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Preface

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Message from the President:

Thank you for visiting Illinois Technical Institute as you start preparing for a new career! Right now, other ITI students are at home, experiencing the convenience and excitement of our self-paced, professional-level distance learning programs.

Why is Illinois Technical Institute Training Unique?

Our mission is simple: to provide practical career training to those who seek the flexibility of distance education. We are a licensed, equal opportunity institution, providing students access to our programs throughout the United States and abroad with the option of learning in the comfort and convenience of their home. Our home study courses accommodate individual students' schedules, and encourage the development of self-discipline, initiative, and practical study skills.

We'll do whatever we can to help you reach your career goals. In the process, we want to make your learning experience pleasant and enjoyable. To do this, we provide you with comprehensive, easy-to-follow textbooks, detail and concise course lessons a multitude of Online Student Support Services, Instructor Support and prompt, friendly assistance when you need it: just write, fax, call, or e-mail us any time. In some cases a one-on-one with your instructor can be arranged.

Distance education works! And when it comes to distance education, ITI has one of the finest programs around. We planned it that way, and we plan to keep it that way. Let ITI help you achieve your career goals. Enroll today: we'll be with you every step of the way.

**Cassie Lewis,
President**

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Advanced Learning Concept

The ITI curriculum presents instructions that allows a student to receive a well rounded understanding of the course instructions in their chosen career. Course instructions are presented in three phases: (1) The first phase consists of courses that provide an overview of the industry or business area that the chosen career program is a part of. The courses provide a basic introduction to the field that the student has chosen to study. During this phase students can gain an understanding of business practices and concepts that are commonly present in their chosen career field. During this learning phase students may be presented with material in their chosen career as well as inter-related fields. Only textbooks, lectures, Labs, reading assignments, lectures, examinations and tests will be utilized during this phase of the curriculum. (2) The second phase of the ITI curriculum consists of courses that focus on application and development or introduction of specific skills that are necessary and standard for that particular industry. Students may actually apply procedures and tasks designed to instill and educate the student in these areas. (3) The third and final phase focuses on allowing the student to actually apply the skills and knowledge that is presented in the previous two phases of the curriculum. In applying these skill students may actually perform tasks in a classroom setting or at an external work site. This learning experience serves as hands-on experience in preparing for their chosen career path.

During all phases of the curriculum instructor and technical support is available to aid the student in accomplishing their objective. Additional learning aids and assessment resources may also be made available to aid the student. Audio and visual resources are a part of some Career Programs.

The ITI curriculum is designed to present instructions to the student that will encompass a quality education experience. Students complete all work at their own pace with the ongoing assistance of a dedicated instructor aid and assistance.

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Student Performance and Progress tracking resources allow students to work at their own pace yet provide periodic encouragement to the successful completion of their chosen career training. This advanced learning concept delivers quality instruction to the student while it incorporates flexibility, guidance and encouragement to the successful completion of their program.

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Instructor Support

Each student is assigned an instructor when they register with ITI. Each ITI Instructor possess related work and education experience that encompasses the specific education area for their courses. Instructor 's perform periodic follow up and contact with each assigned student even though assistance may not be warranted by the student. These friendly periodic contacts encourage open communication between student and faculty and provide encouragement to students when assistance is warranted. Instructors provide standard basic support functions as those found in traditional Institutions of Higher Learning and include:

- **Provide assistance on course material**
- **Assist the student with issues that relate to their ITI Career Program**
- **Assist students in resolving technical issues**
- **Maintain academic tracking and progress reporting information**
- **Retain communication with each student during their career Program training**

Periodic tracking of students grades and performances is a key role performed by instructors. Students are provided the opportunity to express the results of their relationship with their instructor through Instructor Evaluations. Instructor and Course Evaluations are performed by each student at the completion of each course and career program.

Instructors play a vital role in helping students achieve the education Objective for each Career Program.

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License Information

Illinois Technical Institute is licensed in the State of Illinois as a provider of Learning and Educational Services through the World Wide Web.

National and Regional Accreditation is in consideration with the following entities:

- **Illinois State Board of Higher Education, State of Illinois**
- **NAICS, National Association of Distance Learning Education.**

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Student Support Services

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Online Examinations

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Veterans Discount

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Financial Assistance

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Privacy Information

What This Privacy Policy Covers

- This policy covers how Illinois Technical Institute treats personal information that Illinois Technical Institute collects and receives, including information related to your past use of Illinois Technical Institute products and services. Personal information is information about you that is personally identifiable like your name, address, email address, or phone number, and that is not otherwise publicly available.
- This policy does not apply to the practices of companies that Illinois Technical Institute does not own or control, or to people that Illinois Technical Institute does not employ or manage.

General

- Illinois Technical Institute collects personal information when you register with Illinois Technical Institute, when you use Illinois Technical Institute products or services, when you visit Illinois Technical Institute pages or the pages of certain Illinois Technical Institute partners, and when you enter promotions or sweepstakes. Illinois Technical Institute may combine information about you that we have with information we obtain from business partners or other companies.
- When you register we ask for information such as your name, email address, birth date, zip code. For some financial products and services we may also ask for your address and Social Security number. Once you register with Illinois Technical Institute and enroll in to our courses, you are not anonymous to us.
- Illinois Technical Institute may collect information about your transactions.
- Illinois Technical Institute automatically receives and records information on our server logs from your browser, including your IP address, Illinois Technical Institute cookie information, and the page you request.
- Illinois Technical Institute may use information for the following general purposes: to customize the advertising and content you see, fulfill your requests for products and services, improve our services, contact you, conduct research, and provide anonymous reporting for internal and external clients.

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Children (Privacy Information) Cont'

- When a child under age 18 attempts to enroll with Illinois Technical Institute , we ask that he or she also submit a completed parental document to parent or guardian and obtain parental permission.
- Illinois Technical Institute does not ask a child under age 18 for more personal information, as a condition of participation, than is reasonably necessary to participate in a given activity or promotion. Information Sharing and Disclosure
- Illinois Technical Institute does not rent, sell, or share personal information about you with other people or nonaffiliated companies except to provide products or services you've requested, when we have your permission, or under the following circumstances:
 - o We provide the information to trusted partners who work on behalf of or with Illinois Technical Institute under confidentiality agreements. These companies may use your personal information to help Illinois Technical Institute communicate with you about offers from Illinois Technical Institute and our marketing partners. However, these companies do not have any independent right to share this information.
 - o We have a parent's permission to share the information if the user is a child under age 18. Parents have the option of allowing Illinois Technical Institute to collect and use their child's information without consenting to Illinois Technical Institute
 - o We respond to subpoenas, court orders, or legal process, or to establish or exercise our legal rights or defend against legal claims;
 - o We believe it is necessary to share information in order to investigate, prevent, or take action regarding illegal activities, suspected fraud, situations involving potential threats to the physical safety of any person, violations of Illinois Technical Institute's terms of use, or as otherwise required by law.
 - o We transfer information about you if Illinois Technical Institute is acquired by or merged with another company. In this event, Illinois Technical Institute will notify you before information about you is transferred and becomes subject to a different privacy policy.
- When Illinois Technical Institute displays targeted advertisements based on personal information. Advertisers (including ad serving companies) may assume that people who interact with, view, or click on targeted ads meet the targeting criteria - for example, women ages 18-24 from a particular geographic area.

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(Privacy Information) Cont'

o Illinois Technical Institute does not provide any personal information to the advertiser when you interact with or view a targeted ad. However, by interacting with or viewing an ad you are consenting to the possibility that the advertiser will make the assumption that you meet the targeting criteria used to display the ad.

o Illinois Technical Institute advertisers include financial service providers (such as banks, insurance agents, stock brokers and mortgage lenders), educational companies and non-financial companies (such as stores, airlines, and software companies).

• Illinois Technical Institute works with vendors, partners, advertisers, and other service providers in different industries and categories of business.

Cookies

• Illinois Technical Institute may set and access Illinois Technical Institute cookies on your computer.

• Illinois Technical Institute lets other companies that show advertisements on some of our pages set and access their cookies on your computer. Other companies' use of their cookies is subject to their own privacy policies, not this one.

Advertisers or other companies do not have access to Illinois Technical Institute's cookies.

• Illinois Technical Institute uses web beacons to access Illinois Technical Institute cookies inside and outside our network of web sites and in connection with Illinois Technical Institute products and services.

• We reserve the right to send you certain communications relating to the Illinois Technical Institute service, such as service announcements, administrative messages and information the Illinois Technical Institute needs to make you aware of. Confidentiality and Security

• We limit access to personal information about you to employees who we believe reasonably need to come into contact with that information to provide products or services to you or in order to do their jobs.

• We have physical, electronic, and procedural safeguards that comply with federal regulations to protect personal information about you.

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(Privacy Information) Cont'

Changes to this Privacy Policy

- Illinois Technical Institute may update this policy. You may view our web site to obtain changes to our Privacy Policy.

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Grade Policy

ACCESS TO YOUR INFORMATION

Maintaining information that is current, accurate, and complete allows us to make our website more useful and to provide our students with better service. To that end, we encourage you to update your information from time to time. To review the information that we have concerning you and your use of this website, please contact us with correct address information by using ISSS to provide us that information.

SECURITY

We use industry-standard security measures to protect any personal information that you may provide to us. However, we cannot guarantee that your submissions to our website, any content residing on our servers, or any transmissions from our server will be completely secure. The ISSS Website and ITOS Online exams can only be accessed with a valid student Secured logon procedure. You are responsible for keeping your student number and passwords secret and confidential, and for notifying us if you believe that your student number or password has been stolen or might otherwise be misused.

Your Study Materials

Everything you need to complete your course is included with your tuition. Comprehensive lessons, textbooks, workbooks, supplemental readings, some cases easy to follow study guides, and in some cases professional quality supplies and equipment are mailed to your door. There is nothing extra to buy.

Some courses may require a few simple items commonly found in most households, like a screwdriver or pair of scissors. And most, but not all of our computer courses may require the use of a computer. Some course may employ WEBCAM Video Lectures in this case only basic computer software will be required.

