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SCHOOL CATALOG

Dade Institute of Technology

HISTORY

Dade Institute of Technology is the dba name of Compu-Design USA which was founded in July of 2006 in order to provide quality computer training and consulting in the Information Technology field. Our ultimate goal was to provide a mix of quality service and education to our community in order to empower our people with the necessary skills to be successful in this global economy. The school is also “Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 west Gaines St., Ste. 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684”.

MISSION STATEMENT

Dade Institute of Technology’s mission is to prepare graduates for careers in the Information Technology field by providing up to date theory and practical courses of instruction in order to be very competitive in life and the job market. Those students will be trained not only to pass the specific vendor certification, but also to be ready for any employer in the job market.

LEGAL CONTROL & OWNERSHIP

Compu-Design USA Inc is a corporation formed under the laws of the State of Florida. The company is currently owned and operated by Donard St Jean as CEO, Michele St Jean as General Administrator.

ADMISSION REQUIREMENTS

Dade Institute of Technology only accepts applications for the following trainings:

- a- Computer Operator Specialist
- b- Computer Repair Technician
- c- Computer Network Technician
- d- Cisco Certified Network Associates “Test Prep”
- e- Microsoft Certified IT Professional/MCTS “Test Prep”
- f- Information Technology Specialist
- g- MCSA/MCSE prep on Windows Server 2012
- h- SQL Server Database Specialist
- i- Software Development and Web Programming.

In order to be admitted, all applicants must possess at least a High school diploma or a GED or equivalent. All applicants under 18 years of age must have parent or legal guardian consent to be admitted to the school. All applicants must present proof of age by providing an ID or birth certificate. When a student is admitted to Dade Institute of Technology, they are required to bring their GED, High School Diploma or equivalent. If the student is not able to provide a High School Diploma, GED, or equivalent, a basic skills examination administered by the school will be provided in order to assess the student’s capacity for taking the training. The basic skills will be provided just to verify the basic student’s ability to read and write English. The first basic skills test will be “Reading for Technician” and a passing grade of 60 or higher is required. The second basic skill test will be “Writing for Technician” and a passing grade of 60 or higher is

required. A Student wishing to apply for enrollment is encouraged to speak with an advisor prior to enrollment to determine his/her level of commitment and financial obligation. At that time, students will complete an application and will receive a copy of the school catalog.

Dade Institute of Technology does not discriminate students based on sex, race, religion or ethnic origin.

Student with Disabilities

Applicants with disabilities follow the same admissions procedures as students without disabilities and must submit application materials as requested by the Admissions Office. The initial decision of acceptance is in accordance with established admission standards, without regard to disability. Information provided during the admission process concerning an applicant's disability is kept in accordance with state and federal laws regarding privacy

Dade Institute of Technology does not have a campus security or police force. We report all crimes directly to the proper civil authority. The Owner/Director/or a staff member will be responsible to contact any authority such as local or state police, fire or medical personnel that might be required. Any breach of security, such as assault, robbery, sale of controlled substances, etc. will be reported to the local police and full prosecution will follow if needed. All students and staff are to report any breach of school security such as theft, assault, or misconduct to the Owner/Director or staff member of the school as soon as possible after the occurrence of the act. The Owner/Director or Instructor of the School will discuss during orientation class the importance of the students to always guard against theft of personal property as well as the theft or misuse of school property and to report all such activities to the Director or staff person as soon as possible.

Awarded credentials

After completion of each course with a grade of C or 70 or higher, the student will be awarded a diploma. If the student does not satisfy the minimum grade requirement, he/she will not be able to graduate and receive any diploma. For the test prep courses, the student will be able to take the vendor certification exam; and the certification will be mailed directly to the student address if the student has passed the proctored exam. A vendor can be CompTIA, Microsoft, and Cisco etc.

Grading System

Total Point Percentage	Cumulative GPA	Letter Grade
90 – Above	4.00	A
80 - 89	3.50	B
70 - 79	3.00	C
60 – 69	2.50	D
59 - Below	2.00	F

Student's work will be graded as follow, two quizzes and one final lab.

Quiz 1	25%	Quiz 2	25%	Final Lab	50%
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Conditions for Maintaining Satisfactory Academic Progress

Students must pass 70% of all courses attempted, maintain a minimum cumulative 3.0 GPA or a “C” and complete the whole program in order to get the diploma: Students enrolled in our programs must maintain a minimum of 3.00 GPA at all times.

Any student who fails to meet the satisfactory academic progress standards will be placed on a probationary period for 8 weeks which is considered as a warning. During this probationary period, a student will continue to take the classes or set up some kind of review sessions. The student is removed from academic probation if he or she is making satisfactory progress at the end of a probationary period.

If the minimum SAP standards are not achieved on the courses enrolled, then the student will be awarded a certificate of attendance instead of a diploma and will be dismissed from training.

If the student would like to re-enter the program to get a diploma, he or she will file an appeal with office of registrar. A detailed academic plan will be required from the student and he or she will be required to retake the class at half the price and attain the hours and GPA required for satisfactory academic progress as above indicated. To follow the student progress, a first quiz is given after 20% completion of the course and a second after 50% completion, at the end of the course the student will be tested on a final lab or exam.

In order to help the students, when there’s a problem with either attendance or grade, Dade Institute periodically sends email alert to students when their grade falls below the limit. At some point, the student will receive a phone call to alert him/her and to offer some assistance to avoid the worst.

Cancellation Policy

Should a student’s enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. The **tuition** is refundable, **books/supplies** are refundable prior to the start of the class. **Registration fee, exam cost** is not refundable if the student has already received the exam voucher.
3. If the institution cancels the program, the student is entitled to a full refund.
4. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
5. Cancellation after the third (3rd) Business Day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee (not to exceed \$100.00).
6. Cancellation after attendance has begun, but prior to 50% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.

7. Cancellation after completing 50% of the program will result in no refund.
8. Cancellation Date: When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.
9. Refunds will be made within 30 days of cancellation of the student's enrollment or receipt of a Cancellation Notice from the student.
10. Refunds will be based on the total charge incurred by the Student at the time of withdrawal, not the amount the Student has actually paid. Any books, equipment, and/or uniforms that have been issued are nonrefundable.
11. Students who have not visited the School's facilities prior to enrollment will have the opportunity to withdraw without penalty within 72 hours following the attendance at a regularly scheduled orientation or following a tour of the School's facilities and inspection of equipment.
12. **Cancellation After the Start of Classes:** A student that withdraws during the drop/add period specified in the Academic Calendar or does not show will be consider as a cancellation by the institution. The student will receive a refund for all monies paid with the exception of the \$100.00 non-refundable Registration fee.

Refund Policy

13. Students who drop individual courses during the drop/add period specified in the Academic Calendar will receive a credit for their tuition and fees as long as the student remains enrolled in the Institution.
14. Students who wish to withdraw from the Institution after the drop/add period will have to comply with the following procedure:
 - a. Provide a verbal or written notice of withdrawal to the Admission Director.
 - b. Obtain approval from their Admission Representative and Admission Director with the corresponding signature.
15. The effective date of withdrawal will be the last date of attendance (LDA). When determining the number of weeks completed by the student, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.

Fee Payment Schedule (method and terms of payment)

A down payment of 50% of the total cost of the program is required at the time of signing the enrollment agreement. The Student has the option of paying the tuition cost in full prior to attending the first class; or paying the balance based on which payment arrangement schedule the student selects. The balance must be paid in full upon completion of the program.

Payment plans are offered to students for all Programs, the fee can be divided up to 3 payments; a 5% interest will be charged on the remaining balance after the first payment. Payments are due on the enrollment date of each month. A payment is considered late if it is not received on the due date. Payment can be made in cash, check, credit/debit card of company sponsorship.

If the payment is not received after 5 days of the due date, a \$50 Late Fee will be charged.

A **material fee** refers to fee that is paid for online lab access, exam prep for certification.

