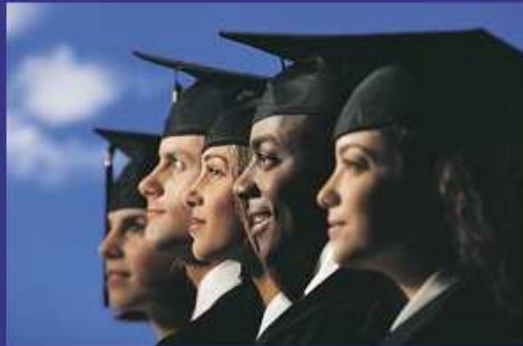


ITI Technical College

Catalog

2009 - 2011



ITI Technical College

America's Finest Online College

Dedicated to enhancing knowledge, growth
and the human spirit

ITI Technical College

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ITI Technical College



Message from the Director:

Thank you for visiting ITI Technical College as you prepare 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 ITI Technical College 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. 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,
Director of Admissions

ITI Technical College

Advanced Learning Concept

The ITI curriculum present instructions that allow a student to receive a well rounded understanding of the course instructions in their chosen career. Course instructions are presented in three phases: (1) Phase One include of courses that provide an overview of the industry or business area that the chosen career program is a part of. The course provides 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. Only select career programs will contain this phase of the curriculum. In applying these skills 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 students for the real world experience in their chosen career path.

During all phases of the curriculum instructor and technical support is available to aid the student in accomplishing the program 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.

Student Performance and Progress tracking 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 chosen program.

ITI Technical College

Instructor Support

Each student is assigned an instructor when they register with ITI Technical College. Each ITI Instructor possesses related work and education experience that encompasses the specific education area for their courses. Instructors perform periodic follow up on each student's progress and maintain periodic contact. 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
- Conduct and deliver scheduled lecture and classroom material using the course syllabus, textbook and other classroom lecture aids

Periodic tracking of student's 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.

ITI Technical College

License Information

ITI Technical College is a viable business entity 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.

ITI Technical College

Student Support Services

Student Support Services help students successfully accomplish their academic goals and provides a foundation of help services. Student Support Services offers the following personalized (one-on-one and online) service to each student:

- Academic advising
- Career planning
- Financial aid advising
- Help for students of limited English proficiency
- Help with enrollment in all Certificate programs and courses

Student Support Services also offers:

- A home-base supportive environment
- Orientation for each student
- Online services to pay tuition and fees
- Online services to view Course syllabus and Lessons and work in the convenience of their own home
- Online conferences and Lectures where students can access from home
- Easy access to other ITI students - Online
- A convenient way to pay tuition and fees – Online
- Immediate access to Instructor – Online and a phone call away
- Free access to the ITI Online services – no hardware or software required!
- Communication with all other ITI resources and services – Online
- Online examination services for Midterm and Final Examinations simply go online and work from home
- Request your next course – simply request the next course online

Our Online services make access to ITI resources easy and convenient - from the conveniences of home – anywhere and anytime.

ITI Technical College

Online Examinations

Examinations at ITI are administered through our secured state of the art online examination system. Examinations are graded and made available to each student through our secured online testing facility. Our Online testing facility is designed to cater to the working adult and allow many students to complete course exam requirements without having to attend a ground campus. Students schedule an examination as prescribed in their course lessons for mid term and Final examinations. Completed examinations are graded and made available to the student – Online. Examinations are Closely monitored and administered through our secured Network services.

Veterans Discount

There are a great many services and discounts available to military Service members and their families. Military families save money on tuition and fees for certificate programs and individual courses. Military personnel and their families have access to all ITI Technical College resources all over the world. Our online programs can be accessed throughout the world – any place you can access the internet – you can also take advantage of ITI's training and resources - Online.

Military personnel and their families receive a 40% discount on tuition and fees and are awarded Scholarship and grants to cover the remaining costs.