Student Help

ITI will closely monitor your progress through out the course. If you have a question, want to discuss a point in your studies, or need help, the courteous and caring members of our instructional staff are available to assist you. You'll receive a prompt, knowledgeable answer to your question.

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(Grade Policy) Cont'

Exam and Grading Procedures

Your lessons are followed by achievement exams. You'll complete these Exams on ITOS at your own pace within 6 days of being requested, with your book and notes open. Test Answer sheets are sent to you for most courses along with your Textbook materials and orientation package. Test Answer sheets are retained by each student to serve as reinforcement to the Textbook material. Completed examinations are electronically transmitted to us when you complete them. For your convenience, most exams are available to take online. A Manual version of each exam is also available. (There are some exceptions.)

We make every effort to grade and return your exam promptly. Along with your grade, we will indicate which questions you missed. Often, we will include helpful comments and suggestions from your instructor.

Your grades are based on how well you answer your Examination Questions. Each exam has a value of 100 points. Here is the grading scale:

100-97 Points	Grade A+
96-92 Points	Grade A
91-90 Points	Grade A-
89-86 Points	Grade B+
85-82 Points	Grade B
81-80 Points	Grade B-
79-76 Points	Grade C+
75-72 Points	Grade C
71-70 points	Grade C-
Below 70	Grade D

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Final Examinations

Final examinations may be administered by proxy or through the ITI online testing Site.

Graduation

A student graduates upon **successful** completion of all courses and payment in full of all tuition and fees for an ITI Course or Certificate Program , after which time we will mail your Certificate to you.

ITI Transcripts

We will keep a record of your course progress and will be happy to mail a copy of your course transcript to potential employers or educational institutions, with written consent or an ISSS Request.

Academic Honesty

Illinois Technical Institute students may not receive or give unauthorized assistance with examinations, essays, or any other work submitted to us that is required for course credit.

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Refund and cancellation Policy

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Tuition and Fees

Your tuition covers everything you'll need to complete your course: texts, study guides, supplemental materials, achievement exams, and instructional support.

You will have up to two years from your date of enrollment to finish your studies. See the Enrollment Agreement for details.

TUITION

We offer two tuition payment options. You may either pay the full tuition price at time of enrollment; or, you may enroll with a single low down payment of which will automatically put you on our interest-free monthly tuition plan.

Tuition Cost for a Career Program is \$2500. Tuition Cost for a Single Course is \$600. This cost includes all textbooks, equipment and fees, and communication access fees.

SHIPPING AND HANDLING

There is a shipping and handling fee to cover all necessary materials for your course of study. This fee is non-refundable. By selecting the course that interests you, you will find all tuition and fees associated with your course.

PAYMENT PLANS

We accept VISA, MasterCard, American Express, and Discover credit cards for your tuition and fees. We also accept checks and money orders.

You may choose one of two methods to pay your tuition:

- 1) Full tuition for your course or Career Program in advance.
- 2) Easy, interest-free monthly tuition. With a small down payment, paid via check, money order, or credit card, you may take advantage of our convenient monthly tuition plan. Your affordable monthly tuition, for which you will be regularly invoiced, is interest-free. You will never pay a penny in interest or finance charges as a ITI student! When you enroll using [Online Registration](#) your Credit Card Payments and monthly tuition payments can be made online.

MONTHLY PAYMENTS

Unless you pay your total tuition in advance, we will send you a tuition invoice each month by mail or email. You must send in your payments so that they reach us on time. You may make larger payments at any time. Remember: there are NO interest payments attached to your payments, EVER. However, should your payments arrive late, it may delay shipment of your next set of course materials and you will be subject to a late fee of \$5.00 each time. Your monthly payments can be made online by Credit Card.

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Tuition and Fees (cont')

NOTE: FOR MILITARY PERSONNEL

ITI offers a 20% discount to all Military Personnel for each Certificate Program Enrollment. The Military Discount is applied at time of registration and the total tuition amount will reflect the discount.

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System Security and the Internet

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Professional Career Programs

ITI offers Certificate Based training in the 31 Career Programs below:

Accounting**

Administrative Assistant/Secretary

Database Analyst

Data Entry Operator

Early Childhood Specialist**

Home Inspector**

Business Management**

Microsoft Expert

Microsoft Office Specialist

Mortgage Loan Processor**

Mortgage Loan Officer**

Medical Billing

Medical Transcription

Office Administrator

Network Technician

Web Site Developer

Real Estate Appraiser**

Call Center Specialist**

Child Psychology**

Certified Nurse Assistant

Licensed Practical Nurse

Computerized Accounting

Computer Programmer

Fitness Instructor

Real Estate Appraiser

Daycare Center Management

Oracle Application Analyst

Legal Analyst

Drug Counselor

Criminal Justice

**** (Computer Equipment is not Required)**

See
Following
pages for
Course Descriptions.

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Introduction to Accounting (ACCT101)

This course approaches the study of accounting through four skills: accounting fundamentals, accounting forms, usage and application. Students are expected to comprehend and produce accounting entries including debit and credits, balance sheets, assets and liabilities within normal accounting functions.

Prerequisite: None, Credit: 3

Bookkeeping I (ACCT110)

This course approaches the study of accounting through four skills: accounting fundamentals, accounting forms, usage and application. Students are expected to comprehend and produce accounting entries including debit and credits, balance sheets, assets and liabilities within normal accounting functions.

Prerequisite: None, Credit: 3

Accounting I (ACCT112)

This course approaches the study of accounting through four skills: accounting fundamentals, accounting forms, usage and application. Students are expected to comprehend and produce accounting entries including debit and credits, balance sheets, assets and liabilities within normal accounting functions.

Prerequisite: None, Credit: 3

Accounting II (ACCT200)

This course approaches the study of accounting through four skills: accounting fundamentals, accounting forms, usage and application. Students are expected to comprehend and produce accounting entries including debit and credits, balance sheets, assets and liabilities within normal accounting functions.

Prerequisite: None, Credit: 3

Accounting Applications I (ACCT202)

This course approaches the study of accounting through four skills: accounting fundamentals, accounting forms, usage and application. Students are expected to comprehend and produce accounting entries including debit and credits, balance sheets, assets and liabilities within normal accounting functions.

Prerequisite: None, Credit: 3

Accounting Applications II (ACCT210)

This course approaches the study of accounting through four skills: accounting fundamentals, accounting forms, usage and application. Students are expected to comprehend and produce accounting entries including debit and credits, balance sheets, assets and liabilities within normal accounting functions.

