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# ITI Technical Institute – Catalog 2005

## Preface

# ITI Technical Institute – Catalog 2005

## **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,**





























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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**

# ITI Technical Institute – Catalog 2005

## **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.

# ITI Technical Institute – Catalog 2005

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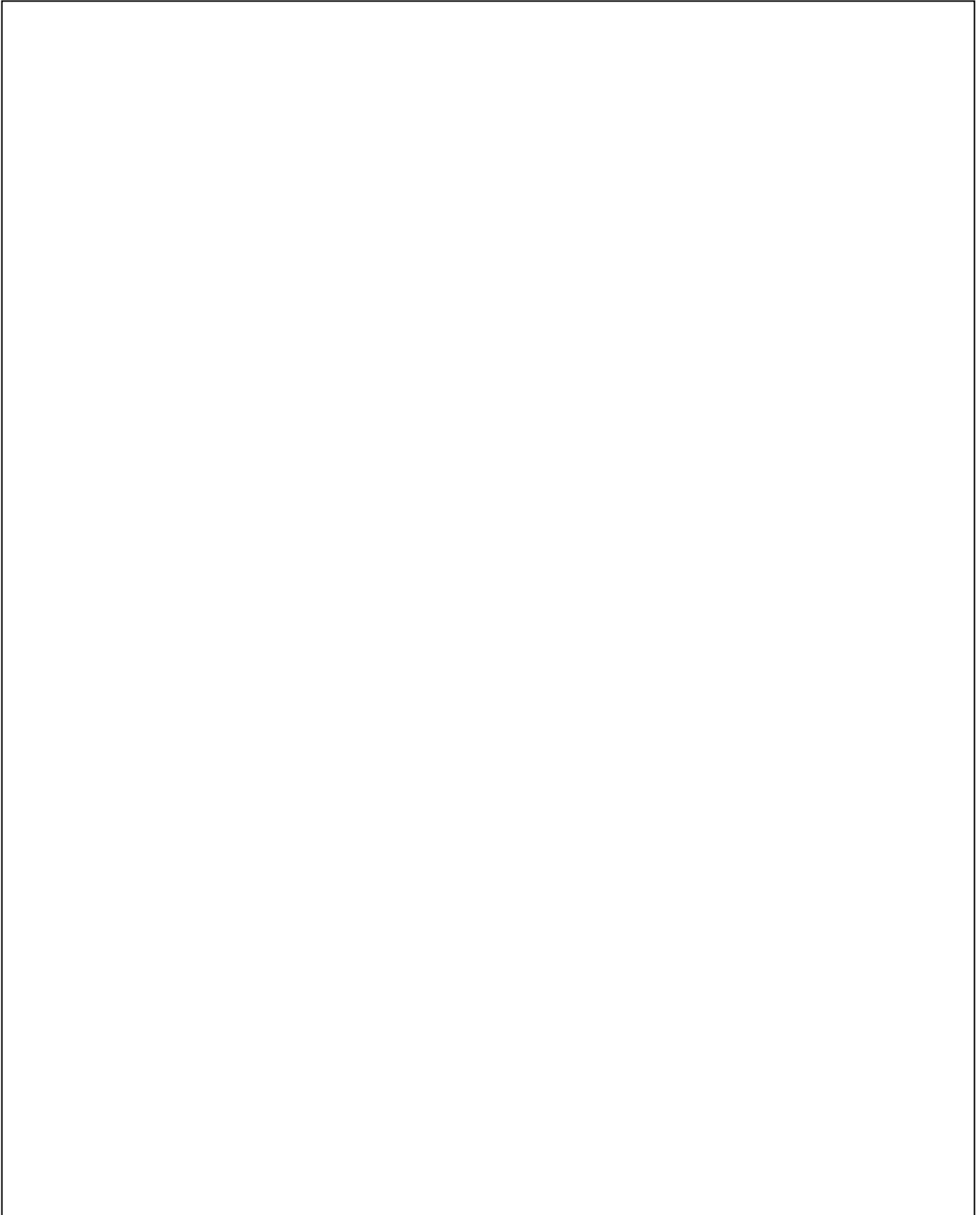