SCHEDULE OF PAYMENTS

NUMBER OF PAYMENTS	AMOUNT/PAYMENT	WHEN PAYMENTS ARE DUE
1		Beginning on ___/___/___ Check one ___ weekly or ___ biweekly
2	Second Payment+ 5%	
3	Third Payment + 5%	

If the student has financial assistance such as: CareerSource South Florida, Vocational Rehab, VA or Loan, the payment will go according to the amount agreed with these institutions.

If your account remains past due without payment arrangements, additional steps will be taken to collect the outstanding balance. Holds will be placed on your transcript and diploma.

The following actions may occur if delinquent tuition remains unpaid:

- Placement of your account with a licensed collection agency. Collection agencies may assess collection fees up to 40% of your balance.
- Assessment of litigation and court costs.
- Your delinquency will be reported to a national credit bureau.

CLOCK HOUR: All Program hours are measured in “clock hours”. Clock hour means “at least 50 minutes of supervised or directed instruction and appropriate break”.

Student Conduct and Reasons for Dismissal.

Dade Institute of Technology believes that one of its most important goals is to provide a safe and comfortable learning environment for every student. One way to achieve this goal is to establish discipline policies that will assure appropriate student behavior. It is impossible for teaching or learning to take place in a classroom unless order is maintained. The following list of offenses includes only the most common infractions of school rules; however, no other misconduct will be permitted. School officials are authorized to utilize any and all the disciplinary actions permitted by Florida state law, including suspensions and expulsions.

Certain activities or offenses which do not occur while the student is under the authority of the Dade Institute of Technology but which may be reasonably expected to pose a danger to the health and safety of students or school personnel or to disrupt the school environment, may be subject to disciplinary action up to and including expulsion. Student Conduct and reasons for dismissal.

1- Offense: Assault and/or Battery

- a) Explanation: Students are prohibited from verbally and/or physically assaulting and/or battering other students, school visitors, or members of the school staff. Any student who threatens or commits an assault and/or battery against another student

shall be subject to disciplinary action up to and including suspension and/or expulsion.

Any student who threatens or commits an assault and/or battery against a school visitor or a staff member shall be expelled for a minimum of one year.

Any collection of people, assembled for the purpose and with the intention of committing an assault and/or battery upon any person or an act of violence without authority of law, shall be deemed a “mob.” Any and every person composing a mob which commits an act of violence shall be guilty of that act of violence and shall be subject to disciplinary action up to and including suspension and/or expulsion. In all such cases, the proper law enforcement officials shall be notified and appropriate charges may be filed.

2- Offense: Bullying

- a) Explanation: While bullying can involve a single, severe behavior, bullying is usually defined as repeated negative behaviors intended to frighten or cause harm that may include, but are not limited to verbal, written, or electronic (virtual) threats or physical harm. Examples of bullying include, but are not limited to:
 - b) physical intimidation, taunting, name calling, and insults;
 - c) Comments regarding the race, gender, religion, physical abilities, or characteristics of a person or his associates, and false statements about other persons.

3- Offense: Sexual Harassment/Harassment Based on Race, Disability, National Origin, Age, Sexual orientation and Religion

- a. Explanation: Dade Institute of Technology is committed to maintaining a learning/working environment free from sexual harassment and harassment based on race, gender, national origin, age, disability, or religion. Therefore, Dade Institute of Technology prohibits sexual harassment and harassment based on race, gender, national origin, age, disability, or religion of students or school personnel at school or any school-sponsored activity. Such misconduct may result in disciplinary action up to and including dismissal of employees or expulsion of students.

4- Offense: Destroying or Defacing School Property

- a. Explanation: If a student deliberately damages, destroys, defaces, or carries away school property, the student and his parent or guardian shall be required to pay for damages and may be prosecuted in accordance with state law. Such misconduct may result in disciplinary action up to and including expulsion from school.

5- Offense: Disruptive Behavior

- a. Explanation: Students who violate standards of behavior are to be referred for disciplinary actions. Conduct which will constitute cause for discipline by school officials shall include, but is not limited to:

- b. disruptions to the educational process or to the orderly atmosphere for learning,
- c. repeated failure to comply with directions of teachers or other authorized school personnel,
- d. obscene actions, the use of obscene words or gestures, the use of profanity, or the use of ethnically derogatory statements or gestures, and
- e. Participation in or commission of any criminal act.

Procedures for student complaint or appeal of academic or disciplinary actions.

1. The student first meets with the person whose action has caused him/her to consider filing the complaint/grievance/appeal in an effort to resolve the situation informally.
2. If not resolved through informal discussion and over a period not to exceed seven business days, the student may complete a Student Complaint/Grievance/Appeal Form within seven days of speaking to the faculty/staff member.
3. The form is submitted to the supervisor of the person whose action has caused the complaint/appeal.
4. Within the next seven days, the Director of Education schedules a meeting with the student to attempt to resolve the concern. The person whose action caused the complaint/appeal may be invited by either the student or the supervisor to attend the meeting.
5. A written response will be provided to the student by the supervisor either personally or by first-class mail within seven business days of the meeting.
6. If the complaint/appeal is not resolved after that meeting, the student may submit the complaint/appeal to the next level supervisor within seven business days of receiving the written response.

Steps for a student to file a complaint/appeal about the conduct of a faculty member, about a matter that is related to the discrimination or harassment of the student based on the student's race, color, religion, gender, national origin, age, disability, or veteran's status relative to employment.

1. The student first contacts the Director of Human Resources to provide a written description of the discrimination or harassment activity causing the complaint/appeal.
2. The Director meets with the person who is the subject of the complaint/appeal to document, in written form, information about the incident.
3. Additional persons who may be witnesses or observers of any information about the complaints/appeal may be interviewed by the Director to provide written accounts of any activities relative to the issue.
4. After a review of all the documentation by the President and Director of Human Resources and the Vice President for Instruction and Student Services, a decision will be

written and provided to the student and the person who is being accused of discrimination or harassment. If the investigation confirms that discrimination or harassment occurred, the school will take corrective action including discipline up to and including immediate dismissal, as appropriate. Discipline may include verbal and written reprimand, reassignment, suspension, counseling, termination, or any combination of these actions.

5. Confidentiality of all parties involved will be respected to the extent of the law; retaliation against anyone reporting discrimination or harassment is prohibited. Similarly, filing a false complaint will result in serious consequences.

Policy if the school cancels courses or programs.

In case of any type of course cancellation, the student in collaboration with the school will make one of the following decisions:

- 1- Reschedule the class at a later date and time.
- 2- Provide a refund to the student.
- 3- Offer other class alternative to the student
- 4- With the student consent, keep the money for any other future classes

Credit for prior learning procedure.

Credit for prior learning is the outcome of a prior learning assessment by which a student earns credit for a class taken from a previous school. The student can only obtain a maximum amount 30% clock hours from our institution. Here is the procedure to get those credits.

- 1- The student will meet with an advisor to determine the readiness for prior learning assessment.
- 2- The advisor will consult with appropriate faculty member(s) for evaluation of prior learning experience and credit award.
- 3- The student must have passed all classes with a minimum of a C grade or 70%.
- 4- If not certified, student will be required to take an onsite examination provided and graded by the school. If the student does not have a certification that is valid (not expired) in the field, he or she will be required to take an exam. Required to take an exam and achieved a score of 70%.
- 5- A nonrefundable Prior Learning Assessment fee of 30% of the tuition cost must be paid prior to the evaluation.
- 6- This process will be overseen by the admission director or someone who possesses valid credentials such as certifications or a degree in the IT field.

Copyright Policy

Dade Institute of Technology prohibits illegal copying of text, media or other work without permission. Infringement of copyright laws may result in disciplinary action, civil or criminal charges related to the state or federal laws may apply. Graphic images at our sites are either created by our designers or purchased from iStock images.

Transfer of credit.

Dade Institute of technology makes every effort to give maximum consideration to the transfer work presented by enrolling students. Transfer of credit evaluations are only conducted

after the student has completed an application and been accepted. Only credits from a CIE licensed school or regionally accredited institutions are transferable to Dade Institute of Technology. Only IT related courses will be accepted and the student must have passed the appropriate vendor certification exam such as Microsoft or Cisco. The acceptance of credit to another institution is at the discretion of the receiving institution. It's the student responsibility to determine if credit will transfer to an institution of their choosing.