Prerequisite: None, Credit: 3

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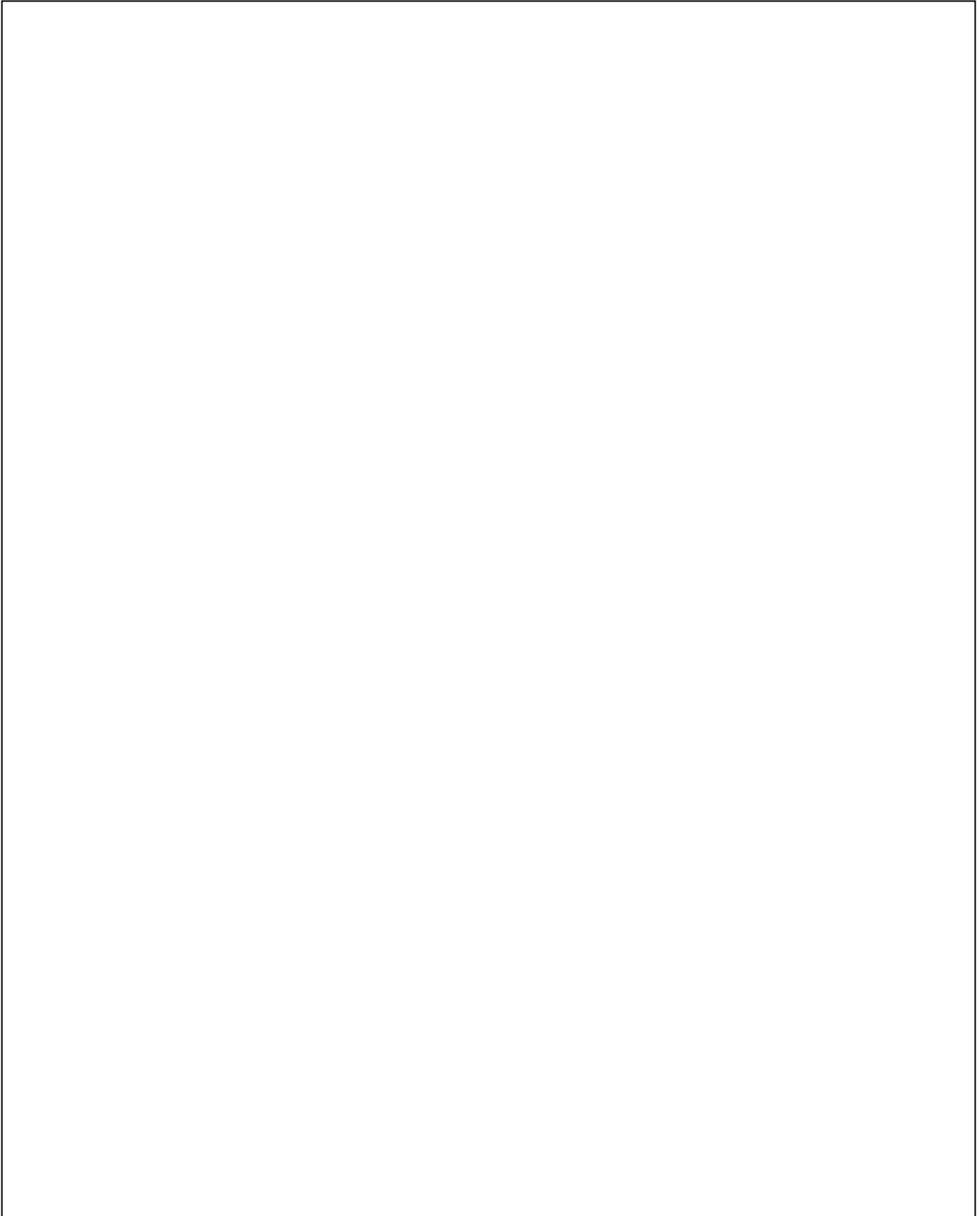
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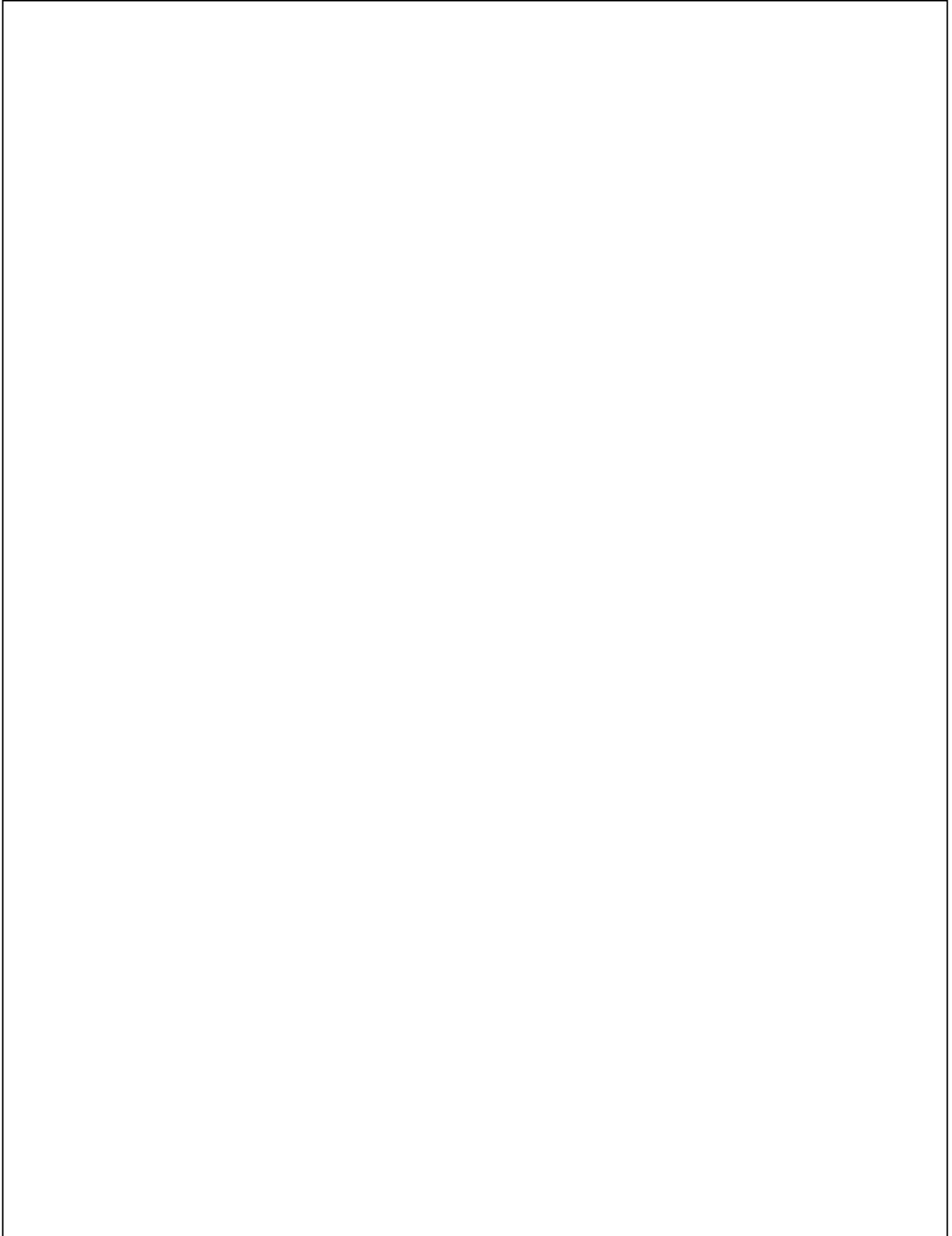
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INTRODUCTION TO BUSINESS	BUSS160
Introduction to Management	BUSS170
Management 101	BUSS190
Management 102	BUSS195
INTRODUCTION TO COMPUTERS	INFS101
LAN I	INFS115
DATABASE APPLICATIONS	INFS126
NETWORK DESIGN	INFS136
NOVELL	INFS139
SQL APPLICATIONS I	INFS143
NETWORKING ESSENTIALS	INFS148
SQL APPLICATIONS II	INFS153
INTRODUCTION TO ORACLE	INFS155
INTRODUCTION TO BUSINESS SYSTEMS	INFS160
ORACLE I	INFS170
ORACLE II	INFS180
ORACLE III	INFS190
SQL	INFS200
ECOMMERCE	INFS224
ORACLE IV	INFS230
INTRODUCTION TO THE INTERNET	INFS235
ACCESS I	INFS237
FRONTPAGE	INFS240
COBOL I	INFS243
DREAMWEAVER	INFS245
COBOL II	INFS250
PHOTOSHOP	INFS258
JCL I	INFS260
VISUAL BASIC	INFS270
INTRODUCTION TO LAW	LAW200
CRIMINAL JUSTICE I	LAW210
LAW FUNDAMENTALS I	LAW223
CRIMINAL JUSTICE II	LAW230
FORMS AND PROCEDURES	LAW250
Law Fundamentals II	LAW260
LAW FUNDAMENTALS III	LAW265
INTRODUCTION TO LPN	MEDT200
INTRODUCTION TO NURSING	MEDT205
MEDICAL BILLING I	MEDT207
MEDICAL BILLING II	MEDT208
CNA I	MEDT210
NURSING APPLICATION I	MEDT216
NURSING APPLICATIONS II	MEDT222
MEDICAL BILLING TERMINOLOGY	MEDT229

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CNA II	MEDT230
PATIENT ADMINISTRATION	MEDT235
MEDICAL BILLING III	MEDT250
APPRAISAL II	RLTY180
REAL ESTATE FUNDAMENTALS	RLTY186
MORTGAGE EXAM PREPARATION	RLTY300
EXAM PREPARATION - HOME INSPECTOR	RLTY330
EXAM PREPARATION - MORTGAGE LOAN OFFICER	RLTY370
EXAM PREPARATION - REAL ESTATE APPRAISAL	RLTY385
Health Safety and Nutrition	SOCS100
Counseling I	SOCS105
SCIENCE AND CHILDREN	SOCS110
Counseling II	SOCS116
DAY CARE MANAGEMENT I	SOCS120
INTRODUCTION TO PSYCHOLOGY	SOCS125
PSYCHOLOGY I	SOCS187
PSYCHOLOGY II	SOCS194
DAY CARE MANAGEMENT II	SOCS197
FUNDAMENTALS AND PRINCIPLES	SOCS208
Behavioral Techniques	SOCS220
Psychology III	SOCS235
INTRODUCTION TO SOCIAL WORK	SOCS240
INTRODUCTION TO FITNESS	SOCS245
SOCIAL SCIENCE I	SOCS250
FITNESS I	SOCS255
FITNESS II	SOCS263
SOCIAL SCIENCE II	SOCS265
BODY DYNAMICS	SOCS270
SOCIAL SCIENCE III	SOCS278
INTRODUCTION TO EARLY CHILDHOOD	SOCS280
OBSERVATION AND GUIDANCE	SOCS283
EXAM PREPARATION - DRUG COUNSELOR	SOCS312
EARLY CHILDHOOD INTERNSHIP	SOCS430
	RLTY165

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EXAM PREPARATION - MEDICAL TRANSCRIPTION	MEDT300
EXAM PREPARATION - LICENSE PRACTICAL NURSE	MEDT340
MEDICAL BILLING - EXAM PREPARATION	MEDT350
CNA EXAM PREPARATION	MEDT365
CNA INTERNSHIP	MEDT400
Keyboarding I	OFAD140
KEYBOARDING II	OFAD145
MICROSOFT EXCEL	OFAD181
MICROSOFT WORD	OFAD185
ACCESS I - OVERVIEW	OFAD190
HELP DESK I	OFAD206
HELP DESK II	OFAD207
HELP DESK MANAGEMENT	OFAD208
Microsoft PowerPoint	OFAD215
MICROSOFT PUBLISHING	OFAD230
INTRODUCTION TO HOME INSPECTION	RLTY100
INTRODUCTION TO REAL ESTATE	RLTY110
INTRODUCTION TO MORTGAGE INDUSTRY	RLTY124
MORTGAGE I	RLTY135
MORTGAGE II	RLTY146
MORTGAGE III	RLTY149
APPRAISAL I	RLTY153
Home Inspection I	RLTY160
Home Inspection II	

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Novell 570 CNE Advanced Administration training CL6087

Summary:

This training teaches users how to administer NetWare 5 and also prepares users to take the Novell CNE 5 Test #050-640 or CNI Test #050-840. Users will learn about upgrading and migrating to NetWare 5, managing the server, optimizing performance, and using IP. In addition, they will learn about file systems, storage, queue-based printing, remote access, the FastTrack Internet server, and other topics related to NetWare 5.

Certification:

Includes:

Novell 570 CNE Advanced Administration: Upgrading or Migrating

Novell 570 CNE Advanced Administration: Managing the Server

Novell 570 CNE Advanced Administration: The File System

Novell 570 CNE Advanced Administration: NSS and Backup

Novell 570 CNE Advanced Administration: Memory and CPU Performance

Novell 570 CNE Advanced Administration: Disk and Network Performance

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LOTUS NOTES 6.5 CL2035

Summary:

This training focuses on the major components of Lotus Notes 6.5. It introduces basic concepts such as navigation, views, databases, and security. Use of mail with Lotus Notes 6.5 is covered in detail, along with using the calendar, to do lists, and address books. This training also discusses editing, formatting, and managing Notes documents, and linking and attaching files to documents. Advanced topics include using Lotus Notes 6.5 with the Web, replication, and using Notes remotely.