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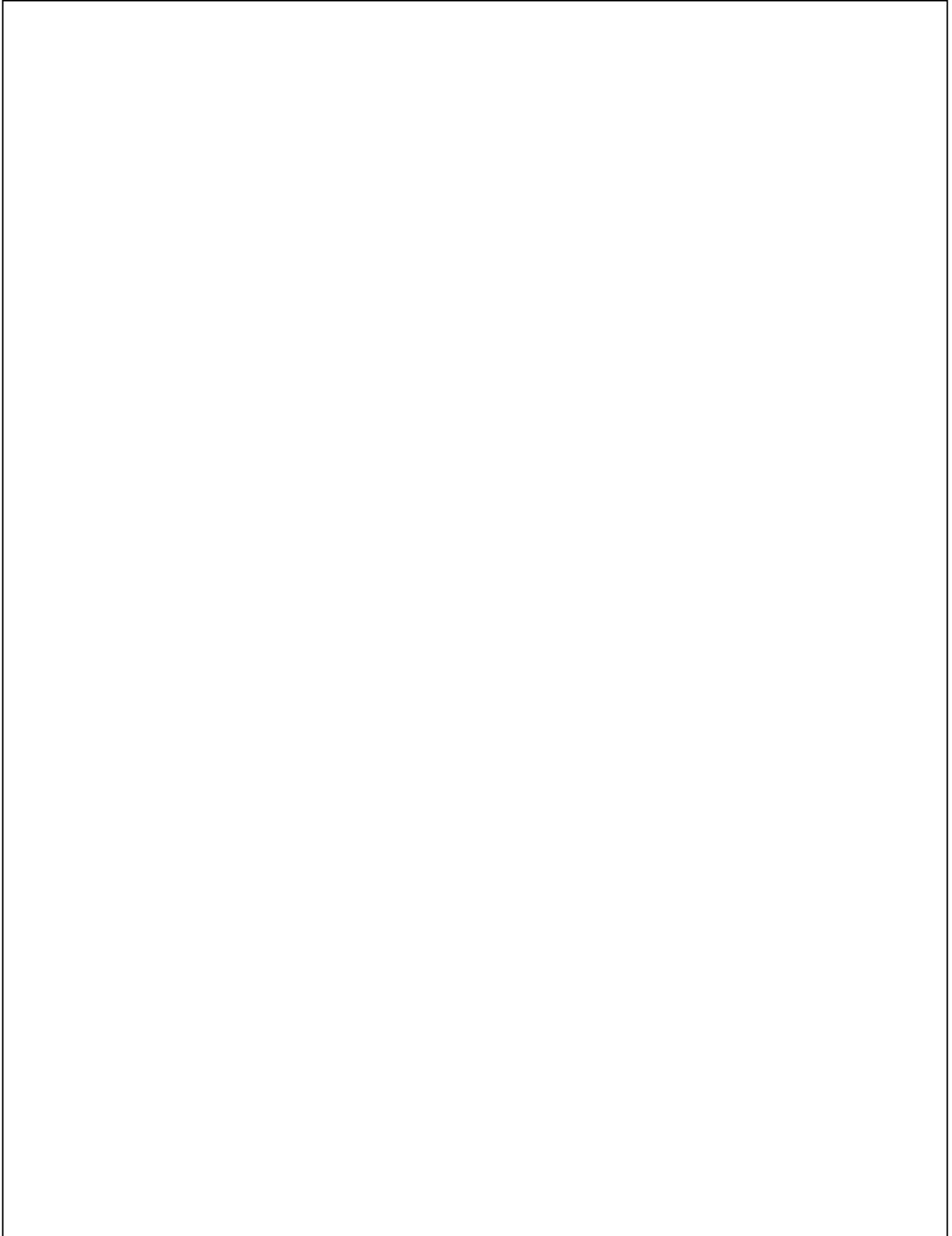
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<b>INTRODUCTION TO BUSINESS</b>	<b>BUSS160</b>
<b>Introduction to Management</b>	<b>BUSS170</b>
<b>Management 101</b>	<b>BUSS190</b>
<b>Management 102</b>	<b>BUSS195</b>
<b>INTRODUCTION TO COMPUTERS</b>	<b>INFS101</b>
<b>LAN I</b>	<b>INFS115</b>
<b>DATABASE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

