</i>
<i>NET2003</i>	<i>Software Defined Networking and Automation</i>	<i>54 hours</i>
<i>NET2004</i>	<i>Wireless Network Administration</i>	<i>54 hours</i>
<i>NET2010</i>	<i>VoIP and Video Integration</i>	<i>54 hours</i>
<i>CLD2001</i>	<i>Microsoft Cloud Administration</i>	<i>54 hours</i>
<i>CLD2002</i>	<i>AWS Cloud Administration</i>	<i>54 hours</i>

*Total Clock Hours: 486 hours*

*SOC Codes:*

*151231, 151152 (Computer Network Support Specialists)*

# 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**

<b>Program Length</b>		<b>Total Contact Hrs</b>		<b>Program Cost</b>	
<i>Clock Hrs</i>	8	<i>Theory Hrs</i>	4	<i>Tuition</i>	\$145
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	4	<i>Registration Fees</i>	\$150
				<i>Books &amp; Supplies</i>	\$50
<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 14.*

**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**

<b>Program Length</b>		<b>Total Contact Hrs</b>		<b>Program Cost</b>	
<i>Clock Hrs</i>	8	<i>Theory Hrs</i>	4	<i>Tuition</i>	\$145
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	4	<i>Registration Fees,</i>	\$150
				<i>Books &amp; Supplies</i>	\$50
<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 14.*

**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**

<b>Program Length</b>		<b>Total Contact Hrs</b>		<b>Program Cost</b>	
<i>Clock Hrs</i>	<i>48</i>	<i>Theory Hrs</i>	<i>24</i>	<i>Tuition</i>	<i>\$2,970</i>
<i>Credit Hrs</i>	<i>0</i>	<i>Lab Hrs</i>	<i>24</i>	<i>Registration Fees,</i>	<i>\$150</i>
				<i>Books &amp; Supplies</i>	<i>\$525</i>
<i>Tot Length</i>	<i>48</i>	<i>Total Hrs</i>	<i>48</i>	<i>Total Program Cost</i>	<i>\$3,645</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 14.*

**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**

<b>Program Length</b>		<b>Total Contact Hrs</b>		<b>Program Cost</b>	
<i>Clock Hrs</i>	<i>32</i>	<i>Theory Hrs</i>	<i>16</i>	<i>Tuition</i>	<i>\$1,345</i>
<i>Credit Hrs</i>	<i>0</i>	<i>Lab Hrs</i>	<i>16</i>	<i>Registration Fees,</i>	<i>\$150</i>
				<i>Books &amp; Supplies</i>	<i>\$250</i>
<i>Tot Length</i>	<i>32</i>	<i>Total Hrs</i>	<i>32</i>	<i>Total Program Cost</i>	<i>\$1,745</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 14.*

**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**

<b>Program Length</b>		<b>Total Contact Hrs</b>		<b>Program Cost</b>	
<i>Clock Hrs</i>	8	<i>Theory Hrs</i>	4	<i>Tuition</i>	\$145
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	4	<i>Registration Fees</i>	\$150
				<i>Books &amp; Supplies</i>	\$50
<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 14.***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**

<b>Program Length</b>		<b>Total Contact Hrs</b>		<b>Program Cost</b>	
<i>Clock Hrs</i>	8	<i>Theory Hrs</i>	4	<i>Tuition</i>	\$145
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	4	<i>Registration Fees</i>	\$150
				<i>Books &amp; Supplies</i>	\$50
<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 14.*

**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	
Clock Hrs	32	Theory Hrs	16	Tuition	\$1,055
Credit Hrs	0	Lab Hrs	16	Registration Fees	\$150
				Books & Supplies	\$40
Tot Length	32	Total Hrs	32	Total Program Cost	\$1245

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

**Entrance/Admission  
Requirements** *Please refer to page 14.*

**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**

<b>Program Length</b>		<b>Total Contact Hrs</b>		<b>Program Cost</b>	
<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 &amp; 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 14.*

**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**

<b>Program Length</b>		<b>Total Contact Hrs</b>		<b>Program Cost</b>	
<i>Clock Hrs</i>	<i>8</i>	<i>Theory Hrs</i>	<i>4</i>	<i>Tuition</i>	<i>\$145</i>
<i>Credit Hrs</i>	<i>0</i>	<i>Lab Hrs</i>	<i>4</i>	<i>Registration Fees,</i>	<i>\$150</i>
				<i>Books &amp; Supplies</i>	<i>\$50</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 14.*

**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**

<b>Program Length</b>		<b>Total Contact Hrs</b>		<b>Program Cost</b>	
<i>Clock Hrs</i>	<i>8</i>	<i>Theory Hrs</i>	<i>4</i>	<i>Tuition</i>	<i>\$145</i>
<i>Credit Hrs</i>	<i>0</i>	<i>Lab Hrs</i>	<i>4</i>	<i>Registration Fees,</i>	<i>\$150</i>
				<i>Books &amp; Supplies</i>	<i>\$50</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 14.*

**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**

<b>Program Length</b>		<b>Total Contact Hrs</b>		<b>Program Cost</b>	
<i>Clock Hrs</i>	<i>8</i>	<i>Theory Hrs</i>	<i>4</i>	<i>Tuition</i>	<i>\$145</i>
<i>Credit Hrs</i>	<i>0</i>	<i>Lab Hrs</i>	<i>4</i>	<i>Registration Fees,</i>	<i>\$150</i>
				<i>Books &amp; Supplies</i>	<i>\$50</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 14.*