In order to transfer a credit to Dade Institute, the student must have a minimum of C or a 3.0 GPA. The course must be related to the program that the student is attending at Dade Institute. Only 25% of the enrolled program will be accepted as credit and the courses must have been taken no more than two years.

To request a transfer of credit, the student must first submit a request for transfer of credit. A thorough analysis and comparison of the program content will be made prior to the transfer. In order to do this comparison, the student will be required to bring the transcript, catalog and the syllabi from the previous institution.

To appeal a transfer of credit decision, Students have 30 calendar days from receipt of the academic evaluation to file an appeal. The request for review should include the following information:

- Your full name
- Student ID number
- Mailing address and phone number
- Email address
- Detailed narrative to include supporting rationale and reason for appeal
- Documentation which supports the request. This could include course descriptions, course syllabus, course objectives, learning outcomes, transcripts or other relevant information.

If the transfer of credit is successful, student will pay only half of the tuition price in order to receive credit for it and the fees for books, labs and materials will need to be paid separately. No other fees will be charged to the student.

Course numbering system

- Course numbers are consisted of three to four letters following be one to five numbers.
- The higher the more difficult. Very high numbers may be used to mark expert level courses.
- Introductory courses are usually numbered lower than higher level courses. Courses that are to be taken consecutively are often numerically close; for example the computer repair diploma courses are numbered as followed: Comp-1 and Comp-2.

Attendance Policy

In order to graduate, a student will need to have an 80% attendance. Dade Institute of Technology rules require students to attend class on a regular basis. This means that students are expected to arrive on time to each class and be prepared for the day's lesson. We realize that in some emergency cases, you will not be able to attend class, consult your teacher about late policies.

In order to track student attendance, each student is required to sign upon arrival and the professor will also have a checking list. If you are not in a class on a day, you will be counted absent. If you are 15-30 minutes late to class, you will be marked late. If you arrive more than 30 minutes late, you may be counted absent. If you leave one hour before the class ends, it will be considered as an early departure; therefore, it will be considered as absent unless you bring documents (proof) that shows a valid reason for it.

Excused absences for medical reason, military deployment, pregnant women and jury duty are acceptable. Otherwise student cannot be absent for more than 20% of the class. To request a non-medical absence, you must complete a form in person at the Academics Office. Unexcused absences will be penalized with a **two percent** deduction from the student's final course grade, per absence. If you are unable to attend a class due to ill-health, you must provide details of your illness and class(es) missed to the staff ASAP no later than 3 days of your return to class. Excused absences for medical reasons will not be considered after this point.

Teachers must report all student absences. If the student does not have an 80% attendance in the class, the student will be automatically withdrawn from the program. To avoid unexpected or surprises in the attendance policy, student will receive an email or a phone call if his/her level of absence reaches 10%, and another warning when it reaches 15%.

Make-up work policy

Students are expected to make up work missed while they were absent. They will be given full credit for work done that complies with school policy minus a 20% penalty. Immediately upon returning to school, the student must contact teachers concerning arrangements for making up work. The student will need to provide valid reasons with appropriate paperwork in order to be eligible for the make-up works. A zero will be given for work that has been required by the teacher and has not met guidelines for make-up work. Student will have up to a week to submit the make-up works to the teacher.

If the absence was due to medical reason, appropriate documents from the doctor or hospital will be required in order for the student to be eligible for the make up work. If it was due to family emergency, a letter signed by at least two members of the family will be required. Instructors may not penalize students for absence during the academic period due to the following unavoidable or legitimate circumstances:

1. illness, physical or mental, of the student or a student's dependent
2. medical conditions related to pregnancy
3. participation in intercollegiate athletic events
4. subpoenas, jury duty, military service
5. religious observances.

For the above reasons, make up work will be accepted from the student without the 20% penalty.

For circumstances not listed above, the instructor has primary responsibility to decide on a case-by-case basis if an absence is due to unavoidable or legitimate circumstances and grant a request for makeup work with or without penalty.

Appeals

If a student believes the student has been wrongly denied the opportunity to make up work due to disagreement with the instructor about the legitimacy or unavoidability of an absence, the student should pursue the student's complaint using the usual process for appeals of student grievances. The Director of education and the school Administration will meet with the professor to discuss the issue in order to find a resolution of the disagreement.

Enrollment and Registration

Class enrollment starts from the 15th to the 30th every month or every two months depending on the length. No one will be admitted in a class if it already reached 25% of progress.

Institution's physical facilities and equipment.

Dade Institute of Technology is located on a 1400 SF building that is located at 1140 NE 163rd street Ste 21-23 in the heart of North Miami Beach. The school has two classrooms each one contains 9 and 19 computers respectively. Each classroom can accommodate up to 8 and 18 students respectively. The student teacher ratio is 10:1. We have one library that is equipped of over 200 IT books and over 300 of IT magazines. Each classroom is also equipped of a projector. The bigger classroom has a rack that contains 3 servers, 10 routers and 20 switches that we are using for Microsoft and Cisco classes.

Dade Institute of Technology has an open-enrollment policy. Classes begin every other month on the first Monday of the month. Below is the schedule for the class start dates for the calendar year 2017-2018.

September 4 th 2017	November 6 th 2017	January 8 th 2018
March 5 th 2018	May 7 th 2018	July 2 nd 2018

School year 2017-2018 Holidays

Columbus Day	Monday October 9, 2017
Veterans Day	Friday November 10, 2017
Thanksgiving Day	Thursday November 23, 2017
Friday after Thanksgiving	Friday November 24, 2017
Christmas Day	Monday December 25, 2017
New Year's Day	Monday January 1, 2018
Martin Luther King's Birthday	Monday January 15, 2018
Memorial Day	Monday May 28, 2018
Independence Day	Wednesday July 4, 2018
Labor Day	Monday September 3, 2018
Columbus Day	Monday October 8, 2018
Veterans Day	Friday November 11, 2018
Thanksgiving Day	Thursday November 22, 2018
Christmas Day	Tuesday December 25, 2018

PROGRAM DESCRIPTION

Computer Operator Specialist

Program Length		Total Contact Hours		Program Cost	
Clock Hours	120	Theory Hours	40	Tuition	\$ 3,500
Weeks	12	Lab Hours	80	Registration Fees	\$ 100
		Externship Hrs		Books & Supplies	\$ 500
				Material Fee	\$ 500
		Total Hours	120	Total Program Cost	\$ 4,600

Course Number	Course Title	Clock Hours	Lab Hours
MOUS-1	Introduction to Computer and Microsoft Windows 7	5	
MOUS-2	Introduction to Internet Technology by using Internet Explorer	5	
MOUS-3	Microsoft Office Word 2013	5	
MOUS-4	Microsoft Office Excel 2013	10	
MOUS-5	Microsoft Office Access 2013	10	
MOUS-6	Microsoft Office PowerPoint 2013	5	
	Breakdown of Lab Hours		
MOUS-1	Introduction to Computer and Microsoft Windows		10
MOUS-2	Introduction to Internet Technology by using Internet Explorer		10
MOUS-3	Microsoft Office Word 2013		15
MOUS-4	Microsoft Office Excel 2013		15
MOUS-5	Microsoft Office Access 2013		15
MOUS-6	Microsoft Office PowerPoint 2013		15
	Total Lab Hours		80

Program Objective

Prepare the student to be able to operate a computer or computer system professionally and efficiently. There is no prerequisite for this course, at the end of this class student should be able to work as Data entry specialist, office administrator etc.

Program Description

1- Introduction to Computer and Microsoft Windows 7

In this class, the student will be introduced to the computer world, learning about the computer components and their functions. The student will also be exposed to the most widely used operating system which Microsoft Windows 7.

2- Introduction to Internet technology by using Microsoft Internet Explorer.

Upon completion of this class the student will be able to use the internet more efficiently, creating and using an e-mail address and surfing the web.