Certification:

None

Includes:

Lotus Notes 6.5: Mail

Lotus Notes 6.5: Calendar, To Do Lists, and Address Books

Lotus Notes 6.5: Databases

Lotus Notes 6.5: Managing and Enhancing Documents

Lotus Notes 6.5: Advanced Notes Features

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Lotus Notes R5 CL2039

Summary:

This training provides a comprehensive overview of Lotus Notes R5. It introduces basic concepts such as navigation, views, databases, and security. Use of mail with Lotus Notes R5 is covered in detail, along with using the calendar and Address Books. This training also discusses using Lotus Notes to surf the Web, editing, formatting, and managing documents, and linking and attaching files to Notes documents. Advanced topics include finding and viewing data, replication, and using Notes remotely.

Certification:

None

Includes:

- Lotus Notes R5: Getting Around in Notes
- Lotus Notes R5: Reading and Sending Mail
- Lotus Notes R5: Managing Mail
- Lotus Notes R5: Using the Calendar
- Lotus Notes R5: Meetings and Address Books
- Lotus Notes R5: Browsing the Web
- Lotus Notes R5: Editing Documents
- Lotus Notes R5: Using Document Tables
- Lotus Notes R5: File Attachments and Links
- Lotus Notes R5: Finding and Viewing Data
- Lotus Notes R5: Replication
- Lotus Notes R5: Using Notes Remotely

Introduction to PCs

CL2041

Summary:

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[Introducing the PC](#)

[Using Your PC](#)

[Working with Folders and Files](#)

[Inside Your PC](#)

[Basic Peripherals](#)

[Other Peripherals](#)

[Understanding Software](#)

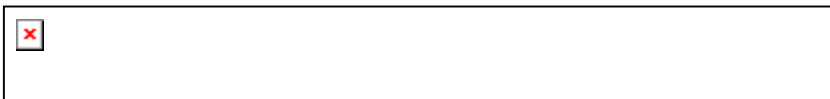
[Introducing the Internet](#)

[Internet and E-mail Tips](#)

[Troubleshooting and Tips](#)

This training is designed to introduce users to personal computers. Users will learn what a PC is and what an operating system is. They will learn basic computer skills such as turning a computer on, logging on to Windows, and working with files. Users will also learn to identify and use the major components of a PC, both externally and internally, including: disk drives, monitors, mice, keyboards, and printers.

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Summary:

This training introduces users to the Microsoft Office 2000 environment, including several Office applications. It covers basic tasks common across Office applications, such as navigation, starting and exiting programs, and working with files, and covers text editing and printing functions. An in-depth exploration of document formatting is also provided. This training also provides an introduction to Word (word processing), Excel (spreadsheet), Outlook (electronic mail), PowerPoint (presentation), and Access (database), covering the basic functions of each application.

Certification:

None

Includes:

Office 2000: Getting Started
Office 2000: Editing Text and Printing
Office 2000: Text and Document Formats
Office 2000: Introduction to Word
Office 2000: Introduction to Excel
Office 2000: Introduction to Outlook
Office 2000: Introduction to PowerPoint
Office 2000: Introduction to Access

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OOP USING C++

CL2047

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Summary:

This training is designed for programmers who want to learn C++ to develop object-oriented programs. It covers the parts of a C++ program, variables, constants, expressions, statements, and functions, and examines classes and objects and how these components work in the program flow. The training also discusses pointers, references, arrays, inheritance, and functions. Advanced topics covered include streams, templates, exceptions and error handling, libraries, and object-oriented analysis and design.

Certification:

None

Includes:

OOP Using C++:

OOP Using C++:

OOP Using C++:

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Outlook 2003: Getting Started

CL2049A

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Summary:

This course provides an overview of the Outlook 2003 interface. It also teaches the learner how to use the new features of Outlook 2003, as well as basic e-mail functions.

Outline:

- E-Mail Fundamentals
- Other Features of Outlook
- Outlook and Other Programs
- The Main Screen
- The Folder List
- Toolbars and Help Features
- Dragging and Dropping
- Dragging to Create E-Mails
- Dragging to Create Other Items
- Other Drag and Drop Options
- Creating E-Mail Messages
- Setting E-Mail Options
- Reading E-Mail Messages
- Replying to E-Mail Messages
- Forwarding E-Mail Messages
- Deleting and Saving Messages

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- Microsoft Office® is a trademark of Microsoft Corporation.
- Outlook® is a trademark of Microsoft Corporation.
- Windows® is a registered trademark of Microsoft Corporation.

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Outlook 2003: Collaboration and Security

CL2049B

Summary:

This course provides information on using Outlook for planning meetings, decision-making, and sharing folders among team members. It also covers the security features included with Outlook.

Outline:

- Organizing a meeting
- Handling meeting requests
- Using votes for decision-making
- Collaborating with Outlook and Exchange
- Setting access permissions
- Adding a second account to your view
- Assigning tasks and sending a status report
- Address books
- Working with public folders
- Using SharePoint Team Services
- Getting a digital ID
- Sending and receiving digitally signed messages
- Encrypting messages

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Outlook 2003: Contacts and Calendar Entries

CL2049C

Summary:

This course shows the learner how to enter and maintain contact information. It also covers how to use the calendar features of Outlook to schedule appointments and meeting requests.

Outline:

- Entering contacts
- Viewing contacts
- Using flags
- Using contact information
- Using distribution lists
- The Date Navigator
- Appointments
- Changing dates
- Recurring dates
- More ways to use the Calendar

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Synopsis

JCL: Fundamentals of Jobstreams shows users how to use JCL to code jobstreams for MVS Job Control Language statements.

Audience

This course is for end users, managers, programmers, JCL specialists, technical support staff, and operations staff who must code and/or read JCL.

COURSE OUTLINE:

-  *JCL: Data Sets, Procedures, and Output* (JCLS02)
-  *JCL: Specifying Job Information* (JCLS03)
-  *JCL: Controlling the Job Process* (JCLS04)
-  *JCL: Types of Data Sets* (JCLS05)
-  *JCL: Working with Data Sets* (JCLS06)
-  *JCL: Instream and Catalogued Procedures* (JCLS07)
-  *JCL: Coding and Executing Procedures* (JCLS08)
-  *JCL: Modifying Procedures* (JCLS09)

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CL4152

Synopsis

JCL: Data Sets, Procedures, and Output shows users how to use JCL to code data sets, procedures and other data found in common MVS Job Control Language statements.

Audience

This course is for end users, managers, programmers, JCL specialists, technical support staff, and operations staff who must code and/or read JCL.

COURSE OUTLINE:

- Identify a cataloged data set
- Identify a non-cataloged data set
- Create and store a data set
- Manage disk space
- Create a new data set using SMS
- Add statements to procedures during a run
- Override statements in a procedure for the current run
- Define and interpret a job printout generated from JES2
- Test your jobstream for syntax errors before running
- Locate and fix a few common JCL errors

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CL4152A

Synopsis

JCL: Data Sets, Procedures, and Output shows users how to use JCL to code data sets, procedures and other data found in common MVS Job Control Language statements.

Audience

This course is for end users, managers, programmers, JCL specialists, technical support staff, and operations staff who must code and/or read JCL.

COURSE OUTLINE:

- Identify a cataloged data set
- Identify a non-cataloged data set
- Create and store a data set
- Manage disk space
- Create a new data set using SMS
- Add statements to procedures during a run
- Override statements in a procedure for the current run
- Define and interpret a job printout generated from JES2
- Test your jobstream for syntax errors before running
- Locate and fix a few common JCL errors

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CL4075

Synopsis

JCL: Specifying Job Information provides an overview of parameters and options coded on JOB EXEC JES2 and JES3 statements that deal with how a job is processed through the operating system.

Audience

This course is for end users, managers, programmers, JCL specialists, technical support staff, and operations staff who must code and/or read JCL.

COURSE OUTLINE:

- Define some general naming conventions
- Identify a `jobname` and a `stepname` using different parameters on JOB and EXEC statements
- Identify an account
- Identify accounting information parameters on JOB and EXEC statements
- Manage local job identification
- Manage remote job identification
- Select a program library
- Define a library
- Recognize the types of job storage
- Manage job performance
- Process, order, and size jobs
- Execute, name, and process jobs

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CL4076

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Synopsis

JCL: Controlling the Job Process covers parameters and options coded on JOB, EXEC, JES2 and JES3 statements that deal with how a job is processed through the operating system.

Audience

This course is for end users, managers, programmers, JCL specialists, technical support staff, and operations staff who must code and/or read JCL.

COURSE OUTLINE:

- Manage job processing with the conditional (`IF`) construct
- Use `IF` and JCL syntax
- Use operators in relational-expressions
- Identify keywords for relational-expressions
- Use multiple `COND` tests
- Recognize `EVEN/ONLY` condition tests
- Manage job processing by limiting time parameters
- Manage job processing by setting output limits
- Plan job restarts
- Recognize additional JES2/JES3 processing options
- Create jobs using JCL communication options
- Create jobs using JES2 communication options

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CL4076A

Synopsis

JCL: Types of Data Sets covers principles and practices of coding data set information.

Audience

This course is for end users, managers, programmers, JCL specialists, technical support staff, and operations staff who must code and/or read JCL.

COURSE OUTLINE:

- Describe DD (Data Definition) statements
- Identify the different data type sets
- Explain the rules for naming permanent data sets using the `DSN` parameter
- Identify the status and disposition for permanent data sets using the `DISP` parameter
- Describe the `DISP` parameter
- Identify how and when to catalog
- Explain the catalog structure on an MVS operating system
- Use SMS-managed data sets in cataloging
- Use non-SMS-managed data sets in cataloging
- Create temporary data sets
- Identify rules and reasons for using V/O data sets
- Pass permanent data sets
- Pass temporary data sets

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CL4077

Synopsis

JCL: Instream and Cataloged Procedures provides an overview of procedure libraries, instream procedures, and cataloged procedures.