**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	\$145
Credit Hrs	0	Lab Hrs	4	Registration Fees	\$150
				Books & Supplies	\$50
Tot Length	8	Total Hrs	8	Total Program Cost	\$345

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

**Entrance/Admission  
Requirements** *Please refer to page 14.*

**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**

<b>Program Length</b>		<b>Total Contact Hrs</b>		<b>Program Cost</b>	
<i>Clock Hrs</i>	<i>8</i>	<i>Theory Hrs</i>	<i>4</i>	<i>Tuition</i>	<i>\$145</i>
<i>Credit Hrs</i>	<i>0</i>	<i>Lab Hrs</i>	<i>4</i>	<i>Registration Fees</i>	<i>\$150</i>
				<i>Books &amp; Supplies</i>	<i>\$50</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 14.*

**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	
Clock Hrs	8	Theory Hrs	4	Tuition	\$145
Credit Hrs	0	Lab Hrs	4	Registration Fees,	\$150
				Books & Supplies	\$50
Tot Length	8	Total Hrs	8	Total Program Cost	\$345

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

**Entrance/Admission  
Requirements**

*Please refer to page 14.*

**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**

<b>Program Length</b>		<b>Total Contact Hrs</b>		<b>Program Cost</b>	
<i>Clock Hrs</i>	<i>8</i>	<i>Theory Hrs</i>	<i>4</i>	<i>Tuition</i>	<i>\$145</i>
<i>Credit Hrs</i>	<i>0</i>	<i>Lab Hrs</i>	<i>4</i>	<i>Registration Fees</i>	<i>\$150</i>
				<i>Books &amp; Supplies</i>	<i>\$50</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 14.*

**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	
Clock Hrs	8	Theory Hrs	4	Tuition	\$145
Credit Hrs	0	Lab Hrs	4	Registration Fees	\$150
				Books & Supplies	\$50
Tot Length	8	Total Hrs	8	Total Program Cost	\$345

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

**Entrance/Admission  
Requirements**

*Please refer to page 14.*

**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**

<b>Program Length</b>		<b>Total Contact Hrs</b>		<b>Program Cost</b>	
<i>Clock Hrs</i>	<i>8</i>	<i>Theory Hrs</i>	<i>4</i>	<i>Tuition</i>	<i>\$145</i>
<i>Credit Hrs</i>	<i>0</i>	<i>Lab Hrs</i>	<i>4</i>	<i>Registration Fees,</i>	<i>\$150</i>
				<i>Books &amp; Supplies</i>	<i>\$50</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 14.*

**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**

<b>Program Length</b>		<b>Total Contact Hrs</b>		<b>Program Cost</b>	
<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 &amp; 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 14.*

**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	
Clock Hrs	8	Theory Hrs	4	Tuition	\$145
Credit Hrs	0	Lab Hrs	4	Registration Fees,	\$150
				Books & Supplies	\$50
Tot Length	8	Total Hrs	8	Total Program Cost	\$345

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

**Entrance/Admission  
Requirements**

*Please refer to page 14.*

**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**

<b>Program Length</b>		<b>Total Contact Hrs</b>		<b>Program Cost</b>	
<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 &amp; 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 14.***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**

<b>Program Length</b>		<b>Total Contact Hrs</b>		<b>Program Cost</b>	
<i>Clock Hrs</i>	8	<i>Theory Hrs</i>	4	<i>Tuition</i>	\$145
<i>Credit Hrs</i>	0	<i>Lab Hrs</i>	4	<i>Registration Fees,</i>	\$150
				<i>Books &amp; Supplies</i>	\$50
<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 14.*

**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**

<b>Program Length</b>		<b>Total Contact Hrs</b>		<b>Program Cost</b>	
<i>Clock Hrs</i>	<i>8</i>	<i>Theory Hrs</i>	<i>4</i>	<i>Tuition</i>	<i>\$145</i>
<i>Credit Hrs</i>	<i>0</i>	<i>Lab Hrs</i>	<i>4</i>	<i>Registration Fees</i>	<i>\$150</i>
				<i>Books &amp; Supplies</i>	<i>\$50</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 14.*

**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	
Clock Hrs	8	Theory Hrs	4	Tuition	\$145
Credit Hrs	0	Lab Hrs	4	Registration Fees,	\$150
				Books & Supplies	\$50
Tot Length	8	Total Hrs	8	Total Program Cost	\$345

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

**Entrance/Admission  
Requirements**

*Please refer to page 14.*

**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*

## Course Descriptions (in course number order)

### **CLD2001**                      **Microsoft Cloud Administration**

**54 Hours**                      **27 Hours Lecture, 27 Hours Lab, Available Online**

**Prerequisite:**                      **CMP1002 and NET1001**

Microsoft Azure is the 2<sup>nd</sup> biggest cloud provider and is experiencing tremendous growth. This course provides lectures, demonstrations, and hands-on practice for working with Microsoft's Azure cloud environment. This includes working with virtual networks, virtual servers, Azure storage, Azure databases and more. The course helps prepare students for the Microsoft Azure Administrator role certification. Students will also learn the basics of Microsoft 365 administration and Azure Active Directory since many organizations use Microsoft 365 and Office 365.