3- Microsoft Office Word 2013

The core-level user should be able to use Microsoft Office Word 2013 to create and edit professional-looking documents for a variety of purposes and situations.

4- Microsoft Office Excel 2013

With this course a user will be able to use Microsoft Office Excel 2013 to create and edit professional-looking spreadsheets for a variety of purposes and situations

5- Microsoft Office Access 2013

With this course a user will be very effective and efficient at structuring databases, creating and formatting database elements, entering and modifying data, creating and modifying queries, presenting and sharing data, and managing and maintaining the overall database

6- Microsoft Office PowerPoint 2013

Upon completion of this course, students are especially effective and efficient at creating and formatting presentation masters and templates, creating and formatting slide content, working with dynamic visual content, and collaborating on and delivering presentations.

Computer Repair Technician

Program Length		Total Contact Hours		Program Cost	
Clock Hours	90	Theory Hours	50	Tuition	\$ 3,500
Weeks	4	Lab Hours	40	Registration Fees	\$ 100
		Externship Hours		Books & Supplies	\$ 250
				Material Fee	\$ 300
				Certification Fee	\$ 400

		Total Hours	90	Total Program Cost	\$ 4,550
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Course Number	Course Title	Clock Hours	Lab Hours
COMP-901	CompTIA A+ Hardware	25	
COMP-902	CompTIA A+ Software	25	
	Breakdown of Lab Hours		
COMP-901	CompTIA A+ Hardware		20
COMP-902	CompTIA A+ Software		20
	Total of Lab Hours		40

Program Objective

Prepare the student to be able to fix, build, install and troubleshoot a computer or computer system professionally and efficiently. The Computer Operator Specialist training or knowledge is the pre-requisite for this class. Upon completion of this program, the student will be able to take the CompTIA A+ certification exam, to work as Computer Technician, Helpdesk Technician, Network administrator.

Program Description

The **CompTIA A+ 220-901** examination measures necessary competencies for an entry-level IT professional with the equivalent knowledge of at least 12 months of hands-on experience in the lab or field. Successful candidates will have the knowledge required to assemble components based on customer requirements, install, configure and maintain devices, PCs and software for end users, understand the basics of networking and security/forensics, properly and safely diagnose, resolve and document common hardware and software issues while applying troubleshooting skills. CompTIA A+ 220-901 covers PC hardware and peripherals, mobile device hardware, networking and troubleshooting hardware and network connectivity issues.

The **CompTIA A+ 220-902** examination measures necessary competencies for an entry-level IT professional with the equivalent knowledge of at least 12 months of hands-on experience in the lab or field. Successful candidates will have the knowledge required to assemble components based on customer requirements, install, configure and maintain devices, PCs and software for end users, understand the basics of networking and security/forensics, properly and safely diagnose, resolve and document common hardware and software issues while applying troubleshooting skills. Successful candidates will also provide appropriate customer support; understand the basics of virtualization, desktop imaging, and deployment. CompTIA A+ 220-902 covers installing and configuring operating systems including Windows, iOS, Android, Apple OS X and Linux. It also addresses security, the fundamentals of cloud computing and operational procedures.

Computer Network Technician

Program Length		Total Contact Hours		Program Cost	
Clock Hours	90	Theory Hours	50	Tuition	\$ 3,500
Weeks	4	Lab Hours	40	Registration Fees	\$ 100
		Externship Hours		Books & Supplies	\$ 300
				Material Fee	\$ 400
				Certification Fee	\$ 350
		Total Hours	90	Total Program Cost	\$ 4,650

Course Number	Course Title	Clock Hours	Lab Hours
Net001	CompTIA Network +	90	
	Lab Hours Breakdown		
Net001	CompTIA Network +		40

Program Objective

Prepare the student to become a Network Technician. To be able to install, configure and troubleshoot computer networks. CompTIA Network+ is an international, vendor-neutral certification that proves a technician's competency in managing, maintaining, troubleshooting, installing, and configuring basic network infrastructure. After completion of the course the student will be able to take the CompTIA Network + certification exam.

Program Description

Computer Network Technician.

The **Net001** class will certify that the successful candidate has the knowledge and skills required to implement a defined network architecture with basic network security. Furthermore, a successful candidate will be able to configure, maintain, and troubleshoot network devices using appropriate network tools and understand the features and purpose of network technologies. Candidates will be able to make basic solution recommendations, analyze network traffic, and be familiar with common protocols and media types.

- How to prepare for the CompTIA Network+ certification exam
- Practice exam questions
- Basic components and characteristics of a network
- Host-to-network and network-to-network connections
- LAN wiring components and conventions
- Differentiate between wired networking devices
- How to configure your workstation, switch, and router
- TCP/IP communications protocols basics

- Practical overview of IP subnetting and how it works
- Wireless networking components
- Common security threats and mitigation techniques
- Securing systems and network devices
- Monitoring network resources

Microsoft Certified IT Professional MCITP/MCTS “Test Prep”

Program Length		Total Contact Hours		Program Cost	
Clock Hours	360	Theory Hours	160	Tuition	\$ 8050
Weeks	16	Lab Hours	200	Registration Fees	\$ 100
		Externship Hours		Books & Supplies	\$ 700
				Material Cost	\$ 400
				Certification Cost	\$ 750
		Total Hours	360	Total Program Cost	\$ 10,000

Course Number	Course Title	Clock Hours	Lab Hours
COMP-70680	Windows 7 Installation and Configuration	75	
COMP-70640	Windows Server 2008 - Active Directory Configuration	75	
COMP-70642	Windows Server 2008 - Network Infrastructure Configuration	75	
COMP-70646	Windows Server 2008 – Server Administrator	75	
	Clock Hours	200	
	Lab Hours Breakdown		
COMP-70680	Windows 7 Installation and Configuration		40
COMP-70640	Windows Server 2008 - Active Directory Configuration		40
COMP-70642	Windows Server 2008 - Network Infrastructure Configuration		40
COMP-70646	Windows Server 2008 – Server Administrator		40
	Lab Hours		160
	Total Hours		360

Program objective

Prepare the student to be able to design, manage, install and troubleshoot Microsoft Windows Network Infrastructure professionally and efficiently. Upon completion of this training the student will be able to work as a Network and Computer System Administrator, Computer Network Engineer.

Program Description

Comp-70680: Microsoft Windows 7

In this Windows 7 training course, you will gain the knowledge and skills you need to successfully administer, maintain, and troubleshoot Windows 7 computers,

Comp-70640: Windows Server 2008 - Active Directory Configuration

In this comprehensive course you will not only discuss the crucial concepts and best practices of Active Directory, but you will also discover through hands-on exercises the Active Directory roles available in Windows Server 2008 and Windows Server 2008 R2. You will gain the knowledge and skills to configure Active Directory Domain Services (AD DS) in Windows Server 2008 and Windows Server 2008 R2 distributed environments, and you will create and configure Group Policies, perform backup and restore, and monitor and troubleshoot Active Directory-related issues.

Comp-70642: Windows Server 2008 - Network Infrastructure Configuration

Gain the knowledge and skills necessary to configure and troubleshoot Windows Server 2008 and Windows Server 2008 R2 SP1 network infrastructures. This course covers the networking technologies most commonly used with Windows Server 2008 and Windows Server 2008 R2 SP1, such as DNS, DHCP, IPv4 and IPv6 network addressing, Network Policy Server and Network Access Protection, and configuring secure network access. You will learn to implement fault-tolerant storage technologies, network storage and routing and remote access, monitoring, and compliance updates.

Comp-70646: Application Infrastructure Configuration

In this course, student will be able to plan and implement a Windows Server 2008 and Windows Server 2008 R2 environment. It incorporates both the planning of the server infrastructure and key aspects of the implementation, management and maintenance of Active Directory and Network Infrastructure. It is the primary training resource for Exam 70-646 preparation (MCITP: Server Administrator certification). It covers the most important job tasks for Server Administrators who are responsible for the planning, operations, and day-to-day maintenance of Windows Server 2008 and Windows Server 2008 R2 servers in the enterprise.