Financial Assistance

ITI Technical College makes training affordable for all by offering a host of financial aid packages to fit all budget situations. A host of options are available to assist with tuition costs including:

- ITI Education Grant
- ITI Education Scholarship
- Private Student Loan
- Federal Student Loan
- Low monthly Payment Plan

ITI Technical College

Privacy Information

What This Privacy Policy Covers

This policy covers how ITI Technical College treats personal information that ITI Technical College collects and receives, including information related to your past use of ITI Technical College 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 College does not own or control or to people that ITI Technical College does not employ or manage.

General

ITI Technical College collects personal information when you register, when you use ITI Technical College products or services, when you visit ITI Technical College pages or the pages of certain ITI Technical College partners, and when you enter promotions or sweepstakes. ITI Technical College 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, and zip code. For some financial products and services we may also ask for your address and Social Security number. Once you register with ITI Technical College and enroll in to our courses, you are not anonymous to us. We may collect information about your transactions. ITI Technical College automatically receives and records information on our server logs from your browser, including your IP address, ITI Technical College cookie information, and the page you request. We 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.

ITI Technical College

Children

When a child under age 18 attempts to enroll with ITI Technical College, we ask that he or she also submit a completed parental document to parent or guardian and obtain parental permission. ITI Technical College 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
ITI Technical College 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:

We provide the information to trusted partners who work on behalf of or with ITI Technical College under confidentiality agreements. These companies may use your personal information to help ITI Technical College communicate with you about offers from ITI Technical College and our marketing partners. However, these companies do not have any independent right to share this information. 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 ITI Technical College to collect and use their child's information without consenting to ITI Technical College we respond to subpoenas, court orders, or legal process, or to establish or exercise our legal rights or defend against legal claims; 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 ITI Technical College's terms of use, or as otherwise required by law. We transfer information about you if ITI Technical College is acquired by or merged with another company. In this event, ITI Technical College will notify you before information about you are transferred and becomes subject to a different privacy policy. When ITI Technical College 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. ITI Technical College 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. ITI Technical College 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). ITI Technical College works with vendors, partners, advertisers, and other service providers in different industries and categories of business.

ITI Technical College

Cookies

ITI Technical College may set and access ITI Technical College cookies on your computer. ITI Technical College 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 ITI Technical College's cookies.

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

We reserve the right to send you certain communications relating to the ITI Technical College service, such as service announcements, administrative messages and information the ITI Technical College 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.

Changes to this Privacy Policy

ITI Technical College may update this policy. You may view our web site to obtain changes to our Privacy Policy.

ITI Technical College

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 account and passwords information secret and confidential, and for notifying us if you believe that your student account number or password has been stolen or might otherwise be misused.

Your Study Materials

All material and supplies you need to complete your course is included with your tuition. Comprehensive lessons, textbooks, workbooks, online Lecture material, supplemental readings, discussion material, etc. In some cases easy to follow study guides and 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, flash light or pair of scissors. These will be provided to you. In most cases, 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.

ITI Technical College

Exam and Grading Procedures:

All lessons are followed by achievement exams. You'll complete these Exams on ITOS at your own pace within 3 days of being requested, with your text book and notes open. Test Answer sheets and Take-Notes sheets are provided to you for most courses along with your textbook materials. Test Answer sheets and Take-Note taking sheets are completed by each student as progress toward completion of the course. Completed examinations are electronically transmitted to us where they are graded and returned to you. A Manual version of each exam is also available by request. (There are some exceptions – see your instructor for details.)

We make every effort to grade and return your exam promptly. Along with your grade, we will indicate which questions you missed.

Course grades are based on how well you answer your Examination Questions. Each exam has a value of 100 points. Our grading scale is as follows:

100-90 Points	Grade A
89-80 Points	Grade B
79-70 Points	Grade C
69-60 Points	Grade D
59-00 Points	Grade F [Failed]

Examinations must be repeated when a failed letter graded is earned on the exam.

Final Examinations

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

Graduation

A student graduates upon successful completion of all courses and full payment of all tuition and fees are received, after which time we will mail your Certificate to you.

ITI Transcripts

We will keep a record of your 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. Transcript requests are made through ISSS.