### **CLD2002**                      **AWS Cloud Administration**

**54 Hours**                      **27 Hours Lecture, 27 Hours Lab, Available Online**

**Prerequisite:**                      **CMP1002 and NET1001**

Amazon Web Services is the largest cloud provider. Industry experts expect most Servers to be in the cloud in the next few years. This course provides lectures, demonstrations, and hands-on practice for working with Amazon Web Services (AWS) cloud environment. This includes working with virtual networks, virtual servers, storage, databases and more. This course helps prepare students for the AWS Solutions Architect Associate certification.

### **CMP1001**                      **Computer Hardware Essentials**

**54 Hours**                      **27 Hours Lecture, 27 Hours Lab, Available Hybrid (must attend on-campus workshops)**

**Prerequisite:**                      **None**

This course provides lectures, demonstrations, and hands-on practice for installing, configuring, troubleshooting, and repairing personal computer and workstation hardware including desktops, laptops, and mobile equipment. This course helps prepare students for the CompTIA A+ Hardware exam.

### **CMP1002**                      **Computer Software Essentials**

**54 Hours**                      **27 Hours Lecture, 27 Hours Lab, Available Online**

**Prerequisite:**                      **None**

This course provides lectures, demonstrations, and hands-on practice for installing, configuring, troubleshooting, and repairing personal computer and workstation operating system software including Windows, Linux, Mac OS, Android, and Apple iOS. This course helps prepare students for the CompTIA A+ Software exam.

### **DBA1001**                      **Database Fundamentals**

**24 Hours**                      **12 Hours Lecture, 12 Hours Lab, Available Online**

**Prerequisite:**                      **None**

Relational database management systems are the most common type of database currently in use. This course provides lectures, demonstrations, and hands-on practice for planning, installing, configuring, troubleshooting, and using relational databases using Structured Query Language (SQL). At the completion of this course, students will have a working knowledge of relational databases and SQL including security and backups. This course helps prepare students for the Microsoft Technology Associate (MTA) Database Administration exam and certification.

**DBA1005*****Querying Relational Databases*****54 Hours****27 Hours Lecture, 27 Hours Lab, Available Online****Prerequisite:****DBA1001**

Relational database management systems are the most common type of database currently in use. This course provides lectures, demonstrations, and hands-on practice for using Structured Query Language (SQL) to retrieve data and manipulate data in a modern relational database. At the completion of this course, students will know advanced techniques for working with data in relational databases.

**DBA1010*****Designing Relational Databases*****54 Hours****27 Hours Lecture, 27 Hours Lab, Available Online****Prerequisite:****DBA1001**

Microsoft SQL Server is one of the most popular relational database management system in use. This course provides lectures, demonstrations, and hands-on practice for using Structured Query Language (SQL) to create, modify, and remove relational database objects including tables, views, indexes, stored procedures, and functions using Data Definition Language (DDL) statements in a Microsoft SQL Server environment.

**DBA1015*****Analyzing Data with Business Intelligence*****54 Hours****27 Hours Lecture, 27 Hours Lab, Available Online****Prerequisite:****DBA1001**

This course will discuss the various methods and best practices that are in line with business and technical requirements for modeling, visualizing, and analyzing data with Power BI. The course will also show how to access and process data from a range of data sources including both relational and non-relational data. This course helps to prepare students for the Microsoft exam for the Data Analyst Associate role certification.

**DBA1020*****Database Administration*****54 Hours****27 Hours Lecture, 27 Hours Lab, Available Online****Prerequisite:****DBA1001**

This course provides students with the knowledge and skills to administer a SQL Server database infrastructure for cloud, on-premises and hybrid relational databases and who work with the Microsoft PaaS relational database offerings. Additionally, it will be of use to individuals who develop applications that deliver content from SQL-based relational databases. This course helps to prepare students for the Microsoft exam for the Azure Database Administrator role certification.

**LNx2001*****Linux Server Administration*****54 Hours****27 Hours Lecture, 27 Hours Lab, Available Online****Prerequisite:****CMP1002 and NET1001**

Linux is a popular open-source operating system used by organizations of all sizes. This course provides lectures, demonstrations, and hands-on practice for installing, configuring, troubleshooting, and repairing operating system software for various Linux platforms. The course also covers backup and restore, monitoring, and tuning a Linux platform. This course along with LNx2002 helps to prepare students for the CompTIA Linux+ certification and the Linux Professional Institute C-1 certification.



**LNK2002****Linux Server Roles****54 Hours****27 Hours Lecture, 27 Hours Lab, Available Online****Prerequisite:****CMP1002 and NET1001**

Linux is a popular open-source operating system used by organizations of all sizes. This course provides lectures, demonstrations, and hands-on practice for installing, configuring, troubleshooting, and repairing various server roles on various Linux server platforms. Roles investigated include DNS servers, DHCP servers, Remote Access servers, email servers, and more. This course along with LNK2001 helps to prepare students for the CompTIA Linux+ certification and the Linux Professional Institute C-1 certification.

**MOS1001****MOS Word Certification Prep Workshop****8 Hours****4 Hours Lecture, 4 Hours Lab, Available Online****Prerequisite:****OFF1003**

Microsoft Office Specialist (MOS) certifications are a way to demonstrate mastery of specific Microsoft Office applications. This course provides lectures, demonstrations, and hands-on practice on Microsoft Office Word to help prepare students for the Microsoft Office Specialist (MOS) Word Associate exam.