Cisco Certified Network Associates CCNA “Test Prep”

Program Length		Total Contact Hours		Program Cost	
Clock Hours	120	Theory Hours	40	Tuition	\$ 4,500
Weeks	5	Lab Hours	80	Registration Fees	\$ 100
		Externship Hours		Books & Supplies	\$ 200

				Material Cost	\$ 100
				Certification Fee	\$ 250
		Total Hours	120	Total Program Cost	\$ 5,050

Course Number	Course Title	Clock Hours	Lab Hours
CCENT ICND 1	Interconnecting Cisco Networking Devices (ICND1) Cisco Certified Entry-Level Network Technician (CCENT)	60	
CCNA ICND 2	Interconnecting Cisco Networking Devices (ICND 2)	60	
	Breakdown of Lab Hours		
CCENT ICND 1	Interconnecting Cisco Networking Devices (ICND1) Cisco Certified Entry-Level Network Technician (CCENT)		35
CCENT ICND 2	Interconnecting Cisco Networking Devices (ICND 2)		45
	Total of Lab Hours		80

Program Objective

Introduce the student to the Computer Technology and Application software. Train the students to become a Network Technician and Engineer, provide adequate training to promote the growth of Information Technology Professionals. Upon completion of this training the student will be able to work as a Network and Computer System Administrator, Computer Network Engineer.

Program Description

Prepare the student to become a Cisco Certified Networking Engineer. It validates the ability to install, configure, operate, and troubleshoot medium-size routed and switched networks, including implementation and verification of connections to remote sites in a WAN. CCNA curriculum includes basic mitigation of security threats, introduction to wireless networking concepts and terminology, and performance-based skills. This new curriculum also includes (but is not limited to) the use of these protocols: IP, Enhanced Interior Gateway Routing Protocol (EIGRP), Serial Line Interface Protocol Frame Relay, Routing Information Protocol Version 2 (RIPv2), VLANs, Ethernet, access control lists (ACLs).

1. Interconnecting Cisco Networking Devices (ICND1) Cisco Certified Entry-Level Network Technician (CCENT)

Operation of IP Networks
 LAN Switching Technologies
 IP Addressing (IPv4/IPv6)
 IP Routing Technologies
 IP Services
 Network Devices Security
 Troubleshooting.

2. Interconnecting Cisco Networking Devices (ICND 2)

LAN Switching Technologies
 IP Routing Technologies
 IP Services
 Troubleshooting
 WAN Technologies

Information Technology Specialist

Program Length		Total Contact Hours		Program Cost	
Clock Hours	750	Theory Hours	550	Tuition	\$ 15,500
Weeks	52	Lab Hours	200	Registration Fees	\$ 100
		Externship Hours		Books & Supplies	\$ 1000
				Material Cost	\$ 1,000
				Exam Cost	\$ 1,750
		Total Hours	750	Total Program Cost	\$ 19,600

Course Number	Course Title	Clock Hours	Lab Hours
COMP-901-902	Computer Repair Technician	90	
	CompTIA+ 220-901 Hardware		
	CompTIA+ 220-902 Software		
COMP-N10-005	Computer Network Technician	90	
COMP-SYO401	CompTIA Security+		
	Breakdown of Lab Hours		
COMP-901-902	Computer Repair (A+)		

COMP-N10-005	Computer Network Technician (N+)		
	Total of Lab Hours	180	
COMP-70-410	Installing and Configuring Windows Server 2012	70	
COMP-70-411	Administering Windows Server 2012	70	
COMP-70-412	Configuring Advanced Windows Server 2012 Services	70	
COMP-70-413	Designing and Implementing a Server Infrastructure	70	
COMP-70-414	Implementing an Advanced Server Infrastructure	80	
		360	
	Lab Hours Breakdown		
COMP-70-410	Installing and Configuring Windows Server 2012		
COMP-70-411	Administering Windows Server 2012		
COMP-70-412	Configuring Advanced Windows Server 2012 Services		
COMP-70-413	Designing and Implementing a Server Infrastructure		
COMP-70-414	Implementing an Advanced Server Infrastructure		
	Total Lab Hours		

CCENT ICND 1	Interconnecting Cisco Networking Devices (ICND1) Cisco Certified Entry-Level Network Technician (CCENT)	60	
CCNA ICND 2	Interconnecting Cisco Networking Devices (ICND 2)	60	
		120	
	Lab Hours Breakdown		
CCENT ICND 1	Interconnecting Cisco Networking Devices (ICND1) Cisco Certified Entry-Level Network Technician (CCENT)		
CCENT ICND 2	Interconnecting Cisco Networking Devices (ICND 2)		
	TOTAL	750	

Program Objective

In this program, the student will be able to fix, build, install and troubleshoot a computer or computer system professionally. It will also prepare the student to become a Network Technician. At an advanced level, the students will be able to design, Install, manage and troubleshoot Microsoft Windows Network Infrastructure with Windows Server 2012. At last this course will prepare the student to become a Cisco Certified Networking Engineer. It validates the ability to install, configure, operate, and troubleshoot medium-size routed and switched networks, including implementation and verification of connections to remote sites in a WAN environment. Upon completion of this training the student will be able to work as a Network and Computer System Administrator, Computer Network Engineer and Computer Network Architects.

Program Description

Computer Repair Technician

- 1- Prepare for the 2012 edition A+ certification
- 2- Personal computer components
- 3- Preventative maintenance
- 4- Operating system technologies
- 5- Communicate with customers in a professional manner
- 6- Computer hardware and peripherals
- 7- Network connections
- 8- Laptop and portable computing device components
- 9- Support printers and scanners
- 10- Secure personal computers

Computer Network Technician

- How to prepare for the CompTIA Network+ certification exam
- Practice exam questions
- Basic components and characteristics of a network
- Host-to-network and network-to-network connections
- LAN wiring components and conventions
- Differentiate between wired networking devices
- How to configure your workstation, switch, and router
- TCP/IP communications protocols basics
- Practical overview of IP subnetting and how it works
- Wireless networking components
- Common security threats and mitigation techniques
- Securing systems and network devices
- Controlling access to the network
- Monitoring network resources
- Troubleshooting the network

MCSA/MCSE on Windows Server 2012

1- Installing and Configuring Windows Server 2012

- Install and Configure Windows Server 2012.
- Describe AD DS.
- Manage Active Directory objects.
- Automate Active Directory administration.
- Implement IPv4.
- Implement Dynamic Host Configuration Protocol (DHCP).
- Implement Domain Name System (DNS).
- Implement IPv6.
- Implement local storage.
- Share files and printers.
- Implement Group Policy.
- Use Group Policy Objects (GPOs) to secure Windows Servers.
- Implement server virtualization using Hyper-V.

2- Administering Windows Server 2012

- Deploy and Maintain Server Images
- Configure and Troubleshoot DNS
- Maintain Active Directory Domain Services (AD DS).
- Manage User and Service Accounts
- Implement a Group Policy Infrastructure
- Manage User Desktops with Group Policy
- Configure and Troubleshoot Remote Access
- Install, Configure and Troubleshoot Network Policy Server (NPS) role
- Implement Network Access Protection (NAP)
- Optimize File Services

- Configure Encryption and Advanced Auditing
- Implement Update Management
- Monitor Windows Server 2012

3- Configuring Advanced Windows Server 2012

- Implement advanced network services.
- Implement advanced file services.
- Implement Dynamic Access Control.
- Implement distributed Active Directory Domain Services (AD DS) deployments.
- Implement AD DS sites and replication.
- Implement Active Directory Certification Services (AD CS).
- Implement Active Directory Rights Management Services (AD RMS).
- Implement Active Directory Federation Services (AD FS).
- Implement network load balancing (NLB).
- Implement failover clustering.
- Implement failover clustering with Hyper-V.
- Implement disaster recovery.

4- Designing and Implementing a Server Infrastructure.

