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## INTRODUCTION

At MicroSkills™, our vision is to deliver quality and value to computer professionals worldwide. Microsoft®, Linux, CompTIA®, and Cisco® are leaders in computer networking technologies. MicroSkills chooses to work in harmony with these manufacturers to provide only the highest quality and most relevant education. Computers are the future of the world's economy, and certification is the industry standard. Certification ensures both the employer and the employee that a measurable level of knowledge has been reached. MicroSkills has a new way of educating in the 21st century, blending instructor led classes with a rich supply of MicroSkills' unique "Information Technology Practicum (IT Practicum)". This provides each student with the most effective education offered in today's marketplace. MicroSkills truly understands that a quality education is only a tool, moving a student towards the real goal, becoming "Job Qualified." Students can then use these skills either to obtain a rewarding new career or to further their established IT career. This philosophy provides each MicroSkills graduate with a clear path to a rock solid career, putting each student on the road to a secure future while delivering exceptional value to employers worldwide.

## MISSION

To provide quality education in an environment where all students (even those with no computer background) can excel and achieve industry certification, and more importantly, give our students the skills necessary to operate the equipment! MicroSkills accomplishes this by hiring only certified and qualified instructors, by equipping our classrooms with modern equipment, and providing labs plentiful enough for all to participate. Our goal is to produce a new generation of computer professionals servicing the IT community. We strive to empower all our students with the tools to make a difference in both their lives and in the lives of others.



## QUALITY AND VALUE

MicroSkills quality starts with our industry certification. As both a Microsoft Certified Gold Partner® with a Learning Solutions Competency and a CompTIA Authorized Training Provider, we ensure a top notch standard of quality in education today. MicroSkills carries this philosophy of quality throughout our corporate environment and more importantly, into the classrooms and labs. MicroSkills certified trainers excel at transferring concepts to our student population. This is accomplished through effective communication, instructor led classes, IT Practicums, one-on-one education, and modern labs. Each MicroSkills employee strives to serve our students with only the highest standards. We do all of this to give each student the best opportunity to succeed as an IT professional while returning value to the IT community.



## INDUSTRY AFFILIATIONS

MicroSkills is a:

- Microsoft® Certified Gold Partner with a Learning Solutions Competency
- Linux focused facility
- CompTIA® Training Provider
- CIW® Authorized Training Provider
- Authorized VUE® Testing Site

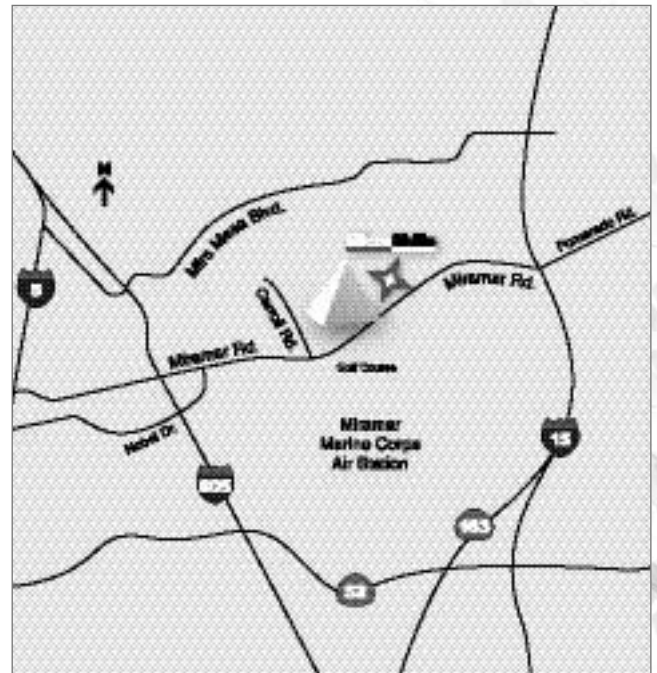
## CONTACT INFORMATION

MicroSkills San Diego (Campus):

7340 Miramar Road  
Suite 207  
San Diego, CA 92126-4213  
Telephone: 800.530.3400  
Telephone: 858.348.8000  
Facsimile: 858.348.8100  
Email: [info@microskills.com](mailto:info@microskills.com)  
Web: [www.microskills.com](http://www.microskills.com)

MicroSkills San Diego is operated by:

Chief Operating Officer: Charlie Kesinger



## CALIFORNIA STATE APPROVAL

MicroSkills has received an approval under California Education Code Section 94915 to operate as a private postsecondary education institution in California. The Bureau for Private Postsecondary and Vocational Education (“Bureau”) has determined that this institution’s operational plan satisfies the minimum standards listed in Education Code section 94915(b). As prescribed by California Education Code Section 94915, an on site evaluation was conducted and MicroSkills has demonstrated substantial compliance with the New Reform Act of 1998, as amended effective January 1, 2004.