**MOS1011****MOS Excel Certification Prep Workshop****8 Hours****4 Hours Lecture, 4 Hours Lab, Available Online****Prerequisite:****OFF1013**

Microsoft Office Specialist (MOS) certifications are a way to demonstrate mastery of specific Microsoft Office applications. This course provides lectures, demonstrations, and hands-on practice on Microsoft Office Excel to help prepare students for the Microsoft Office Specialist (MOS) Excel Associate exam.

**MOS1021****MOS Outlook Certification Prep Workshop****8 Hours****4 Hours Lecture, 4 Hours Lab, Available Online****Prerequisite:****OFF1022**

Microsoft Office Specialist (MOS) certifications are a way to demonstrate mastery of specific Microsoft Office applications. This course provides lectures, demonstrations, and hands-on practice on Microsoft Office Outlook to help prepare students for the Microsoft Office Specialist (MOS) Outlook Associate exam.

**MOS1041****MOS Access Certification Prep Workshop****8 Hours****4 Hours Lecture, 4 Hours Lab, Available Online****Prerequisite:****OFF1003**

Microsoft Office Specialist (MOS) certifications are a way to demonstrate mastery of specific Microsoft Office applications. This course provides lectures, demonstrations, and hands-on practice on Microsoft Office Access to help prepare students for the Microsoft Office Specialist (MOS) Access Expert exam.

**NET1001****Computer Networking Essentials****54 Hours****27 Hours Lecture, 27 Hours Lab, Available Hybrid (must attend on-campus****workshops)****Prerequisite:****None**

This course provides lectures, demonstrations, and hands-on practice for installing, configuring, troubleshooting, and securing network equipment including routers, switches and firewalls. Setting up and configuring wireless networking is also included. Structured cabling is also discussed. Upon successful completion, students will be able to set up a Small Office or Home Office network. This course helps to prepare students for the CompTIA Network+ certification.

**NET2001*****Routing and LAN Switching Technologies*****54 Hours****27 Hours Lecture, 27 Hours Lab, Available Hybrid (must attend on-campus****workshops)****Prerequisite:****NET1001**

Network functionality and equipment is critical for any size modern organization. This course provides lectures, demonstrations, and hands-on practice for installing, configuring, troubleshooting, and repairing network equipment including commercial routers and commercial LAN switches. Upon successful completion, students will be able to set up and maintain routers and switches for small and medium size networks. This course along with NET2002, NET2003, and NET2004 help prepare students for the Cisco CCNA exam and certification.

**NET2002*****Network Infrastructure, Services, Security, and Management*****54 Hours****27 Hours Lecture, 27 Hours Lab, Available Online****Prerequisite:****NET1001**

Modern networks require important security and management services. This course provides lectures, demonstrations, and hands-on practice for installing, configuring, troubleshooting, and repairing network equipment including working with services such as SYSLOG, SNMP, NetFlow, and NTP. Upon successful completion, students will be able to set up and maintain routers and switches for any size network. This course along with NET2001, NET2003, and NET2004 help prepare students for the Cisco CCNA exam and certification.

**NET2003*****Software Defined Networking and Automation*****54 Hours****27 Hours Lecture, 27 Hours Lab, Available Online****Prerequisite:****NET1001**

Modern networks are now being maintained with Software Defined Networking and Automation. This course provides lectures, demonstrations, and hands-on practice for installing, configuring, repairing, and troubleshooting network equipment using modern software defined networking (SDN) and controllers. The course covers different controller options and scripting languages to help automate network deployment and maintenance. This course along with NET2001, NET2002, and NET2004 help prepare students for the Cisco CCNA exam and certification.

**NET2004*****Wireless Network Administration*****54 Hours****27 Hours Lecture, 27 Hours Lab, Available Hybrid (must attend on-campus****workshops)****Prerequisite:****NET1001**

Wireless networking has continued to grow for organizations of all size. This course provides lectures, demonstrations, and hands-on practice for installing, configuring, troubleshooting, and repairing wireless network equipment including wireless network controllers and commercial access points. The course includes identifying interference and performing site surveys to optimize access point placement in organizations of any size. This course along with NET2001, NET2003, and NET2003 help prepare students for the Cisco CCNA exam and certification.

**NET2010*****VoIP and Video Integration*****54 Hours****27 Hours Lecture, 27 Hours Lab, Available Online****Prerequisite:****NET2001**

Many organizations use Voice over IP (VoIP) phones and IP cameras in their network. This course provides lectures, demonstrations, and hands-on practice for installing, configuring, troubleshooting, and repairing network equipment used for voice over IP (VoIP) and video over IP environments. The course includes optimizing networks for VoIP and video in any size organization. This course helps students prepare to take the appropriate Cisco exams to become CCNP Collaboration certified.