- Plan a server upgrade and migration.
- Plan and implement a server deployment infrastructure.
- Design and maintain an IP configuration and address management solution.
- Design and implement name resolution.
- Design and implement an AD DS forest and domain infrastructure.
- Design and implement an Active Directory organizational unit infrastructure.
- Design and implement a Group Policy Object (GPO) strategy.
- Design and implement an AD DS topology.
- Plan and implement storage.
- Plan and implement file services.
- Design and implement network access services.
- Design and implement network protection.

5- Implementing an Advanced Server Infrastructure.

- Describe the considerations for managing an enterprise data center.
- Plan and implement a server virtualization strategy using Microsoft System Ctr.
- Plan and Implement networks and storage for virtualization.
- Plan and deploy virtual machines.
- Manage a virtual machine deployment.
- Plan and implement a server monitoring strategy.
- Plan and implement high availability for file services and applications.
- Plan and implement a high availability infrastructure by using failover clustering.
- Plan and implement a server-updates infrastructure.
- Plan and implement a business continuity strategy.
- Plan and implement a public key infrastructure (PKI).
- Plan and implement an Identity Federation Infrastructure.
- Plan and implement an Information Rights Management (IRM) infrastructure.

Cisco Certified Network Associates

3. Interconnecting Cisco Networking Devices (ICND1) Cisco Certified Entry-Level Network Technician (CCENT)

Operation of IP Networks
 LAN Switching Technologies
 IP Addressing (IPv4/IPv6)
 IP Routing Technologies
 IP Services
 Network Devices Security
 Troubleshooting.

4. Interconnecting Cisco Networking Devices (ICND 2)

LAN Switching Technologies
 IP Routing Technologies
 IP Services
 Troubleshooting
 WAN Technologies

CompTIA Security+

1. Lesson 1: Security Fundamentals
 1. Topic A: The Information Security Cycle
 2. Topic B: Information Security Controls
 3. Topic C: Authentication Methods
 4. Topic D: Cryptography Fundamentals
 5. Topic E: Security Policy Fundamentals
2. Lesson 2: Identifying Security Threats and Vulnerabilities
 1. Topic A: Social Engineering
 2. Topic B: Malware
 3. Topic C: Software-Based Threats
 4. Topic D: Network-Based Threats
 5. Topic E: Wireless Threats and Vulnerabilities
 6. Topic F: Physical Threats and Vulnerabilities
3. Lesson 3: Managing Data, Application, and Host Security
 1. Topic A: Manage Data Security
 2. Topic B: Manage Application Security
 3. Topic C: Manage Device and Host Security
 4. Topic D: Manage Mobile Security
4. Lesson 4: Implementing Network Security

1. Topic A: Configure Security Parameters on Network Devices and Technologies
 2. Topic B: Network Design Elements and Components
 3. Topic C: Implement Networking Protocols and Services
 4. Topic D: Apply Secure Network Administration Principles
 5. Topic E: Secure Wireless Traffic
5. Lesson 5: Implementing Access Control, Authentication, and Account Management
 1. Topic A: Access Control and Authentication Services
 2. Topic B: Implement Account Management Security Controls
6. Lesson 6: Managing Certificates
 1. Topic A: Install a CA Hierarchy
 2. Topic B: Enroll Certificates
 3. Topic C: Secure Network Traffic by Using Certificates
 4. Topic D: Renew Certificates
 5. Topic E: Back Up and Restore Certificates and Private Keys
 6. Topic F: Revoke Certificates
7. Lesson 7: Implementing Compliance and Operational Security
 1. Topic A: Physical Security
 2. Topic B: Legal Compliance
 3. Topic C: Security Awareness and Training
 4. Topic D: Integrate Systems and Data with Third Parties
8. Lesson 8: Risk Management
 1. Topic A: Risk Analysis
 2. Topic B: Implement Vulnerability Assessment Tools and Techniques
 3. Topic C: Scan for Vulnerabilities
 4. Topic D: Mitigation and Deterrent Techniques
9. Lesson 9: Troubleshooting and Managing Security Incidents
 1. Topic A: Respond to Security Incidents
 2. Topic B: Recover from a Security Incident
10. Lesson 10: Business Continuity and Disaster Recovery Planning
 1. Topic A: Business Continuity
 2. Topic B: Plan for Disaster Recovery
 3. Topic C: Execute DRPs and Procedures

MCSA/MCSE on Windows Server 2012

Program Length		Total Contact Hours		Program Cost	
Clock Hours	560	Theory Hours	360	Tuition	\$ 9,500
Weeks	20	Lab Hours	200	Registration Fees	\$ 100
		Externship Hours		Books & Supplies	\$ 500
				Material Cost	\$ 500
				Exam Cost	\$ 750
		Total Hours	560	Total Program Cost	\$ 11,350

Course Number	Course Title	Clock Hours	Lab Hours
COMP-70-410	Installing and Configuring Windows Server 2012	70	
COMP-70-411	Administering Windows Server 2012	70	
COMP-70-412	Configuring Advanced Windows Server 2012 Services	70	
COMP-70-413	Designing and Implementing a Server Infrastructure	70	
COMP-70-414	Implementing an Advanced Server Infrastructure	80	
	Lab Hours Breakdown		
COMP-70-410	Installing and Configuring Windows Server 2012		40
COMP-70-411	Administering Windows Server 2012		40
COMP-70-412	Configuring Advanced Windows Server 2012 Services		40
COMP-70-413	Designing and Implementing a Server Infrastructure		40
COMP-70-414	Implementing an Advanced Server Infrastructure		40
	Total Lab Hours		200
	TOTAL	560	

Program Objective

Prepare the students to be able to design, install, manage and troubleshoot Microsoft Windows Network Infrastructure with Windows Server 2012. Upon completion of this training the student will be able to work as a Network and Computer System Administrator, Computer Network Engineer.

Program Description

1. Installing and Configuring Windows Server 2012
2. Administering Windows Server 2012
3. Configuring Advanced Windows Server 2012 Services
4. Designing and Implementing a Server infrastructure
5. Implementing an Advanced Server Infrastructure

Program Description

1- Installing and Configuring Windows Server 2012

- Install and Configure Windows Server 2012.
- Describe AD DS.
- Manage Active Directory objects.
- Automate Active Directory administration.
- Implement IPv4.
- Implement Dynamic Host Configuration Protocol (DHCP).
- Implement Domain Name System (DNS).
- Implement IPv6.
- Implement local storage.
- Share files and printers.
- Implement Group Policy.
- Use Group Policy Objects (GPOs) to secure Windows Servers.
- Implement server virtualization using Hyper-V.

2- Administering Windows Server 2012

- Deploy and Maintain Server Images
- Configure and Troubleshoot DNS
- Maintain Active Directory Domain Services (AD DS).
- Manage User and Service Accounts
- Implement a Group Policy Infrastructure
- Manage User Desktops with Group Policy
- Configure and Troubleshoot Remote Access
- Install, Configure and Troubleshoot Network Policy Server (NPS) role
- Implement Network Access Protection (NAP)
- Optimize File Services
- Configure Encryption and Advanced Auditing
- Implement Update Management
- Monitor Windows Server 2012

3- Configuring Advanced Windows Server 2012

- Implement advanced network services.
- Implement advanced file services.
- Implement Dynamic Access Control.
- Implement distributed Active Directory Domain Services (AD DS) deployments.
- Implement AD DS sites and replication.
- Implement Active Directory Certification Services (AD CS).
- Implement Active Directory Rights Management Services (AD RMS).
- Implement Active Directory Federation Services (AD FS).
- Implement network load balancing (NLB).
- Implement failover clustering.
- Implement failover clustering with Hyper-V.
- Implement disaster recovery.

4- Designing and Implementing a Server Infrastructure.

- Plan a server upgrade and migration.
- Plan and implement a server deployment infrastructure.
- Design and maintain an IP configuration and address management solution.
- Design and implement name resolution.
- Design and implement an AD DS forest and domain infrastructure.
- Design and implement an Active Directory organizational unit infrastructure.
- Design and implement a Group Policy Object (GPO) strategy.
- Design and implement an AD DS topology.
- Plan and implement storage.
- Plan and implement file services.
- Design and implement network access services.
- Design and implement network protection.