ITI Technical College

Academic Honesty

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

Refund and cancellation Policy

It is the student's responsibility to drop a course by published deadlines. Courses dropped within the refund period will not be charged to the student.

Our refund and cancellation policy is as follows:

- 100 percent refund is provided when cancellation is before the end of the first week in which the class is scheduled to begin.
- 80 percent refund is provided when cancellation is before the end of the last day of the first week in which the class is scheduled.
- 50 percent refund is provided when cancellation is before the end of the second week in which the class is scheduled.

Refund checks are mailed the 1st Friday of each month.

It is the student's responsibility to drop a course at least two (2) business days prior to the start of the class to receive a full refund. Classes dropped less than two days before the start of classes will receive no refund. No-shows do not constitute cancellation. No-show is students who register yet never attend the first class as scheduled. No credit may be used toward another course for missed classes.

Tuition and Fees

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

You will have up to two years from your date of enrollment to finish your studies. Additional time may be considered for military personnel or other extenuating circumstances. See the Enrollment Agreement for details.

Shipping and Handling

A shipping and handling fee is assessed to cover shipping 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.

ITI Technical College

Tuition Payments

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 installment plan.

Tuition Cost for a Career Program is \$5000. Tuition Cost for a Single Course is \$750. This cost includes all textbooks, equipment and fees, and communication access fees, etc.

We accept VISA, MasterCard, American Express, and discover credit cards for your tuition and fees. We also accept checks, account debits and money orders. 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 an 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 email. You must send or pay the invoice so that they reach us on time. Mailed payments may take longer to reach us. 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 \$10.00 each time. Your monthly payments can be made online by Credit Card or direct account..

NOTE: For Military Personnel

ITI offers a 40% discount to all Military Personnel for each Certificate Program Enrollment and single course. The Military Discount is applied at time of registration and the total tuition amount will reflect the discount.

Returned Checks

A service fee of \$25 will be charged for each check that is returned by the bank for non-payment. In addition, ITI will not accept another check from you for one year. For checks returned for stop payment or account closed, ITI will not accept payment by check for ten years. If checks are not made well within two weeks of notification of default, your account may be placed with a credit bureau for collection.

ITI Technical College

System Security and the Internet

For Tuition Management, Grant & financial aid, and Enrollment Management data collected and stored by ITI is governed by our Institution's privacy policy. This data will not be used by the Company in any manner not approved by the Institution unless required by law (for example, a court order or subpoena). Access to the data shall be restricted to authorized ITI associates and shall be used only for the purpose of providing service to you or the Institution. The Company maintains physical, procedural, and electronic safeguards to protect data from being accessed by unauthorized third parties.

Web Browsing

ITI is committed to providing you a useful and enjoyable online experience, and to protecting your personal information during your visit. When you access a Company Web site (Company Site), you can be sure that your information is protected by the latest security software.

Our sites use cookies in several applications for navigational purposes. You are always free to decline our cookies if your browser permits, but some parts of our sites may not work properly if you do. Accepting a cookie from an ITI site does not give access to any of your personally identifiable information. If you send us an email question or comment, we will use your email address to reply to you. When we collect your email address this way, we won't use it for marketing our products and services.

We don't knowingly collect, maintain or use personally identifiable information on our sites from children under age 17, unless first complying with the [Children's Online Privacy Protection Act](#). If we find out we have unknowingly collected such information we will take all reasonable measures to delete that information from our system as soon as possible. We are not responsible for the collection and use of information by companies or individuals unaffiliated with us whose Web sites may contain links to ours, including vendors where you may shop.

We don't knowingly or intentionally share your information with any organization. All information provided to us is used for registration purposes and course/program administration.

A
list
of
Career
Programs
offered
by
ITI
Technical
College
follows.

ITI Technical College

Professional Career Programs

ITI offers distance education training in 31 Career Programs:

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)

For detail information on these programs go to our website at www.illiti.com.