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

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

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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:**

# ITI Technical Institute – Catalog 2005

[Introducing the PC](#)

[Using Your PC](#)

[Working with Folders and Files](#)

[Inside Your PC](#)

[Basic Peripherals](#)

[Other Peripherals](#)

[Understanding Software](#)

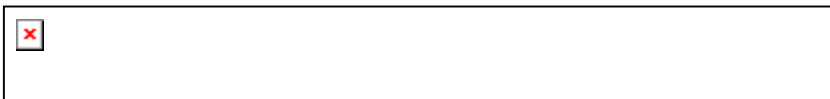
[Introducing the Internet](#)

[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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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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# ITI Technical Institute – Catalog 2005

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)

# ITI Technical Institute – Catalog 2005

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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# ITI Technical Institute – Catalog 2005

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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# ITI Technical Institute – Catalog 2005



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

# ITI Technical Institute – Catalog 2005

## 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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# ITI Technical Institute – Catalog 2005



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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# ITI Technical Institute – Catalog 2005



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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# ITI Technical Institute – Catalog 2005



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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# ITI Technical Institute – Catalog 2005



CL4079

## Synopsis

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

## Audience

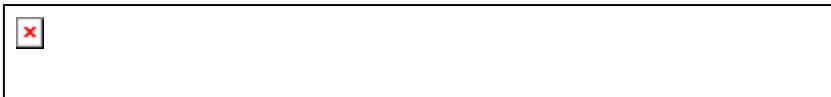
This course is for end users, managers, programmers, JCL specialists, technical support staff, and operations staff who must code and/or read JCL.

## 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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# ITI Technical Institute – Catalog 2005



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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# ITI Technical Institute – Catalog 2005



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:**

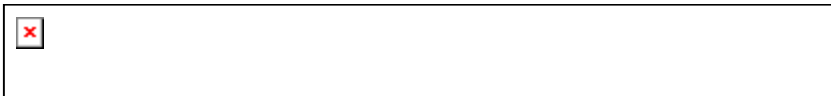
- Opening an existing database
- Using the database window
- Modifying and reporting results
- Saving, closing and backing up the database
- Understanding the interface
- Using the toolbar and menus
- Accessing help

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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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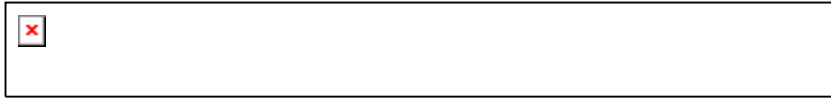
C Programming

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.

# ITI Technical Institute – Catalog 2005



CICS / ESA

CL4099

## Synopsis

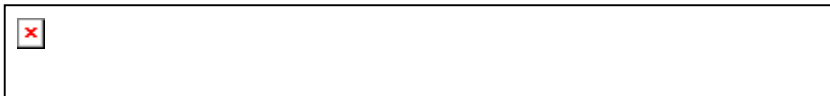
*CICS/ESA: Fundamentals* provides an overview of the use of CICS.