5- Implementing an Advanced Server Infrastructure.

- Describe the considerations for managing an enterprise data center.
- Plan and implement a server virtualization strategy using Microsoft System Center 2012.
- Plan and Implement networks and storage for virtualization.
- Plan and deploy virtual machines.
- Manage a virtual machine deployment.
- Plan and implement a server monitoring strategy.
- Plan and implement high availability for file services and applications.
- Plan and implement a high availability infrastructure by using failover clustering.
- Plan and implement a server-updates infrastructure.
- Plan and implement a business continuity strategy.
- Plan and implement a public key infrastructure (PKI).
- Plan and implement an Identity Federation Infrastructure.
- Plan and implement an Information Rights Management (IRM) infrastructure.

SQL Server Database Specialist

Program Length		Total Contact Hours		Program Cost	
Clock Hours	450	Theory Hours	150	Tuition	\$ 12,500
Credit Hours		Lab Hours	300	Registration Fees	\$ 100
		Externship Hours		Books & Supplies	\$ 1000
				Material Cost	\$ 500
				Exam Cost	\$ 900
		Total Hours	450	Total Program Cost	\$ 15,000

Course Number	Course Title	Clock Hours	Lab Hours
COMP-70-761	Querying Data with Transact-SQL 70-761	30	
COMP-70-762	Developing SQL Databases 70-762	30	
COMP-70-764	Administering a SQL Database Infrastructure 70-764	30	
COMP-70-765	Provisioning SQL Databases 70-765	30	
COMP-70-467	Designing Business Intelligence Solutions with Microsoft SQL Server 70-467	30	
	Lab Hours Breakdown		
COMP-70-761	Querying Data with Transact-SQL 70-761		60
COMP-70-762	Developing SQL Databases 70-762		60
COMP-70-764	Administering a SQL Database Infrastructure 70-764		60
COMP-70-765	Provisioning SQL Databases 70-765		60
COMP-70-467	Designing Business Intelligence Solutions with Microsoft SQL Server 70-467		60
	Total Lab Hours		300
	Total Hours	450	

Program Objective

In the training, the student will acquire skills in Database Development, Database Administration and Business Intelligence. These courses will prepare the students to be able to design, Install, Program, Manage and troubleshoot Microsoft SQL Server 2016 Databases

Program Description

Querying Data with Transact-SQL 70-761

Developing SQL Databases 70-762

Administering a SQL Database Infrastructure 70-764

Provisioning SQL Databases 70-765

Designing Business Intelligence Solutions with Microsoft SQL Server 70-467

Querying Data with Transact-SQL 70-761

- 1- Introduction to Microsoft SQL Server 2016
- 2- Introduction to T-SQL Querying
- 3- Writing SELECT Queries
- 4- Querying Multiple Tables
- 5- Sorting and Filtering Data
- 6- Working with SQL Server 2016 Data Types
- 7- Using DML to Modify Data
- 8- Using Built-In Functions
- 9- Grouping and Aggregating Data
- 10- Using Subqueries
- 11- Using Table Expressions
- 12- Using Set Operators
- 13- Using Windows Ranking, Offset, and Aggregate Functions
- 14- Pivoting and Grouping Sets
- 15- Executing Stored Procedures
- 16- Programming with T-SQL
- 17- Implementing Error Handling
- 18- Implementing Transactions

Developing SQL Databases 70-762

- 1- Introduction to Database Development
- 2- Designing and Implementing Tables
- 3- Advanced Table Designs
- 4- Ensuring Data Integrity through Constraints
- 5- Introduction to Indexes
- 6- Designing Optimized Index Strategies
- 7- Column store Indexes
- 8- Designing and Implementing Views

- 9- Designing and Implementing Stored Procedures
- 10- Designing and Implementing User-Defined Functions
- 11- Responding to Data Manipulation via Triggers
- 12- Using In-Memory Tables
- 13- Implementing Managed Code in SQL Server
- 14- Storing and Querying XML Data in SQL Server
- 15- Storing and Querying Spatial Data in SQL Server
- 16- Storing and Querying BLOBs and Text Documents in SQL Server
- 17- SQL Server Concurrency
- 18- Performance and Monitoring

Administering a SQL Database Infrastructure 70-764

- 1- SQL Server Security
- 2- Assigning Server and Database Roles
- 3- Authorizing Users to Access Resources
- 4- Protecting Data with Encryption and Auditing
- 5- Recovery Models and Backup Strategies
- 6- Backing Up SQL Server Databases
- 7- Restoring SQL Server 2016 Databases
- 8- Automating SQL Server Management
- 9- Configuring Security for SQL Server Agent
- 10- Monitoring SQL Server with Alerts and Notifications
- 11- Introduction to Managing SQL Server by using PowerShell
- 12- Tracing Access to SQL Server with Extended events
- 13- Monitoring SQL Server
- 14- Troubleshooting SQL Server
- 15- Importing and Exporting Data

Provisioning SQL Databases 70-765

- 1- SQL Server 2016 Components
- 2- Installing SQL Server 2016
- 3- Upgrading SQL Server to SQL Server 2016
- 4- Working with Databases
- 5- Performing Database Maintenance
- 6- Database Storage Options
- 7- Planning to Deploy SQL Server on Microsoft Azure
- 8- Migrating Databases to Azure SQL Database
- 9- Deploying SQL Server on a Microsoft Azure Virtual Machine
- 10- Managing databases in the Cloud

Designing Business Intelligence Solutions with Microsoft SQL Server 70-467

- 1- Plan business intelligence infrastructure
 - a. Plan for performance
 - b. Plan for scalability
 - c. Plan and manage upgrades
 - d. Maintain server health

- 2- Design BI Infrastructure
 - a. Design a security strategy
 - b. Design a SQL partitioning strategy
 - c. Design a high availability and disaster recovery strategy
 - d. Design a logging and auditing strategy
- 3- Design a reporting Solution
 - a. Design a Reporting Services dataset
 - b. Manage Excel Services/reporting for SharePoint
 - c. Design a data acquisition strategy
 - d. Plan and manage reporting services configuration
 - e. Design BI reporting solution architecture
- 4- Design BI data models
 - a. Design the data warehouse
 - b. Design a schema
 - c. Design cube architecture
 - d. Design fact tables
 - e. Design BI semantic models
 - f. Design and create MDX calculations
- 5- Design an ETL solution
 - a. Design SSIS package execution
 - b. Plan to deploy SSIS solutions
 - c. Design package configurations for SSIS packages

Software Development and Web Programming Specialist

Program Length		Total Contact Hours		Program Cost	
Clock Hours	360	Theory Hours	160	Tuition	\$ 12,500
Credit Hours		Lab Hours	200	Registration Fees	\$ 400
		Externship Hours		Books & Supplies	\$ 1600
				Material Cost	\$ 300
				Exam Cost	\$ 700
		Total Hours	360	Total Program Cost	\$ 15,500

Course Number	Course Title	Clock Hours	Lab Hours
COMP-98-361	Software Development Fundamentals	80	
COMP-98-375	HTML 5 Application Development Fundamentals	80	
COMP-70-480	Programming in HTML 5 with JavaScript and CSS3	100	
COMP-70-486	Developing ASP.NET MVC Web Applications	100	

	Lab Hours Breakdown		
COMP-98-361	Software Development Fundamentals	30	
COMP-98-375	HTML 5 Application Development Fundamentals	30	
COMP-70-480	Programming in HTML 5 with JavaScript and CSS3	30	
COMP-70-486	Developing ASP.NET MVC Web Applications	30	
	Total Lab Hours		
	Total Hours	450	

Program Objective

Prepare the student to be able to work as a web developer or web administrator. This training is an entry point into both the web application and Windows Store apps. The student will be able to develop dynamic websites using the latest Microsoft Visual Studio platform.

Program Description

Exam 98-361- Software Development Fundamentals

1. Understanding Core programming
2. Understanding Object Oriented Programming
3. Understanding general software development
4. Understanding web applications.
5. Understanding desktop applications.
6. Understanding databases.