A
list
of
professional
and
curriculum
courses
offered
by
ITI
Technical
College
follows

ITI Technical College

	Course #	Course Title
1	INFS0001	Access 2000 MOS Series
2	INFS0002	Access 2007 Series
3	INFS0003	Access 2003 Series
4	INFS0004	CICS/ESA Series
5	INFS0005	CICS/ESA: 1 Fundamentals
6	INFS0006	CICS/ESA: 2 Programming Basics
7	INFS0007	CICS/ESA: 3 Advanced Programming
8	INFS0008	CICS/ESA: 4 Defining Maps
9	INFS0009	CICS/ESA: 5 Generating Maps
10	INFS0010	CICS/ESA: 6 Using Maps
11	INFS0011	Cisco Related Series by MindLeaders BCMSN 642-811
12	INFS0012	Cisco Related Series by MindLeaders BCRAN 642-821
13	INFS0013	Cisco Related Series by MindLeaders BSCI 642-801
14	INFS0014	Cisco Related Series by MindLeaders CCDA
15	INFS0015	Cisco Related Series by MindLeaders CCNA
16	INFS0016	Cisco Related Series by MindLeaders CCNA 640-801
17	INFS0017	Cisco Related Series by MindLeaders CIT 642-831
18	INFS0018	CISSP Security Professional Series
19	INFS0019	Client/Server Technology for Managers
20	INFS0020	Client/Server:
21	INFS0021	CMS Series
22	INFS0022	CMS: 1 CMS for New Users
23	INFS0023	CMS: 2 Advanced CMS Functions
24	INFS0024	COBOL (OS/VS): 1 Fundamentals
25	INFS0025	COBOL (OS/VS): 2 Advanced
26	INFS0026	COBOL New with CICS
27	INFS0027	COBOL Series
28	INFS0028	COBOL(OS/VS) Series
29	INFS0029	COBOL: (New) COBOL Fundamentals
30	INFS0030	COBOL: (New): Advanced

ITI Technical College

Course #	Course Title
31	INFS0031 COBOL: 1 Basics
32	INFS0032 COBOL: 2 Program Structure
33	INFS0033 COBOL: 3 Data Structure
34	INFS0034 COBOL: 4 Procedure Division Intro
35	INFS0035 COBOL: 5 Procedure Division Advanced
36	INFS0036 COBOL: 6 Numerics
37	INFS0037 COBOL: 7 Coding Arithmetic Statements
38	INFS0038 CompTIA A+ Series
39	INFS0039 CompTIA Network+ Series
40	INFS0040 CompTIA Security+ Series
41	INFS0041 CompTIA Server+ Series
42	INFS0042 Computing Concepts Series
43	INFS0043 Crystal Reports 8 Series
44	INFS0044 DB2 Series
45	INFS0045 DB2: 1 The Programming Environment
46	INFS0046 DB2: 2 Row and Table Manipulation
47	INFS0047 DB2: 3 Program Development and Efficiency
48	INFS0048 EASYTRIEVE PLUS Advanced
49	INFS0049 EASYTRIEVE Plus Intermediate
50	INFS0050 Excel 2000 MOS Expert Series
51	INFS0051 Excel 2000 MOS Series
52	INFS0052 Excel 2002 Series
53	INFS0053 Excel 2003 Series
54	INFS0054 GroupWise 5.5 Series
55	INFS0055 Introduction to the PC
56	INFS0056 ISPF Series
57	INFS0057 ISPF: 1 User Interface
58	INFS0058 ISPF: 2 Basic Program Development
59	INFS0059 ISPF: 3 Advanced Program Development
60	INFS0060 JCL Series