## 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



# ITI Technical Institute – Catalog 2005

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

# ITI Technical Institute – Catalog 2005

## Synopsis

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

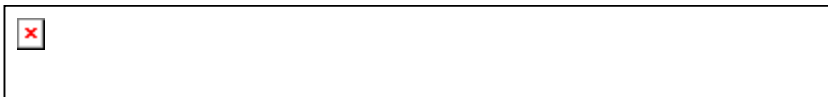
## Audience

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

# ITI Technical Institute – Catalog 2005

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

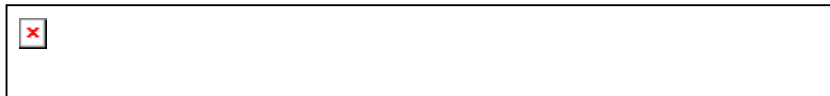
## **Audience**

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**

# ITI Technical Institute – Catalog 2005

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

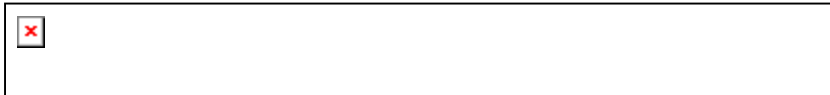
## **Audience**

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

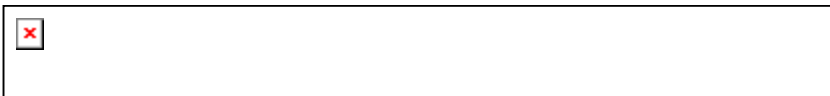
This course is for anyone who wants to get the most out of using CICS/ESA.

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:

# ITI Technical Institute – Catalog 2005

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

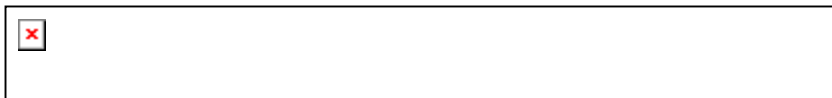
Cisco Related training by MindLeaders BCMSN 642-811: QOS Configuration and Verification

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 BCRAN 642-821 training is designed to help learners prepare and take the qualifying exam for the Cisco Certified Network Professional CCNP® certification. The BCRAN 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 BCRAN 642-821: WAN Technologies, Components, and AAA Security

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

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

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

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

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

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

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

Cisco Related training by MindLeaders BCRAN 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

# ITI Technical Institute – Catalog 2005

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

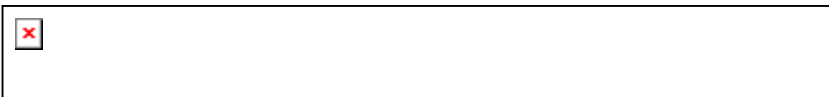
Cisco Related training by MindLeaders BSCI 642-801: Configuring Border Gateway Protocol

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

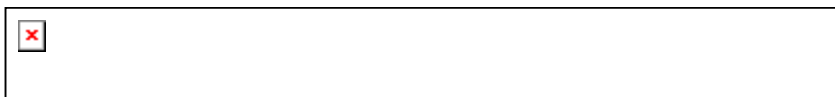
Excel 2003: Editing and Printing Worksheets

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

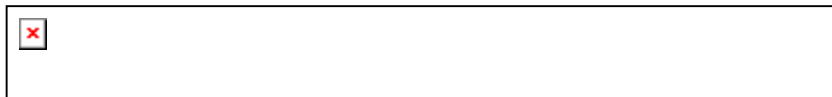
## Applicability:

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

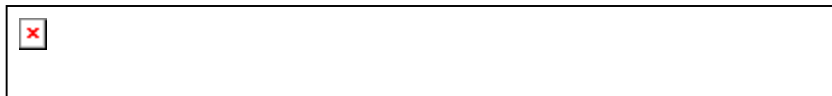
## Applicability:

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

# ITI Technical Institute – Catalog 2005

## Summary:

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

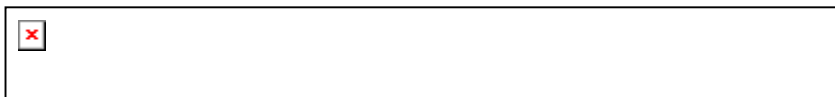
## Outline:

- 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.