Exam 98-375 HTML5 Application Development Fundamentals

1. Manage the application life cycle
2. Build the user interface (UI) by using HTML 5
3. Format the user interface by using cascading style sheet (CSS).
4. Code by using JavaScript.
- 5.

Exam 70-480 - Programming in HTML5 with JavaScript and CSS3

1. Implement and manipulate document structures and objects
2. Implement program flow
3. Access and Secure Data
4. Use CSS in applications

Exam 70-486 - Developing ASP.NET MVC Web Applications

1. Design the application Architecture
2. Design the user experience
3. Develop the user experience
4. Troubleshoot and debug web application

Student Services

1. Financial Assistance

Although Dade Institute of Technology does not provide financial aid to students, we can help of guide the students where to get financial assistance such as loans, grants when available through a series of institution such as: CareerSource South Florida formerly known as South Florida Workforce, Vocational Rehabilitation (Disable students), Veteran Affairs VA (Military or Veteran students and family), MyCAA (Military spouses) and other Non-Profit Organizations or Private Lenders.

2. Practices after Class Hours

We know in technology that practice makes perfect, we also set up extra lab hours for some students to practice in order to gain deeper knowledge on a specific subject.

3. Employment Assistance and Internship

Dade Institute of Technology does not make and will not make any guarantees of employment or salary upon graduation. The School will provide the student with placement assistance, which will consist of identifying employment or internship opportunities and advising students on appropriate means of attempting to realize these opportunities, such as professional appearance guidelines, job referral and follow-up & salon visit reports. It is the sole responsibility of the student to follow the appropriate procedures that are required by the employer. The school does not guarantee employment to the students.

4. Library and learning resources

The facility consists of 2 classrooms, a library with about 250 computer Books and magazines, two dictionaries and thesaurus, 2 administrative offices. We also provide access to an online library called “**Library and Information Resources Network “LIRN”** . It has hundreds of books and student can access it from anywhere.

5- Academic and personal advisement.

6- Students’ access to record

The Family Educational Rights and Privacy Act of 1974 (**FERPA**) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. At Dade Institute of Technology, **FERPA** protection goes into effect the first day of the class. **FERPA** does not apply to records of applicants for admission who are denied acceptance or, if accepted, do not attend an institution.

A student may inspect and review his or her education records by submitting a written request to the Student Service Center of the Office of the school, or by

emailing: registrar@compudesignusa.com .The school is required to grant the request within 45 days. The Registrar will forward copies of the student's request to the appropriate offices holding the requested files. These offices may contact the student and invite him or her to inspect and review the records or inspection and review will be facilitated by the Registrar.

Leave of Absence Policy

A leave of absence is a temporary break in a student's attendance during which s/he is considered to be continuously enrolled. If an institution elects to have an enrollment policy that permits a leave of absence, the policy must be published in the institution's catalog/handbook and must comply with the following requirements:

A student who is granted a leave is still required to complete the program. However, a leave will extend the specific time period for obtaining a diploma. This policy does not have any effect on the exemption of students from student loan repayments.

Before taking a voluntary leave of absence, a student should contact his or her lender regarding repayment obligations that may arise as a result of their leave. A student should also consult the school's Financial Aid Office to discuss any impact the leave may have on financial aid. The duration of the leave generally will be a maximum of 180 calendar days in any 12-month period or one half the published program length.

Procedures:

- 1- Students who want to take an approved leave of absence are required to fill out the "Request for Leave of Absence Form" and are required to fill out a "Return from Leave of Absence Form" in order to be allowed to enroll and return to their previous academic program.
2. The deadline for applying for a leave of absence if the student has not been attending classes and is enrolled is no later than the fourth week of the semester. Students who need to apply for a leave of absence during a period for which they have been attending will have until the last week of classes for the current term in accordance with the academic calendar.
- 3- The deadline for applying for a return from a leave of absence is 30 days prior to the first-class date of the period in which the student plans to enroll. Students who request a leave of absence that is not planned in advance due to a medical emergency or other extenuating circumstance beyond the control of the student will be reviewed on a case-by-case basis.

Leaves of Absence Before the First Day of Classes

Students who take a leave from the school voluntarily on or before the first day of classes will receive a full tuition refund. Such students are not included in the school records as registered for the term.

Leave of Absence After the First Day of Classes

An active student in good standing who voluntarily takes a leave from the school after the first day of instruction, but before the withdrawal period deadline, receives a pro rata refund. There is no refund after the Withdrawal period deadline. Courses in which the student was enrolled will appear on the student's record and show the grade of 'W' (withdrew).

Academic Status

Students on an approved leave of absence retain their admitted student status; however, they are not registered and therefore do not have the rights and privileges of registered students. Students on leave may complete course work for which an 'Incomplete' grade was reported in a prior period and are expected to comply with the one-year maximum time limit for resolving incompletes.

Dade Institute of Technology Online Program

As a technology company, we understand the need to provide online training to people who are not available for on-site training. At Dade Institute of Technology, a student can take any class from anywhere as long as he/she has access to a computer and an Internet connection. All programs are also offered online. For the Microsoft office, we recommend on-site training for people who are not familiar with the use of a computer. Student can decide to take the class online live or on demand.

The online live training will allow the student to participate in the class discussion in real time, ask questions and make comments when necessary. In this training, we provide live lecture, demonstrations and virtual labs for the students to practice during and after class. After the student signs up for the class, we send the login credentials and a guide to configure their computer to avoid some issues on the day of the class.

We use a LMS (Learning Management System) platform that allows us to assist and control the student in all aspects of the training. Dade Institute of Technology environment combines an expert instructor, a powerful online classroom and a rich interactive lab system. The system is accessible via either PC or MAC. The computer will need a microphone and speaker, if necessary a Dual monitor. Once a student logs into our system, he/she will be prompted with configuration information about their online classroom. If their computer is not configured with the appropriate virtual classroom software, they will be prompted to install it on their system. We even have a test feature that allows them to ensure that their system is properly configured.

All the student services are also available to our online students. The costs are the same because they receive the same amount of attention.

Administration

Name	Course (s) Taught or Occupations	Degrees/Diplomas Held	Awarding Institution
Donard St Jean (CEO-President) Full-Time	Computer Operator Specialist Computer Repair Technician Computer Network Technician	BSc in Information Technology MBA (Master in Business Administration) A+, Network+, MCSE, CCNA	Barry University University of Miami BorderCom International
Michele St Jean Vice President	Director of Student affairs Billing Manager Student support services Financial assistance	BS in Accounting BS in accounting	University in Haiti Miami-Dade College

Faculty

Name	Course (s) Taught	Degrees/Diplomas Held	Awarding Institution
Donard St Jean	Computer Operator Specialist Computer Repair Technician Computer Network Technician MCSA/MCSE on Windows Server 2012 Information Technology Specialist	BSc in Information technology. Master in Business Administration (MBA) A+, Network+, MCSE, CCNA	Barry University University of Miami Bordercom International
Mathieu Jean Orick	Cisco Certified Network Associates. CCNA Computer Repair Technician MCSA/MCSE on Windows Server 2012	BSc in Computer Science Cisco CCNA	Boston University The Academy
Demetrius Julien	MCSA/MCSE on Windows Server 2012 Microsoft Certified IT Professional. MCITP/MCTS	BSc in Telecommunication MCSE, CCNA, CCVP, CCNP	University of Phoenix

	Cisco Certified Network Associates. CCNA		
Manarum Lherisson	Computer Repair Technician. Information Technology Specialist Computer Network Technician Microsoft Certified IT Professional. MCITP/MCTS MCSA/MCSE,	BA in Computer Science A+, N+, MCITP, MCTS, MCSA, Security+	University of Phoenix
Tonny Vivas	CompTIA+, CompTIA N+	BSc. in Electronic Engineering Computer Security and Network Technician	Dr Rafael Belloso Chacin University Florida Career College
Ingrid Gavia	CompTIA+, Network+, Security+, CCNA, Web Application Developer	Bachelor of Science in Zoology Master of Science in Information Technology	Andrews University American Intercontinental University.