ITI Technical College

Course #	Course Title
61	INFS0061 JCL: 1 Fundamentals of Job streams
62	INFS0062 JCL: 2 Data Sets, Procedures, and Output
63	INFS0063 JCL: 3 Specifying Job Information
64	INFS0064 JCL: 4 Controlling the Job Process
65	INFS0065 JCL: 5 Types of Data Sets
66	INFS0066 JCL: 6 Working with Data Sets
67	INFS0067 JCL: 7 Instream and Catalogued Procedures
68	INFS0068 JCL: 8 Coding and Executing Procedures
69	INFS0069 JCL: 9 Modifying Procedures
70	INFS0070 LANs Series
71	INFS0071 Linux Series
72	INFS0072 Lotus Notes 6.5 Series
73	INFS0073 Lotus Notes R5 Series
74	INFS0074 Mainframe Technical Package
75	INFS0075 MFC Workbench:1 Getting Started
76	INFS0076 MFC Workbench:2 Managing Files
77	INFS0077 MFC Workbench:3 Developing Programs
78	INFS0078 MFC Workbench:4 Testing Programs
79	INFS0079 MFC Workbench:5 Compiling and Testing
80	INFS0080 Micro Focus COBOL Workbench Series
81	INFS0081 MVS Series
82	INFS0082 MVS: 1 Fundamentals of MVS and JES
83	INFS0083 MVS: 2 Enhancing Performance
84	INFS0084 MVS: 3 Utilities
85	INFS0085 MVS: 4 Basic Operations
86	INFS0086 MVS: 5 Advanced Operations
87	INFS0087 Networking for Technical Users Series
88	INFS0088 Novell 560 CNE Series
89	INFS0089 Novell 570 CNE Advanced
90	INFS0090 Office 2000 Microsoft Series

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Course #	Course Title
91	INFS0091 Office 2000 Series
92	INFS0092 Office 2003 New Series
93	INFS0093 Office XP 2002 Microsoft Series
94	INFS0094 Office XP 2003 Microsoft Series
95	INFS0095 Outlook 2002 Series
96	INFS0096 Outlook 2003 Series
97	INFS0097 Paint Shop Pro 5 Series
98	INFS0098 PowerPoint 2000 MOS Series
99	INFS0099 PowerPoint 2002 Series
100	INFS0100 PowerPoint 2003 Series
101	INFS0101 Project 2000 MOS Series
102	INFS0102 Project 2003
103	INFS0103 QMF Series
104	INFS0104 QMF: 1 Fundamentals of QMF
105	INFS0105 QMF: 2 Prompted Query and QBE
106	INFS0106 QMF: 3 Reports
107	INFS0107 QMF: 4 Additional Formatting Techniques
108	INFS0108 REXX Programming: 1 Introducing REXX
109	INFS0109 REXX Programming: 2 Advanced REXX Features
110	INFS0110 REXX Series
111	INFS0111 SAP R/3 Release 4.6 Series
112	INFS0112 SAS
113	INFS0113 SQL Series
114	INFS0114 SQL: 1 Database Maintenance
115	INFS0115 SQL: 2 Database Objects
116	INFS0116 SQL: 3 Query Techniques
117	INFS0117 SQL: 4 Joining Tables
118	INFS0118 TSO/E Series
119	INFS0119 TSO/E: 1 CLISTs
120	INFS0120 TSO/E: 2 Advanced Features

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Course #	Course Title
121	INFS0121 Visio 2002 Series
122	INFS0122 VSAM Series
123	INFS0123 VSAM: 1 Fundamentals
124	INFS0124 VSAM: 2 Advanced Features
125	INFS0125 Windows XP Upgrade Series
126	INFS0126 Word 2000 MOS Expert Series
127	INFS0127 Word 2000 MOS Series
128	INFS0128 Word 2002 Series
129	INFS0129 Word 2003 Series
130	INFS0130 XEDIT Series
131	INFS0131 XEDIT: 1 XEDIT for New Users
132	INFS0132 XEDIT: 2 Advanced XEDIT Functions
133	ACCT100 Introduction to Accounting
134	ACCT103 Introduction to Bookkeeping
135	ACCT110 Accounting Principles
136	ACCT115 Accounting Applications I
137	ACCT120 Accounting Applications II
138	ACCT125 Accounting Applications III
139	ACCT130 Computerized Accounting
140	BUSS100 Introduction to Business
141	BUSS110 Introduction to Management
142	BUSS130 Business Applications
143	BUSS140 Management I
144	BUSS145 Management II
145	INFS100 Introduction to Computers
146	INFS103 Access I
147	INFS105 Introduction to the Internet
148	INFS107 Call Center Procedures
149	INFS109 Call Center Management
150	INFS111 COBOL I