Audience

This course is for end users, managers, programmers, JCL specialists, technical support staff, and operations staff who must code and/or read JCL.

COURSE OUTLINE:

- Identify the resources needed to compile a COBOL program
- Distinguish between instream and cataloged procedures
- Use `INCLUDE` statements and groups in a jobstream
- Use a `PEND` statement to end a JCL procedure
- Identify and call a defined procedure
- Define the rules when coding an instream procedure
- Define the rules when coding a cataloged procedure

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CL4077A

Synopsis

JCL: Coding and Executing Procedures provides an overview of positional, keyword, and symbolic parameters.

Audience

This course is for end users, managers, programmers, JCL specialists, technical support staff, and operations staff who must code and/or read JCL.

COURSE OUTLINE:

- Explain how procedures are merged with other JCL during execution
- Identify in the job output which statements were coded instream, from an instream procedure, or from a cataloged procedure
- Explain `JOB` steps and `PROC` steps in a jobstream
- Identify problems in a sample multi-step job
- Identify situations when the `DDNAME` parameter should be used
- Explain how symbolic parameters are used
- Define symbolic parameters
- Create a temporary data set by omitting a value for the `DSN` parameter
- Select default values for symbolic parameters
- Use symbolic parameters to add and comment out parameters on JCL statements

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CL4079

Synopsis

JCL: Modifying Procedures provides an overview of some overriding parameters of an EXEC statement in a procedure.

Audience

This course is for end users, managers, programmers, JCL specialists, technical support staff, and operations staff who must code and/or read JCL.

COURSE OUTLINE:

- Identify the rules for overriding DD statements
- Understand the impact of statement sequencing on the success and failure of override statements
- Supply, override, or nullify parameter values in a DD statement
- Override multi-step procedures
- Describe terms and concepts related to parameter overrides
- Use unqualified overrides
- Identify modified EXEC statements
- Use unqualified parameter overrides

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Access 2003: Enhanced Tables and Datasheets

CL4090

Summary:

This course shows learners how to use Access 2003 to format tables and use masks and validations. It also covers working with columns and rows, changing fonts, using table fields and field names.

Outline:

- Formatting tables
- Using input masks
- Creating validations
- Navigating the datasheet
- Modifying columns and rows
- Organizing columns and rows
- Changing fonts and the look of the datasheet
- Adding and removing table fields
- Changing field names

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Access 2003: Introduction to Access

CL4093

Summary:

This course provides an overview of the Access 2003 Interface, toolbars and menus. It also covers how to open, close, save, backup, and request help.

Outline:

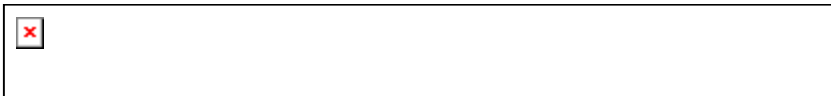
- Opening an existing database
- Using the database window
- Modifying and reporting results
- Saving, closing and backing up the database
- Understanding the interface
- Using the toolbar and menus
- Accessing help

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Access 2003

CL4093

Summary:

The Access 2003 training of courses starts off with an overview of both database concepts in general and Access in particular. Learners then find out how to design, build, and use Access tables. Further topics include using queries, find, filter, and sort to unearth answers from data. Learners finally move on to the Access report system and delve into wizards, timesaving tips, and even a bit of programming.

Includes:

Access 2003: Introduction to Access

Access 2003: Designing and Building Tables

Access 2003: Enhanced Tables and Datasheets

Access 2003: Searches and Queries

Access 2003: Advanced Queries and Calculations

Access 2003: Access Report System

Access 2003: The Internet, Forms, and the Analyzer

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C Programming

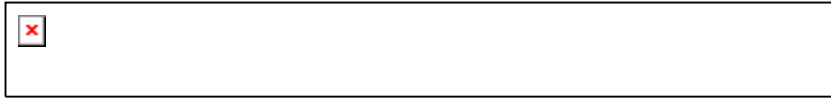
CL4095

Summary:

This training is for programmers who want to learn ANSI C. It covers the use of numeric variables, constants, and operators to manipulate C expressions, writing, compiling, and testing programs, arrays, and control statements. The training also covers pointers and variable scope concepts. Advanced topics include the function library, memory management, and preprocessor directives.

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CICS / ESA

CL4099

Synopsis

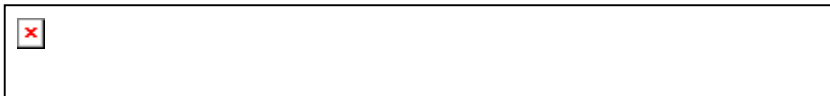
CICS/ESA: Fundamentals provides an overview of the use of CICS.

Audience

This course is for anyone who wants to get the most out of using CICS.

After completing *CICS/ESA: Fundamentals*, the user should be able to:

- Explain Online Processing
- Define Multi-Processing Concepts
- Examine the CICS structure
- Define the functions CICS uses to manage online transaction processing
- Use API commands to communicate with CICS
- Operate special facilities
- Define conversational techniques
- Explain what makes a program reentrant
- Define the Master Terminal program
- Identify what resources are used by CICS and how resources are defined online
- Recognize what operations the CEDA transaction provides and know how to use CEDA



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CICS/ESA: CL4100

Synopsis

CICS/ESA: Programming Basics introduces terms and command formats needed to code CICS programs using COBOL as the native language.

Audience

This course is designed for beginning CICS COBOL programmers.

After completing *CICS/ESA: Programming Basics*, the user should be able to:

- Use CICS terms and commands
- Recognize CICS programming considerations
- Distinguish components of CICS commands
- Identify the COBOL interface
- Describe the compilation process
- Plan by the compiler requirements
- Manage data interfaces
- Explain file handling
- Recognize data storage
- Use CICS storage
- Explain system information
- Use system information

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CICS/ESA.

CL4100A

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Synopsis

CICS/ESA: Advanced Programming covers advanced programming for CICS/ESA.

Audience

This course is for those who wish to learn more about CICS/ESA and advanced programming.

After completing *CICS/ESA: Advanced Programming*, the user should be able to:

- Manage unformatted data
- Explain formatted data
- Recognize command-oriented procedures
- Choose to become program-oriented
- Use A VS COBOL II Programming

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CICS/ESA. CL4105

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CICS/ESA: Defining Maps shows users how to write Assembler language programs to format tables called maps.

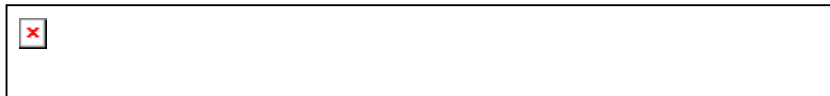
Audience

This course is for anyone who wants to get the most out of using CICS/ESA.

After completing *CICS/ESA: Defining Maps*, the user should be able to:

- Distinguish the features of BMS
- Compare data formats and maps
- Explain standard attributes
- Recognize extended attributes
- Explain differences between physical and symbolic description maps
- Describe the components of a map set

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CICS/ESA:

CL4105A

Synopsis

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CICS/ESA: Generating Maps shows users how to generate maps.

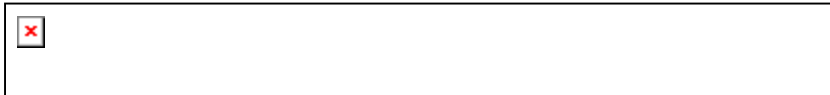
Audience

This course is for anyone who wants to get the most out of using CICS.

After completing *CICS/ESA: Generating Maps*, the user should be able to:

- Describe the general pattern of the DFHMDI macro and how its specific operands are used;
- Recognize how the DFHMDF macro provides options that control standard attributes for fields and understand how standard attributes are used to manipulate fields;
- Identify constant fields for the screen and field titles, menu options, instructions and captions; and fields that display variable data that may be dynamically modified by application programs.

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CICS/ESA. CL4107

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Synopsis

CICS/ESA: Using Maps provides an overview of the use of BMS and how to use it to send, receive and dynamically modify maps.

Audience

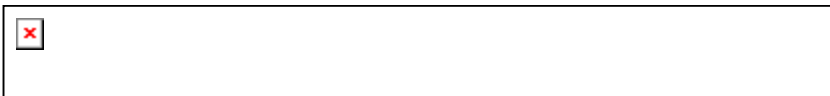
This course is for anyone who wants to get the most out of using CICS/ESA.

After completing *CICS/ESA: Using Maps*, the user should be able to:

- Recognize BMS and maps.
- Describe the features of BMS.
- Recognize course examples and descriptions.
- Describe the send map command.
- Identify the receive map command.
- Identify other BMS commands.
- Distinguish the send text command.
- Describe field attributes.
- Identify attribute modification.
- Describe determining pressed keys.
- Identify attention identifiers.

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Summary:

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The Cisco BCMSN 640-811 training is designed to help learners prepare and take the qualifying exam for the Cisco Certified Network Professional CCNP® as well as the Cisco Certified Design Professional CCDP® certifications. The BCMSN exam (642-811) will test materials covered under the new Building Cisco Multilayer Switched Networks (BCMSN) CCNP course. The exam will certify that the successful candidate has important knowledge and skills necessary to build scalable multilayer switched networks; create and deploy a global intranet, and implement basic troubleshooting techniques in environments that use Cisco multilayer switches for client hosts and services. The exam covers topics on switching technology, implementation and operation, planning and design, and troubleshooting.