**OFF1001****Word 1****8 Hours****4 Hours Lecture, 4 Hours Lab, Available Online****Prerequisite:****WIN1001**

Microsoft word is the most popular word processing application used on personal computers. This course provides lectures, demonstrations, and hands-on practice on Microsoft Office Word to perform basic tasks including: Work with the Quick Access toolbar, Create Documents, Editing Word documents, Formatting text, Controlling text and page design, Using Page Setup and Printing Options, Inserting Clip Art, Text, and Word Options

**OFF1002****Word 2****8 Hours****4 Hours Lecture, 4 Hours Lab, Available Online****Prerequisite:****OFF1001**

Microsoft word is the most popular word processing application used on personal computers. This course provides lectures, demonstrations, and hands-on practice on Microsoft Office Word to work with intermediate tasks including: Advanced Lists, Tables, Advanced Tables, Charts, Formatting with Styles and Themes, Templates, Advanced Page Layouts, and Graphic Objects

**OFF1003****Word 3****8 Hours****4 Hours Lecture, 4 Hours Lab, Available Online****Prerequisite:****OFF1002**

Microsoft word is the most popular word processing application used on personal computers. This course provides lectures, demonstrations, and hands-on practice on Microsoft Office Word to work with advanced tasks including: Linking Word with Other Programs, Creating and Editing Macros, Mail Merge, Working with Large Documents, Collaborating on Documents, Protecting Documents, and Creating Forms

**OFF1011****Excel 1****8 Hours****4 Hours Lecture, 4 Hours Lab, Available Online****Prerequisite:****WIN1001**

Microsoft Excel is the most popular spreadsheet application used on personal computers. This course provides lectures, demonstrations, and hands-on practice on Microsoft Office Excel to perform the following basic tasks: Open, View, and Navigate a Workbook, Creating an Excel Workbook, Editing a Worksheet, Calculating Data, Formatting Cells, Creating Page Setup and Printing Options, and Working with Multiple Sheets.

**OFF1012****Excel 2****8 Hours****4 Hours Lecture, 4 Hours Lab, Available Online****Prerequisite:****OFF1011**

Microsoft Excel is the most popular spreadsheet application used on personal computers. This course provides lectures, demonstrations, and hands-on practice on Microsoft Office Excel to work with intermediate tasks including: Advanced Calculations and Formatting, Advanced Functions, Sorting and Filtering Table Data, Excel Tables, Templates, Pivot Tables and Pivot Charts, Charts

**OFF1013****Excel 3****8 Hours****4 Hours Lecture, 4 Hours Lab, Available Online****Prerequisite:****OFF1012**

Microsoft Excel is the most popular spreadsheet application used on personal computers. This course provides lectures, demonstrations, and hands-on practice on Microsoft Office Excel to work with advanced tasks including: Data and Formula Integrity, Formulas Across Files, Text Functions, What-If Scenarios, Securing Data, Collaboration in Excel, Importing and Exporting Excel Data, and Macros.

**OFF1014****Excel 4****8 Hours****4 Hours Lecture, 4 Hours Lab, Available Online****Prerequisite:****OFF1013**

Microsoft Excel is the most popular spreadsheet application used on personal computers. This course provides lectures, demonstrations, and hands-on practice on Microsoft Office Excel to work with advanced tasks including: Advanced Formats and Functions, Manipulating Data, Advanced Pivot Tables, Advanced Macros, Using Statistical Functions, and Advanced Charts

**OFF1021****Outlook 1****8 Hours****4 Hours Lecture, 4 Hours Lab, Available Online****Prerequisite:****WIN1001**

Microsoft Outlook is a premier email/scheduling application used by businesses of all size. This course provides lectures, demonstrations, and hands-on practice on Microsoft Office Outlook to perform the following tasks: Work with the Outlook Ribbon and Help, Using Email, Formatting Email Messages, Creating Contacts, Using the Calendar, Working with Tasks, and Working with Notes.

**OFF1022****Outlook 2****8 Hours****4 Hours Lecture, 4 Hours Lab, Available Online****Prerequisite:****OFF1021**

Microsoft Outlook is a premier email/scheduling application used by businesses of all size. This course provides lectures, demonstrations, and hands-on practice on Microsoft Office Outlook to perform advanced tasks including: Organize Emails, Use Search Folders, Use the Journal, Set Email Options, Set Calendar Options, Create Rules, Archive Email, Import and Export, and use Mail Merge

**OFF1031****PowerPoint 1****8 Hours****4 Hours Lecture, 4 Hours Lab, Available Online****Prerequisite:****WIN1001**

PowerPoint is a complete presentation graphics package. It gives you everything you need to produce a professional-looking presentation. PowerPoint offers word processing, outlining, drawing, graphing, and presentation management tools. This course provides lectures, demonstrations, and hands-on practice on Microsoft Office PowerPoint to perform the following tasks: Work with the Quick Access toolbar, Opening and Viewing a Presentation, Creating a Presentation, Formatting a Presentation, Adding Tables, Adding a Chart, Inserting and modifying Graphic Objects, and Delivering a Presentation.

**OFF1032****PowerPoint 2****8 Hours****4 Hours Lecture, 4 Hours Lab, Available Online****Prerequisite:****OFF1031**

PowerPoint is a complete presentation graphics package. It gives you everything you need to produce a professional-looking presentation. PowerPoint offers word processing, outlining, drawing, graphing, and presentation management tools. This course provides lectures, demonstrations, and hands-on practice on Microsoft Office PowerPoint to customize presentations, add special effects to presentations, customize a slideshow, create diagrams, collaborating on a presentation, securing a presentation and publishing a presentation.