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	Course #	Course Title
151	INFS112	Dreamweaver
152	INFS114	Front Page
153	INFS116	Keyboarding I
154	INFS135	Help Desk I
155	INFS139	Help Desk II
156	INFS141	JCL I
157	INFS143	Keyboarding II
158	INFS116	Windows Installations
159	INFS146	Microsoft Excel
160	INFS159	LAN I
161	INFS162	Microsoft Power point
162	INFS165	Microsoft Publishing
163	INFS170	Microsoft Word
164	INFS183	Windows Installations
165	INFS185	Networking Essentials
166	INFS187	Network Design
167	INFS189	COBOL II
168	INFS190	NOVELL
169	INFS192	Oracle I
170	INFS193	Oracle II
171	INFS194	Oracle III
172	INFS196	Oracle IV
173	INFS197	Photoshop
174	INFS198	SQL
175	INFS199	Visual Basic
176	INFS400	System Project - Computer Programmer
177	LAWT100	Introduction to Law
178	LAWT103	Law Fundamentals I
179	LAWT110	Law Fundamentals II
180	LAWT120	Law Fundamentals III

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Course #	Course Title
181	LAWT130 Criminal Justice I
182	LAWT140 Criminal Justice II
183	LAWT160 Forms and Procedures
184	MEDT100 Introduction to Medical Billing
185	MEDT110 Introduction to Nursing
186	MEDT120 Nurse I
187	MEDT120 Nurse I
188	MEDT130 Nurse II
189	MEDT140 Medical Billing Specialist I
190	MEDT142 Medical Billing Specialist II
191	MEDT145 Patient Administration
192	MEDT150 Introduction to Nursing
193	MEDT155 Billing I
194	MEDT160 Billing II
195	MEDT400 Exam Preparation Certified Nurse Assistant
196	MEDT410 Exam Preparation License Practical Nurse
197	MEDT420 Exam Preparation Medical Billing Specialist
198	MEDT440 Exam Preparation Medical Billing Transcription
199	MEDT500 Internship Certified Nurse Assistant
200	MEDT510 Internship License Practical Nurse
201	RLTY100 Introduction to Real Estate
202	RLTY110 Introduction to the Mortgage Industry
203	RLTY112 Real Estate Finance & Terminology
204	RLTY120 Appraiser I
205	RLTY125 Appraiser II
206	RLTY130 Home Inspection I
207	RLTY133 Home Inspection II
208	RLTY135 Mortgage Finance
209	RLTY140 Real Estate Fundamentals
210	RLTY150 Mortgage I

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Course #	Course Title
211	RLTY410 Home Inspection Exam Preparation
212	RLTY420 Mortgage Exam Preparation
213	RLTY425 Real Estate Appraiser Exam Preparation
214	RLTY500 Home Inspector Internship
215	SOCS100 Introduction to Child Psychology
216	SOCS105 Introduction to Early Childhood Education
217	SOCS110 Introduction to Fitness
218	SOCS115 Introduction to Social Science
219	SOCS120 Counseling I
220	SOCS125 Counseling II
221	SOCS130 Psychology I
222	SOCS131 Psychology II
223	SOCS132 Psychology III
224	SOCS135 Behavioral Techniques
225	SOCS140 Fitness I Equipment and Fundamentals
226	SOCS145 Fitness II Intermediate
227	SOCS150 Fitness III Advanced Concepts
228	SOCS155 Emergency Resource Techniques
229	SOCS160 Health Safety and Nutrition
230	SOCS175 Observation and Guidance
231	SOCS185 Science and Children
232	SOCS187 Social Science I
233	SOCS189 Social Science II
234	SOCS190 Social Science III
235	SOCS193 Teaching the Exceptional Child
236	SOCS400 Drug Counselor Exam Preparation
237	SOCS470 Early Childhood Education Internship
238	SOCS500 Day Care Management Internship

**The
End**