Includes:

Cisco Related training by MindLeaders BCMSN 642-811: Switched Networks, VLANs, and Trunks

Cisco Related training by MindLeaders BCMSN 642-811: Spanning Tree Protocol

Cisco Related training by MindLeaders BCMSN 642-811: Enhancements to STP

Cisco Related training by MindLeaders BCMSN 642-811: Multilayer Switching

Cisco Related training by MindLeaders BCMSN 642-811: Availability and Redundancy

Cisco Related training by MindLeaders BCMSN 642-811: Multicasts

Cisco Related training by MindLeaders BCMSN 642-811: Network Quality of Service

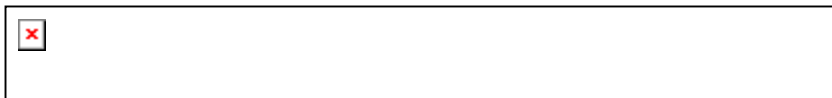
Cisco Related training by MindLeaders BCMSN 642-811: QOS Configuration and Verification

Cisco Related training by MindLeaders BCMSN 642-811: MLS Optimization and Security

Cisco Related training by MindLeaders BCMSN 642-811: Metro Ethernet

Cisco Related training by MindLeaders BCMSN 642-811: Practice Exams

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Cisco

CL4110

Cisco Related training by MindLeaders BCRAN 642-821

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Summary:

The Cisco BCRA 642-821 training is designed to help learners prepare and take the qualifying exam for the Cisco Certified Network Professional CCNP® certification. The BCRA exam (642-821) certifies that students have acquired the understanding and skills necessary to successfully design, develop, configure, operate, and troubleshoot remote access solutions.

Includes:

Cisco Related training by MindLeaders BCRA 642-821: WAN Technologies, Components, and AAA Security

Cisco Related training by MindLeaders BCRA 642-821: PPP Authentication and Network Address Translation

Cisco Related training by MindLeaders BCRA 642-821: Modems and Asynchronous Connections

Cisco Related training by MindLeaders BCRA 642-821: Using ISDN Connections

Cisco Related training by MindLeaders BCRA 642-821: Using Frame Relay Connections

Cisco Related training by MindLeaders BCRA 642-821: Dial-on-Demand and Broadband

Cisco Related training by MindLeaders BCRA 642-821: Enabling Backup Connections and Management of Traffic

Cisco Related training by MindLeaders BCRA 642-821: Securing the Network with VPNs

Cisco Related training by MindLeaders BCRA 642-821: Practice Exams

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Cisco CL4113

Cisco Related training by MindLeaders BSCI 642-801

Summary:

This training is designed to help learners prepare and take the Cisco Certified Network Professional exam 642-801: Building Scalable Cisco Internetworks. The training explains how to install, configure, and monitor LANs and WANs with from 100 to 500 nodes. Learners are

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taught the principles of routing, how to extend IP addresses, and how to implement OSPF in a single area and interconnect OSPF areas. The training also covers how to apply integrated IS-IS, how to employ enhanced IGRP, how to configure BGP protocol and scale BGP networks, and how to optimize routing updates and implement successful route redistribution.

Includes:

Cisco Related training by MindLeaders BSCI 642-801: Routing Principles

Cisco Related training by MindLeaders BSCI 642-801: Extending IP Addresses

Cisco Related training by MindLeaders BSCI 642-801: Implementing OSPF in a Single Area

Cisco Related training by MindLeaders BSCI 642-801: Interconnecting OSPF Areas

Cisco Related training by MindLeaders BSCI 642-801: Applying Integrated IS-IS

Cisco Related training by MindLeaders BSCI 642-801: Employing Enhanced IGRP

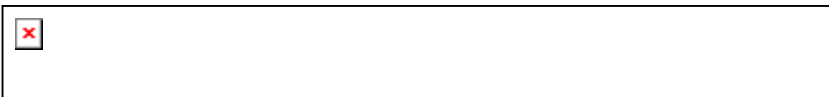
Cisco Related training by MindLeaders BSCI 642-801: Configuring Border Gateway Protocol

Cisco Related training by MindLeaders BSCI 642-801: Scaling BGP Networks

Cisco Related training by MindLeaders BSCI 642-801: Routing Update Optimization and Redistribution

Cisco Related training by MindLeaders BSCI 642-801: Practice Exam

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Excel 2003

CL4117

Summary:

This training is designed for beginning and intermediate Excel users. This training teaches

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learners about creating and editing spreadsheets, what's new in the 2003 version, the Excel interface, navigating, editing, and working with text, values, and formulas, printing, formatting, creating charts and databases, and using images and hypertext in a spreadsheet.

Includes:

Excel 2003: Getting Started

Excel 2003: Creating a Spreadsheet

Excel 2003: Formatting Data

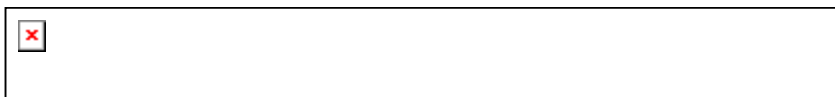
Excel 2003: Editing and Printing Worksheets

Excel 2003: Managing Worksheets

Excel 2003: Charts and Databases

Excel 2003: Hypertext and Tips

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Exchange 2000 Administration MCSE 70-224:
Administering the Chat Service

CL4119

Summary:

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This course will teach users how to install and configure Exchange 2000 Chat Service.

Outline:

- Interactive Realtime Messaging
- Understanding Chat Services
- Creating a User Class to Grant Access
- Banning Users
- Creating Communities and Channels
- Migrating from Exchange 5.5 Chat

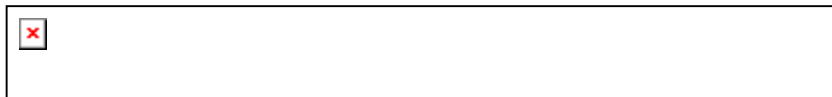
Applicability:

This course is for anyone preparing for the MCSE Exam 70-224.

Prerequisites:

Exchange 2000 Administration MCSE 70-224: Installation and Coexistence
Exchange 2000 Administration MCSE 70-224: Creating and Managing Recipient Objects
Exchange 2000 Administration MCSE 70-224: Creating and Managing Groups and Connectors
Exchange 2000 Administration MCSE 70-224: Deploying Instant Messaging

Copyright Information:



Exchange 2000 Administration MCSE 70-224:
Backing up Data

CL4121

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Summary:

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This course will teach users how to backup and restore Exchange 2000 using the updated backup utility that comes with Exchange 2000.

Outline:

- Backup Strategies
- Key Components
- Backing Up Data
- Restoring System State Data
- Restoring Information Stores and User Data
- Restoring Deleted Mailboxes

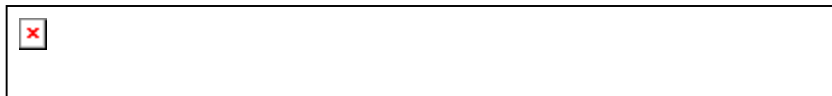
Applicability:

This course is for anyone preparing for the MCSE Exam 70-224.

Prerequisites:

Exchange 2000 Administration MCSE 70-224: Installation and Coexistence
Exchange 2000 Administration MCSE 70-224: Creating and Managing Recipient Objects
Exchange 2000 Administration MCSE 70-224: Creating and Managing Groups and Connectors
Exchange 2000 Administration MCSE 70-224: Deploying Instant Messaging
Exchange 2000 Administration MCSE 70-224: Administering the Chat Service
Exchange 2000 Administration MCSE 70-224: Working with Clients
Exchange 2000 Administration MCSE 70-224: Using Public Folders
Exchange 2000 Administration MCSE 70-224: Security and Performance

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Exchange 2000 Administration MCSE 70-224: Creating and Managing Groups and Connectors

CL4123

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Summary:

This course will teach users how to configure the administrative groups and routing groups that organize servers for fast, reliable message transfer.

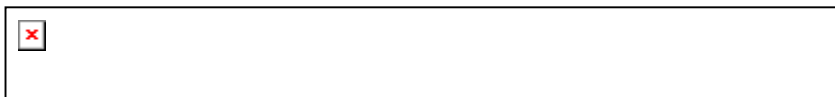
Outline:

- Defining administrative groups
- Creating administrative groups
- Exchange 2000 policies
- Creating and applying policies
- Managing system policies
- Mixed mode and Native mode
- Routing groups
- Routing between groups
- Routing group connector
- SMTP connector
- X.400 connector
- Link status

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Summary:

This course will teach users how to create and manage recipient objects in Exchange 2000.

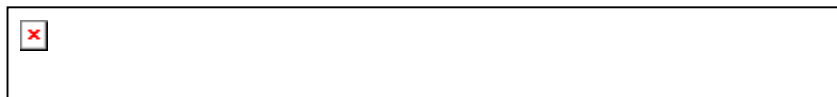
Outline:

- Recipient types
- Creating user objects
- Configuring user objects for email
- Creating mail-enabled users
- Enabling Instant Messaging
- Configuring user information stores
- Configuring storage groups
- Creating information stores
- Creating and managing address lists
- Creating groups
- Recipient Update Service

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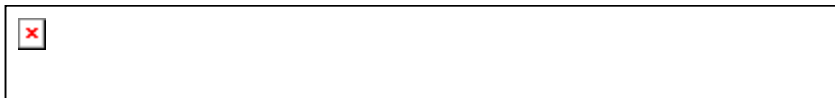
Summary:

This course will teach users how to install Exchange 2000 and integrate it with their present systems.

Outline:

- Installing IM
- Enabling Firewalls
- Enabling IM for Users
- Managing Users
- Enabling Authentication
- Managing IM Servers
- Troubleshooting IM

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Performance

Summary:

This course will teach you how to use the advanced security features of Exchange 2000, as well as how to monitor your system using the tools provided by Windows 2000 and Exchange 2000.

Outline:

- Understanding Advanced Security
- Installing Windows 2000 Certificate Services
- Installing the Key Management Service
- Enrolling Users
- Revoking Users and Recovering Keys
- Tools for Monitoring Performance
- Configuring Monitor Objects and Counters
- Information Store Objects and Counters
- Additional Objects and Counters
- Using Monitoring and Status
- Diagnostics Logging

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Exchange 2000 Administration MCSE 70-224: Using Public Folders CL4129

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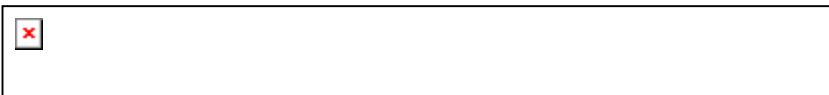
Summary:

This course will teach users how to install Exchange 2000 and integrate it with their present systems.