**OFF1041****Access 1****8 Hours****4 Hours Lecture, 4 Hours Lab, Available Online****Prerequisite:****WIN1001**

Microsoft Access is an information management tool that helps you store information for reference, reporting, and analysis. Microsoft Access helps you analyze large amounts of information and manage related data more efficiently than Microsoft Excel or other spreadsheet applications. This course provides lectures, demonstrations, and hands-on practice with Microsoft Office Access to describe a relational database, use the Access window, navigation pane, and help features, plan a relational database, split information into tables, design and build a database, design database tables, create table relationships, import data into Access, create forms, create basic queries, and create basic reports.

**OFF1042****Access 2****8 Hours****4 Hours Lecture, 4 Hours Lab, Available Online****Prerequisite:****OFF1041**

Microsoft Access is an information management tool that helps you store information for reference, reporting, and analysis. This course provides lectures, demonstrations, and hands-on practice on Microsoft Office Access to create basic queries, work with query criteria, create calculations in queries, build reports, design reports, build action queries, export data, perform advanced queries, perform advanced form design, and perform advanced report design.

**OFF1043****Access 3****8 Hours****4 Hours Lecture, 4 Hours Lab, Available Online****Prerequisite:****OFF1042**

Microsoft Access is an information management tool that helps you store information for reference, reporting, and analysis. This course provides lectures, demonstrations, and hands-on practice on Microsoft Office Access to use macros to automate processes, finalize a database build, enhance security on a database, troubleshoot database issues, interact with dialog forms, use Visual Basic for Applications (VBA), perform database maintenance, and use XML in Access.

**QBK1001****QuickBooks 1****8 Hours****4 Hours Lecture, 4 Hours Lab, Available Online****Prerequisite:****WIN1001**

QuickBooks is an accounting software that takes care of business financial needs for small and mid-sized businesses. This course provides lectures, demonstrations, and hands-on practice on QuickBooks. More than just an application course, this course teaches the basics of small and mid-sized business accounting. Upon successful completion of this course, students will be able to: explore the QuickBooks interface, set up a company and a Chart of Accounts, build and manage lists, manage inventory, record a product sale, create an invoice for services, and work with bank accounts.

**QBK1002****QuickBooks 2****8 Hours****4 Hours Lecture, 4 Hours Lab, Available Online****Prerequisite:****QBK1001**

QuickBooks is an accounting software that takes care of business financial needs for small and mid-sized businesses. This course provides lectures, demonstrations, and hands-on practice on QuickBooks. Upon successful completion of this course, students will be able to: create an estimate for a job and convert it into an invoice, record business assets and liabilities, process sales tax, create and work with reports, process payroll manually, check the accuracy of accounting data, and integrate other applications with QuickBooks.

## **SEC1001**                      **Computer Security Essentials**

**54 Hours**                      **27 Hours Lecture, 27 Hours Lab, Available Online**

**Prerequisite:**                      **NET1001 or permission of Director**

This course provides lectures, demonstrations, and hands-on practice for configuring and troubleshooting network security on computers and network equipment. Basic security for wired and wireless networks is included. This course covers state-of-the-art methods to protect computers and computer networks. This course also covers cryptography, monitoring networks, and incident response. This course also helps to prepare students for the CompTIA Security+ certification.

## **SEC2001**                      **Ethical Hacking**

**54 Hours**                      **27 Hours Lecture, 27 Hours Lab, Available Online**

**Prerequisite:**                      **SEC1001**

Ethical hacking, also known as penetration testing or pen testing, is legally breaking into computers and devices to test an organization's defenses. It's among the most exciting IT jobs any person can be involved in. This course provides lectures, demonstrations, and hands-on practice to teach the latest commercial-grade hacking tools, techniques, and methodologies used by hackers and information security professionals to lawfully hack an organization. This course helps prepare students for the EC-Council's CEH exam and certification.

## **SEC2002**                      **Computer Forensics Investigation**

**54 Hours**                      **27 Hours Lecture, 27 Hours Lab, Available Online**

**Prerequisite:**                      **SEC1001**

Computer forensics is the application of investigation and analysis techniques to gather and preserve evidence from a particular computing device in a way that is suitable for presentation in a court of law. The goal of computer forensics is to perform a structured investigation while maintaining a documented chain of evidence to find out exactly what happened on a computing device and who was responsible for it. This course provides lectures, demonstrations, and hands-on practice to prepare a student to perform computer hacking forensic investigations. This course helps prepare students for the EC-Council's CHFI exam and certification.

## **SEO1001**                      **SEO, Social Media, and Digital Marketing**

**54 Hours**                      **27 Hours Lecture, 27 Hours Lab, Available Online**

**Prerequisite:**                      **None**

SEO, Social Media, and Digital Marketing are critical for generating business to an organization's website. This course provides lectures, demonstrations, and hands-on practice to provide students with the skills to perform Search Engine Optimization (SEO) to rank websites higher in search results. Students will also learn how to effectively use social media and digital marketing to improve the market share for websites that they maintain and are responsible for.

## **SVR2001**                      **Windows Server Administration**

**54 Hours**                      **27 Hours Lecture, 27 Hours Lab, Available Online**

**Prerequisite:**                      **CMP1002 and NET1001**

This course provides lectures, demonstrations, and hands-on practice for installing, configuring, troubleshooting, and repairing operating system software for Microsoft Windows Server platform. The course also covers backup and restore, monitoring, and tuning a Microsoft Windows Server platform. The course covers both on-site and cloud servers.