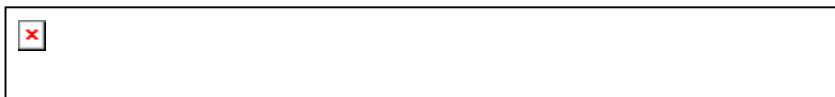
## Outline:

- 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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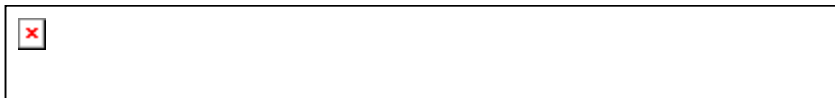
## Summary:

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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# ITI Technical Institute – Catalog 2005

## 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

# ITI Technical Institute – Catalog 2005

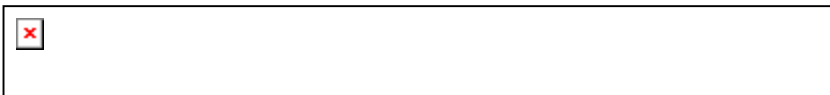
## **Summary:**

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

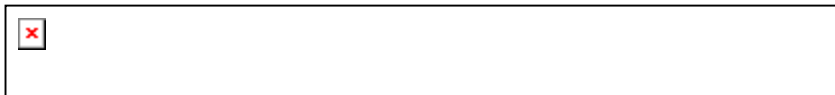
## **Summary:**

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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# ITI Technical Institute – Catalog 2005

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

# ITI Technical Institute – Catalog 2005

## 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

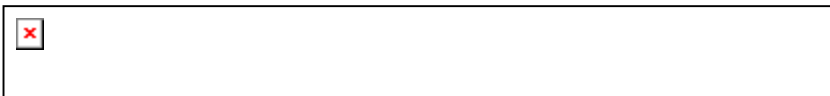
HTML: Making Your Web Pages Interactive

HTML: Start Using JavaScript

HTML: Using JavaScript for Interactivity

HTML: Using Advanced JavaScript

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IIS 4

CL4146

# ITI Technical Institute – Catalog 2005

## **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

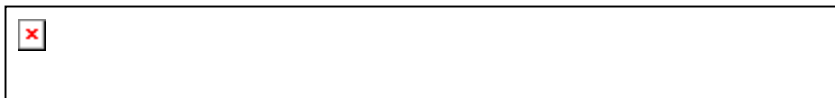
IIS 4: Performance Tuning

IIS 4: Site Analysis

IIS 4: Troubleshooting

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# ITI Technical Institute – Catalog 2005



IIS 4

CL4146

## **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

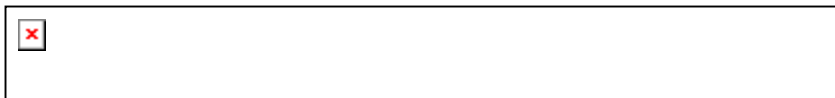
IIS 4: Performance Tuning

IIS 4: Site Analysis

IIS 4: Troubleshooting

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# ITI Technical Institute – Catalog 2005



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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# ITI Technical Institute – Catalog 2005



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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# ITI Technical Institute – Catalog 2005



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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# ITI Technical Institute – Catalog 2005



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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# ITI Technical Institute – Catalog 2005



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

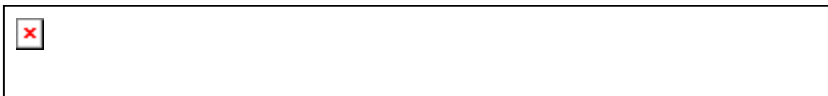
Java 2 Enterprise Design: Enterprise Web Enabling

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.

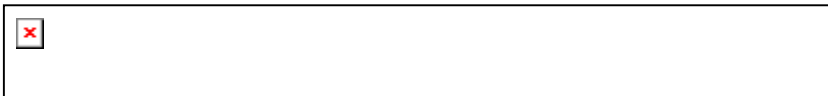
## Certification:

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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