Outline:

- Creating public folders with System Manager and with Outlook 2000
- Administering public folders
- Defining public folder security
- Replicating public folders

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Exchange 2000 Administration MCSE 70-224: Working with Clients CL4129A

Summary:

This course will teach you how to choose protocols for your Exchange 2000 system, create and configure virtual servers, and troubleshoot Exchange 2000.

Outline:

- Exchange Server Service Client
- Additional Clients
- Configuring Outlook Web Access
- OWA and Firewalls
- Configuring SMTP Virtual Servers
- Configuring Front-end Servers
- Troubleshooting Client Connectivity

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Flash MX training

CL4131

Summary:

This training provides a practical guide for using Macromedia Flash MX to create animations and interactive Web sites. The Flash MX training presents information for intermediate to advanced media designers and developers who want to learn the latest techniques for animating graphics and enhancing visual media with sound and music. Topics covered include: Drawing tools, design concepts, animation techniques, text and forms in animation, compound objects, scenes, timelines, layers, filters, and masks. One full course in this training is devoted to the incorporation of sound and music into Flash movies. Each topic covered includes tips and techniques for maximizing the effectiveness of Flash MX when viewed on the Web.

Certification:

None

Includes:

Flash MX: Flash Overview

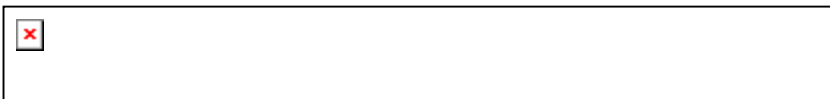
Flash MX: Animation

Flash MX: Text and Forms

Flash MX: Coordinated Animations

Flash MX: Sound and Music

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FOCUS CL4135

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Summary:

This training is designed for both FOCUS end users and application developers. It covers basic FOCUS concepts and terminology, its file structure, and the Master File Description. It details application developer facilities, and covers using FOCUS with TED, creating reports, graphs, and file definitions, and looks at data manipulation and screening techniques. Additional topics include accessing file definitions, using MODIFY requests, and the Dialogue Manager, FIDEL, and MAINTAIN facilities.

Certification: None

Includes:

- FOCUS: Getting Started
- FOCUS: Working with FOCUS
- FOCUS: Basic Report Preparation
- FOCUS: Creating Simple Reports
- FOCUS: Creating Complex Reports
- FOCUS: Additional Reporting Techniques
- FOCUS: Fundamentals of Graphs
- FOCUS: Advanced Graph Topics
- FOCUS: Data Manipulation for Reporting
- FOCUS: Advanced Screening Techniques
- FOCUS: Creating File Definitions
- FOCUS: Adjusting File Definitions
- FOCUS: Accessing External Files
- FOCUS: Basic MODIFY Requests
- FOCUS: Segment Modification
- FOCUS: Complex MODIFY Requests
- FOCUS: Additional File Maintenance
- FOCUS: Dialogue Manager and FIDEL
- FOCUS: More Features of FIDEL
- FOCUS: MAINTAIN Facility
- FOCUS: Completing a MAINTAIN Application

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Summary:

This training introduces you to Novell's GroupWise 5.5. In this training, you will learn how to use the features of GroupWise to send and receive e-mail, set up appointments and discussion groups, create task lists and manage your schedule.

Certification:

None

Includes:

GroupWise 5.5: Getting Started with GroupWise

GroupWise 5.5: Creating and Sending Messages

GroupWise 5.5: Organizing Your Mailbox

GroupWise 5.5: Calendar, Task, and Phone Features

GroupWise 5.5: Managing Documents and Folders

GroupWise 5.5: Advanced GroupWise Features

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GUI Design

CL4141

Summary:

This training introduces users to the primary concepts and tasks involved in graphical user interface (GUI) design. It identifies the characteristics of an effective GUI, describes usability factors, and examines the design principles of consistency, user feedback, information filtering, and the conceptual model. It also discusses in detail the effective use of color and typography, icons and pointers, window layouts, and screen controls. The training concludes with a discussion of effective interface design, including the principles of organization, efficiency, and communication.

Certification:

None

Includes:

GUI Design: Planning an Interface

GUI Design: Developing an Interface

GUI Design: Designing Screen Elements

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HTML

CL4145

Summary:

This training shows how to use HTML to develop Web pages. It covers common HTML commands and tags, formatting text using tags and CSS style sheets, and incorporating links and images on Web pages. The use of graphics on Web pages is discussed in detail, including graphics software, file size, and animation. Design concepts such as background and color, layout, image maps, and tables are examined, and Web page interactivity using multimedia, applets, and ActiveX is discussed in-depth. Advanced topics covered include using JavaScript for interactivity, and advanced JavaScript techniques such as frames, cookies, objects, text strings, and the history list.

Certification:

None

Includes:

HTML: Start Creating Your Own Web Pages

HTML: Creating High Quality Web Graphics

HTML: Layout and Design for Your Web Pages

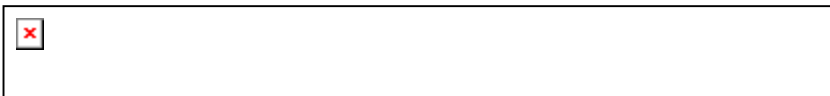
HTML: Making Your Web Pages Interactive

HTML: Start Using JavaScript

HTML: Using JavaScript for Interactivity

HTML: Using Advanced JavaScript

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IIS 4

CL4146

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Summary:

This training covers in detail the installation, configuration, and use of Microsoft's Internet Information Server 4. It is designed to help users prepare for the MCSE 70-087 examination, Implementing and Supporting Microsoft Internet Information Server 4.0. The architecture and components of IIS are examined in detail, as well as configuration and the Microsoft Management Console and the Metabase. Also discussed are the use of IIS to manage a Web site, FTP service, security issues, and various services that can be managed with IIS. Additional topics include performance tuning, site analysis, and system troubleshooting.

Certification:

None

Includes:

IIS 4: Internet Information Server Basics

IIS 4: Architecture and Components

IIS 4: Configuration

IIS 4: The WWW Server

IIS 4: The FTP Service

IIS 4: Security

IIS 4: Microsoft Certificate Server

IIS 4: The SMTP Server

IIS 4: The NNTP Server

IIS 4: Microsoft Index Server

IIS 4: Programmability

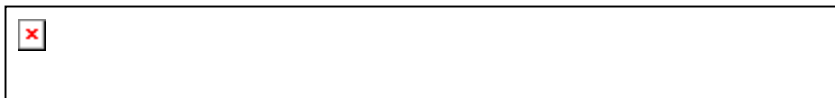
IIS 4: Performance Tuning

IIS 4: Site Analysis

IIS 4: Troubleshooting

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IIS 4

CL4146

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Certification:

None

Includes:

IIS 4: Internet Information Server Basics

IIS 4: Architecture and Components

IIS 4: Configuration

IIS 4: The WWW Server

IIS 4: The FTP Service

IIS 4: Security

IIS 4: Microsoft Certificate Server

IIS 4: The SMTP Server

IIS 4: The NNTP Server

IIS 4: Microsoft Index Server

IIS 4: Programmability

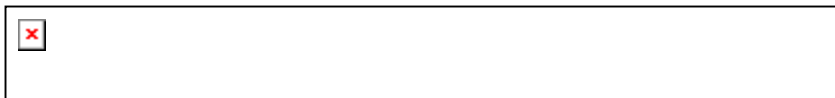
IIS 4: Performance Tuning

IIS 4: Site Analysis

IIS 4: Troubleshooting

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Java 1.1

CL4147

Summary:

This training provides instruction in the basics of the Java 1.1 programming language. An explanation of how Java programs work and creating a basic program is provided. Programming topics covered include using variables and strings, conditional tests, and loops. Advanced topics covered include arrays, objects, methods, inheritance, use of graphics and animation, and building a user interface. An explanation of Java applets and how to create, manage, and use them is covered. The training concludes with the opportunity to apply the skills learned in a sample application.

Certification:

None

Includes:

Java 1.1: Writing Java Programs

Java 1.1: Java Programming Basics

Java 1.1: Using Objects and Arrays

Java 1.1: Creating Java Applets

Java 1.1: 5 Graphics and User Events

Java 1.1: Putting Your Skills to Work

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Java 1.1

CL4147

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Certification:

None

Includes:

Java 1.1: Writing Java Programs

Java 1.1: Java Programming Basics

Java 1.1: Using Objects and Arrays

Java 1.1: Creating Java Applets

Java 1.1: 5 Graphics and User Events

Java 1.1: Putting Your Skills to Work

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Java 1.2 CL4147

Summary:

This training provides instruction in the basics of the Java 1.2 programming language. An explanation of how Java programs work and creating a basic program is provided. Programming topics covered include using variables and strings, conditional tests, and loops. Advanced topics covered include arrays, objects, methods, inheritance, use of graphics and animation, and building a user interface. An explanation of Java applets and how to create, manage, and use them is covered. The training concludes with the opportunity to apply the skills learned in a sample application.

Certification:

None

Includes:

- Java 1.2: Writing Java Programs
- Java 1.2: Java Programming Basics
- Java 1.2: Using Objects and Arrays
- Java 1.2: Creating Java Applets
- Java 1.2: Graphics and User Events
- Java 1.2: Putting Your Skills to Work

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Java 1.2 CL4148

Summary:

This training provides instruction in the basics of the Java 1.2 programming language. An explanation of how Java programs work and creating a basic program is provided. Programming topics covered include using variables and strings, conditional tests, and loops. Advanced topics covered include arrays, objects, methods, inheritance, use of graphics and animation, and building a user interface. An explanation of Java applets and how to create, manage, and use them is covered. The training concludes with the opportunity to apply the skills learned in a sample application.