**SVR2002*****Windows Server Roles*****54 Hours****27 Hours Lecture, 27 Hours Lab, Available Online****Prerequisite:****CMP1002 and NET1001**

This course provides lectures, demonstrations, and hands-on practice for installing, configuring, troubleshooting, and repairing various server roles on a Microsoft Windows Server platform. Roles investigated include Domain Controllers, DNS servers, DHCP servers, Remote Access servers, Remote Desktop Services and more.

**SVR2003*****Automation, Containers, and DevOps*****54 Hours****27 Hours Lecture, 27 Hours Lab, Available Online****Prerequisite:****CMP1002 and NET1001**

Scripting and automation are now considered essential skills for maintaining a modern server environment. This course provides lectures, demonstrations, and hands-on practice for developing scripting to help automate server operations within an institution. This course also covers the basics of DevOps and working with modern containerization in a server environment. Upon successful completion, students will be able to write scripts to automate common server tasks and work with containers in a modern server environment.

**VMW1001*****VMware Install, Configure, Manage*****54 Hours****27 Hours Lecture, 27 Hours Lab, Available Online****Prerequisite:****NET1001**

VMware vSphere is the industry-leading compute virtualization platform, and the first step to application modernization. This course provides lectures, demonstrations, and hands-on practice which focuses on installing, configuring, and managing VMware vSphere®, which includes VMware ESXi™ and VMware vCenter Server®. This course prepares a student to administer a vSphere infrastructure for an organization of any size. Along with VMW1002, this course helps students prepare for the VMware Certified Professional (VCP) exam and certification.

**VMW1002*****VMware Optimize and Scale*****54 Hours****27 Hours Lecture, 27 Hours Lab, Available Online****Prerequisite:****VMW1001**

VMware vSphere is the industry-leading compute virtualization platform, and the first step to application modernization. This course provides lectures, demonstrations, and hands-on practice to learn advanced skills for configuring and maintaining a highly available and scalable virtual infrastructure. Through a mix of lecture and hands-on labs, students configure and optimize the VMware vSphere® features that build a foundation for a truly scalable infrastructure, and you discuss when and where these features have the greatest effect. Along with VMW1001, this course helps students prepare for the VMware Certified Professional (VCP) exam and certification.

**WEB1001*****Web Development with HTML and CSS*****54 Hours****27 Hours Lecture, 27 Hours Lab, Available Online****Prerequisite:****None**

At the heart of all web pages are HTML and CSS. This course provides lectures, demonstrations, and hands-on practice for designing websites with Hypertext Markup Language (HTML) and Cascading Style Sheets (CSS). The course teaches the latest versions (HTML5 and CSS3). A learn by doing approach is used to gradually develop more sophisticated websites. Many of these websites can be used by students to create a portfolio to show prospective employers.

**WEB1002**                      **Content Management and Graphics**

**54 Hours**                      **27 Hours Lecture, 27 Hours Lab, Available Online**

**Prerequisite:**                      **None**

This course provides lectures, demonstrations, and hands-on practice working with the most popular website content management system (CMS). This course also provides lectures, demonstrations, and hands-on practice working with popular bitmap and vector graphics software used in modern website design.

**WEB1003**                      **Browser Scripting**

**54 Hours**                      **27 Hours Lecture, 27 Hours Lab, Available Online**

**Prerequisite:**                      **WEB1001**

This course provides lectures, demonstrations, and hands-on practice working with JavaScript and jQuery to create interactive websites and data validation. Students will learn to develop interactive websites by developing fun and interesting routines including a count-down timer, a dynamically created calendar, and interactive games.

**WEB1004**                      **Web Design Frameworks**

**54 Hours**                      **27 Hours Lecture, 27 Hours Lab, Available Online**

**Prerequisite:**                      **WEB1001**

Modern website design includes frameworks to speed development and help make sites responsive to different platforms including mobile devices and smart phones. This course provides lectures, demonstrations, and hands-on practice working with several popular web development frameworks.

**WEB1010**                      **Back-End Development including eCommerce**

**54 Hours**                      **27 Hours Lecture, 27 Hours Lab, Available Online**

**Prerequisite:**                      **WEB1001**

This course provides lectures, demonstrations, and hands-on practice working with back-end website development. Students will learn how to dynamically create and modify web pages at the web server, access databases to retrieve and modify data, and use scripting to manage back-end logic. Students will also be exposed to designing websites with eCommerce platforms.

**WIN1001**                      **Microsoft Windows**

**8 Hours**                      **4 Hours Lecture, 4 Hours Lab, Available Online**

**Prerequisite:**                      **None**

Our "Beginners" course to build a strong Foundation of computer knowledge. This course is perfect for beginners or anyone looking to sharpen their skills with their computer system shortcuts and everyday uses. Yes, this is a beginner's class, but do not underestimate it please. It is designed to help students in the workplace. Students will learn file and email management, virus protection, search engines, email preferences, privacy and security, the control panel, computer customization, basic system settings and troubleshooting. Please call for a more specific outline. No matter who you are or what your needs are for the computer, this is a, "must have" class.



### ***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***

Refresher audit courses of the same hardware or software version 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, has not attended past audit classes or has not fully applied himself/herself to the original class. Registration, book and/or lab fees will remain in effect.

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. Please leave all guns (permitted or not), knives and or other items that can be considered weapons at home or in your locked car.