Certification:

None

Includes:

Java 1.2: Writing Java Programs
Java 1.2: Java Programming Basics
Java 1.2: Using Objects and Arrays
Java 1.2: Creating Java Applets
Java 1.2: Graphics and User Events
Java 1.2: Putting Your Skills to Work

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Java 1.2 CL4148

Summary:

This training provides instruction in the basics of the Java 1.2 programming language. An explanation of how Java programs work and creating a basic program is provided. Programming topics covered include using variables and strings, conditional tests, and loops. Advanced topics covered include arrays, objects, methods, inheritance, use of graphics and animation, and building a user interface. An explanation of Java applets and how to create, manage, and use them is covered. The training concludes with the opportunity to apply the skills learned in a sample application.

Certification:

None

Includes:

- Java 1.2: Writing Java Programs
- Java 1.2: Java Programming Basics
- Java 1.2: Using Objects and Arrays
- Java 1.2: Creating Java Applets
- Java 1.2: Graphics and User Events
- Java 1.2: Putting Your Skills to Work

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Java 2 Enterprise Design

CL4149

Includes:

Summary: Enterprise Design: Enterprise Foundations

This training provides an in-depth, comprehensive, and practical guide for designing enterprise systems with the Java 2 Platform, Enterprise Edition (J2EE). Enterprise systems encompass those distributed, scalable, multi-user, and business-critical systems that are related to enhancing the productivity of a corporate or organizational enterprise via information technology. High-level topics include enterprise software development and the J2EE model, data enabling and JDBC, Java 2 Enterprise Design: Naming, Directory, Tracing, and Web Enabling Services, and application enabling. The target audience includes software developers, designers, and architects with a background in object-oriented programming and Java.

Java 2 Enterprise Design: Systems Assurance and Security

Java 2 Enterprise Design: Java's Security Features

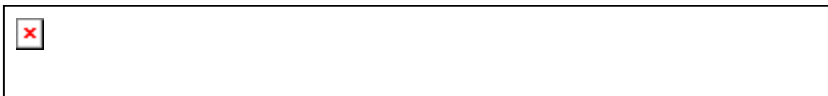
Java 2 Enterprise Design: Enterprise Web Enabling

Java 2 Enterprise Design: Java Servlets

Java 2 Enterprise Design: Enterprise Applications and Enterprise JavaBeans

Java 2 Enterprise Design: Advanced Enterprise JavaBeans and Application Integration

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Java 2 Programmer Certification 310-035

CL4150

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Summary:

This training provides an overview of the Java programming language. It prepares the experienced Java programmer for the Java 2 Programmer Certification Exam 310-035. Topics include object orientation, the statements used to control program flow and exception handling, the classes and interfaces of the java.lang package and the java.util package, the development of Java-based GUI, and the methods and tools for performing sophisticated input and output operations.

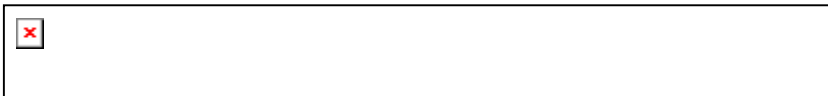
Certification:

Java 2 Programmer Certification Exam 310-035

Includes:

- Java 2 Programmer Certification 310-035: Java and Object-Oriented Fundamentals
- Java 2 Programmer Certification 310-035: Declarations, Flow Control, and Exception Handling
- Java 2 Programmer Certification 310-035: Classes, Interfaces, Methods, and Garbage Collection
- Java 2 Programmer Certification 310-035: Threads
- Java 2 Programmer Certification 310-035: The java.lang Package
- Java 2 Programmer Certification 310-035: The java.util Package
- Java 2 Programmer Certification 310-035: GUI Components and Containers of the java.awt Package
- Java 2 Programmer Certification 310-035: Layouts and Event Handlers of the java.awt Package
- Java 2 Programmer Certification 310-035: Graphic and Image Elements of the java.awt Package
- Java 2 Programmer Certification 310-035: The java.io Package

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Object-Oriented Analysis and Design

CL4157

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Summary:

This training provides an overview of object orientation and describes the process for developing object-oriented programming. It explains the development stages of object-oriented programming and how to manage the relationships and hierarchies between objects. It also explains the creation of object-oriented design and analysis systems, including the functions of the object-class, structure, subject, attribute, and service layers. It discusses the concepts of moving from analysis to design, and designing an object-oriented system using the Problem Domain component, the Human Interaction component, and the Data Management component.

Certification:

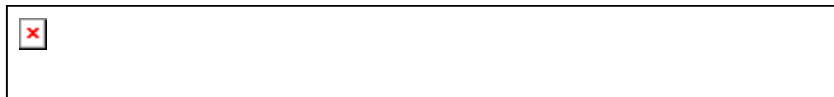
None

Includes:

Object-Oriented Analysis and Design: Intro

Object-Oriented Analysis and Design: System

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Microsoft .NET Architectures
MCP/MCSD 70-300

CL5049

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Summary:

This training helps a learner prepare for the MCP/MCSD 70-300 exam by covering how to break down a case study to expose pertinent facts, create meaningful requirements and specifications for a solution, and develop a .NET solution architecture that is secure and stable. It teaches the development of a solid database model, including normalization, relationships, and Object Role Modeling (ORM). It also covers the tradeoffs between a Windows application, a Web application, and a Web Service-based application.

Certification:

MCP/MCSD 70-300

Includes:

Microsoft .NET Architectures MCP/MCSD 70-300: Envisioning the Solution and Analyzing Business Requirements

Microsoft .NET Architectures MCP/MCSD 70-300: Analyzing User, Operational, and Infrastructure Requirements

Microsoft .NET Architectures MCP/MCSD 70-300: Developing Specifications and Creating the Conceptual Design

Microsoft .NET Architectures MCP/MCSD 70-300: Creating the Logical Design

Microsoft .NET Architectures MCP/MCSD 70-300: Creating the Logical Data Model and Physical Design

Microsoft .NET Architectures MCP/MCSD 70-300: Deploying the Application and Creating Standards

Microsoft .NET Architectures MCP/MCSD 70-300: Practice Exam

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LANs CL6081

Summary:

This course introduces users to fundamental LAN concepts. It is designed to aid in preparing for a client/server environment. It identifies common LAN protocols, components, and

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topologies, and explains the OSI reference model and its relationship to LAN protocols. It also covers the features and operation of LAN hardware and software. Additional topics covered include network operating systems, servers, bridges, routing protocols, and other internetworking productions.

Certification:

None

Includes:

LANs: Network Basics

LANs: Hardware and Software

LANs: Internetworking

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Networking Essentials

CL6081

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Summary:

This course presents networking theory and concepts. It may be used to help prepare for the MCSE Networking Essentials exam 70-58. This training defines common networking terms, models, classifications, file services, and applications. Networking standards such as the OSI reference model, SLIP, PPP, IEEE 802, NDIS, and ODI are discussed in detail. Network topologies are covered, including the various media and selection of appropriate media for different situations. Additional topics covered include connectivity for Token Ring and Ethernet networks, WAN connection services, and network devices, packet routing, and switches. Advanced topics include the process of implementing resource sharing, disaster recovery, and fault tolerance. Troubleshooting strategies are also provided, including available tools and resources.

Certification:

MCSE Exam 70-058

Includes:

- Networking Essentials: Terminology
- Networking Essentials: Standards
- Networking Essentials: Planning a Topology
- Networking Essentials: Planning Connections
- Networking Essentials: Implementation
- Networking Essentials: Troubleshooting

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Linux Operating System

CL6083

Summary:

This training provides a general overview of the Linux operating system. Topics include partitioning and the boot process, basic system configuration, file management, and text stream processing. The training also covers user management, group management, and file permissions. Administrative tasks covered in this training include basic job scheduling utilities, as well as system backup strategies and strategies for system documentation and user support.

Includes:

- Linux: Partitions and the Boot Process
- Linux: File Management
- Linux: GNU and Linux Commands
- Linux: File System Maintenance
- Linux: Users and Groups
- Linux: Text Streams
- Linux: Permissions
- Linux: Administration and Documentation
- Linux: Backup and Restore

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Networking for Technical Users training

CL6083

Summary:

This training provides an overview about the concepts related to networking computers, including hardware and software issues.

Certification:

None

Includes:

Networking: Technical Information

Networking: Hardware and Software

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Novell 560 CNE training CL6085

Summary:

This course is designed to help users prepare for the Novell CNE 5 Test 050-639 or CNI Test 050-839. It introduces networking concepts and provides an overview of the administration of NetWare 5. Topics covered include Novell Directory Services, protocol configurations, installation of Novell client software, and the file system. Also covered in this training is NDS and file security, including controlling access to objects, rights, and user context and resource access. Additional topics include application distribution and management using ZENworks and Novell Application Launcher, policy packages, the Help Requester, and distributed printing.

Certification:

None

Includes:

- Novell 560 CNE: NetWare Basics
- Novell 560 CNE: Installation
- Novell 560 CNE: Using NDS
- Novell 560 CNE: File System
- Novell 560 CNE: NDS Security
- Novell 560 CNE: File Security
- Novell 560 CNE: ZENworks
- Novell 560 CNE: Advanced ZENworks
- Novell 560 CNE: Distributed Printing

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Novell 570 CNE Advanced Administration training

CL6087

Summary:

This training teaches users how to administer NetWare 5 and also prepares users to take the Novell CNE 5 Test #050-640 or CNI Test #050-840. Users will learn about upgrading and migrating to NetWare 5, managing the server, optimizing performance, and using IP. In addition, they will learn about file systems, storage, queue-based printing, remote access, the FastTrack Internet server, and other topics related to NetWare 5.

Certification:

Novell 570 CNE

Includes:

Novell 570 CNE Advanced Administration: Upgrading or Migrating

Novell 570 CNE Advanced Administration: Managing the Server

Novell 570 CNE Advanced Administration: The File System

Novell 570 CNE Advanced Administration: NSS and Backup

Novell 570 CNE Advanced Administration: Memory and CPU Performance

Novell 570 CNE Advanced Administration: Disk and Network Performance

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