## **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](http://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. Any communication with the school is considered to be an opt-in for email purposes.

### ***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](http://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***

As required by law, the school's website contains 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 tuition and/or other incentives available to hiring employers and/or candidates seeking training-related work 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 are unscreened in nature and 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 links to access the desired employment information. Our sites do not typically require logins, registration or payment. Affiliate links to resume writing firms, recruitment head-hunters and other helpful sites 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. Since employment leads or job referrals from PC Professor may not have been screened or verified, it is imperative that job seekers remain vigilant at all times and not disclose personally identifiable information, unless it is absolutely necessary.

To fulfill contractual obligations to grantors, government agencies and/or others, PC Professor may periodically look up and/or share student information including contact information, employment, salary, supervisor and/or placement details, whenever available.

### ***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](http://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. All faculty work at both campuses.

*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

*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+

*Don Hoffman*

**WEST PALM BEACH AND BOCA RATON FACULTY**

PC Professor of West Palm Beach, Certified Internet Webmaster, 2010; Rowan College at Gloucester County, 1990-1992; Certified in Adobe Illustrator CS6 (2014); Adobe InDesign CS6 Certification (2014); Microsoft Publisher Certification (2013); Certified Internet Webmaster Certification (2009); Corel Draw Certification (1995)  
Designer of numerous elaborate websites incorporating WordPress, HTML, CSS and Javascript. Working experience as a Web and Graphic Designer since 2009.

*Keith Kander*

*WEST PALM BEACH AND BOCA RATON FACULTY*

*University of Phoenix, MBA, Global Management; State University of New York at Oswego, BS, Education*

*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.

*Roger Olivier*

*WEST PALM BEACH AND BOCA RATON FACULTY*

*Former IT Program Chair at ITT/Hialeah*

*Former IT Instructor at Florida Career College*

*Former IT Instructor at School of Nursing and Technology/Miramar*

*Eric Urfirer*

*WEST PALM BEACH AND BOCA RATON FACULTY*

*Florida Career College IT/CNE Associates Degree*

*Florida Career College IT Instructor*

*CompTIA A+ Certified*

*Windows Deployment Specialist*

*Jeff Zwickel*

*MBA in Business Administration, Nova University*

*WEST PALM BEACH AND 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 Time):**

Boca Raton Campus; (561) 750-7879

Robert Fellman, Director of Admissions; [Robert@PCProfessor.Com](mailto:Robert@PCProfessor.Com)  
Howard Fellman, Academic Dean; [Howard@PCProfessor.Com](mailto:Howard@PCProfessor.Com)  
Steven Fellman, School Director; [Steven@PCProfessor.Com](mailto:Steven@PCProfessor.Com)  
Harry Draper, Director of Finance; [Harry@PCProfessor.Com](mailto:Harry@PCProfessor.Com)  
David Fowler, Director of Education; [David@PCProfessor.Com](mailto:David@PCProfessor.Com)  
Kevin Warrington, VA Admissions; [Kevin@PCProfessor.Com](mailto:Kevin@PCProfessor.Com)

West Palm Beach Campus; (561) 684-3333

Robert Fellman, Director of Admissions; [Robert@PCProfessor.Com](mailto:Robert@PCProfessor.Com)  
Howard Fellman, Academic Dean; [Howard@PCProfessor.Com](mailto:Howard@PCProfessor.Com)  
Steven Fellman, School Director; [Steven@PCProfessor.Com](mailto:Steven@PCProfessor.Com)  
Christy Weatherholtz, Student Services Coordinator; [Christy@PCProfessor.Com](mailto:Christy@PCProfessor.Com)  
Dennis Dale, Director of Admissions; [Dennis@PCProfessor.Com](mailto:Dennis@PCProfessor.Com)  
Corey Patterson, Accounts Receivable Manager; [Corey@PCProfessor.Com](mailto:Corey@PCProfessor.Com)  
David Fowler, Director of Education; [David@PCProfessor.Com](mailto:David@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
Cloud and Computer Systems Professional (formerly, Computer Maint. Technology)	\$21,870
Cloud, Network, and Computer Systems Professional	\$24,995
Computer Support Specialist with Security (formerly known as Computer Repair)	\$9,720
Database Professional with Business Intelligence (formerly, Database Professional)	\$13,824
Dreamweaver-Fireworks	\$1,595
Excel	\$345
Executive Administrative Assistant (formerly known as Executive Secretary)	\$6,480
Flash	\$1,095
FrontPage	\$345
Full Stack Web Developer (formerly known as Web Developer)	\$14,580
Illustrator	\$345
Internet	\$345
IT Security Professional (formerly known as Security)	\$6,912
Linux Professional (formerly known as Linux)	\$6,912
Outlook	\$345
PageMaker	\$345
Photoshop	\$345
PowerPoint	\$345
Project	\$345
Quark Xpress	\$345
QuickBooks	\$345
Visio	\$345
Virtualization Professional (formerly known as Virtualization)	\$6,912
Webmaster	\$6,995
Windows	\$345
Wired and Wireless Network Professional (formerly known as CCNA Preparatory)	\$21,870
Word	\$345

**REGISTRATION FEE:** All vocational classes are subject to a \$150 registration fee, not included in the above pricing.

**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 highly recommended. Such tests are available at an additional cost which can range from \$100-\$500 per 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.