## FACILITY

MicroSkills provides a facility that is current in technology, easily accessible, staffed with qualified individuals who are devoted to our students, plentiful labs, and a safe/clean environment that promotes learning while ultimately helping to ensure a successful education. MicroSkills San Diego is centrally located on Miramar Road, next to the “Pyramid.” This location lends access to both the I-15 and 805 freeways. Our state-of-the-art, 25,000 square foot facility is fully air conditioned and includes eight traditional classrooms, three lab areas, three ITP classrooms and our crown jewel, the ITP classroom and assessment facility, comfortable industry testing rooms, a comfortable lunch and break area, and rest rooms located on the balcony.

## BUSINESS HOURS

Office/Career Center:

Monday - Friday; 9:00 a.m. to 7:00 p.m.

Individual Department hours may vary.

Please contact departments independently.



## HOURS OF INSTRUCTION

Day Classes: Monday – Friday; 8:00 a.m. – 2:30 p.m.\*

Night Classes: Monday – Friday; 5:30 p.m. – 10:30 p.m.\*\*

\* Day students may be required to attend afternoon lectures as a supplement to their program.

\*\* Night students may be required to attend Saturday lectures as a supplement to their program.

## LAB HOURS

Monday–Friday 8:00 a.m.–10:00 p.m.

Saturday 9:00 a.m.–1:00 p.m.

Closed Sundays.

## HOLIDAYS

MicroSkills recognizes the following Holidays:

- New Years
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas



If a holiday falls on a regularly scheduled Monday class day, that class will be held the Tuesday through Saturday that immediately follows the holiday. No classes will be held the entire week if the holiday falls on Tuesday, Wednesday, Thursday or Friday. MicroSkills reserves the right to schedule additional days and/or weeks off during holiday periods. A current master schedule will be posted in a conspicuous location within the facility showing all holiday schedule information.

## HANDICAP ACCESS

MicroSkills facilities are handicap accessible. MicroSkills will make every effort to assist and accommodate physically or mentally challenged persons in their educational studies. MicroSkills is limited in some areas by its industry licensing, but will always put forward any special requests for a final determination by the individual licensing bodies.

## HOUSING/TRANSPORTATION

MicroSkills does not have dormitories at any of its facilities and does not offer housing to its students. We will be happy to guide any student in a search for housing. Please contact a MicroSkills Representative for assistance. Regular bus and Metro line services may be available to the MicroSkills facilities.

## CREDITS

MicroSkills' classes measure academic progress in hours and quarter units of credit. Ten (10) clock hours of instruction (lecture hours) equals one (1) quarter credit hour and twenty (20) clock hours of instructor-assisted instruction (lab hours) equals one (1) quarter credit hour. A clock hour is one class period of approximately 60 minutes in length in which 50 minutes of instructor led, or instructor assisted activities are delivered. MicroSkills will evaluate all previous education and may waive some classes based on industry certification requirements.

## ENGLISH PROFICIENCY

MicroSkills does not offer English as a Second Language programs. Students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught in English.

## FACULTY/TECHNICAL TRAINERS

MicroSkills commits to each of its students that a certified and qualified technical trainer will lead each of their classes. MicroSkills ensures this process through industry certifications, qualification standards, student evaluation review and classroom audits by the training manager. MicroSkills' training manager works with each trainer individually and develops a "Personal Development Plan" to stimulate the growth of that trainer.







## FACULTY/TECHNICAL TRAINERS

### Technical Trainers

### IT Industry Certified Qualifications

Tommy Castellanos .....	A+, N+, Inet+, Project+, CIW Security Analyst, CTT+, CCNA, LPIC, MCDST, MSCA+ Security, MCSA+ Messaging, MCSA 2000/2003, MCSE+ Messaging, MCSE+ Security, MCSE NT4/2000/2003, MCT
William Cochran .....	A+, N+, MOS, MCDST, MCSA, MCSE NT4/2000/2003, MCT
Jason Emerson .....	A+, N+, Server+, Project+, i-Net+, CCNA, CTT, MCSE NT4/2000/2003, MCT
Dan Morgan .....	A+, N+, CNA, MCDST, NCT, MCT, CTT, MCSE NT4/2000/2003
David Powell .....	A+, N+, Server+, Linux+, LPIC, CIWSA, MCT, MCSE NT4/2000/2003
Art Rocheford .....	MCSE NT4/2000/2003, MCDDBA, MCDST, MCT
Terri Rudolph .....	MCT, CTT+, MCSE NT4/2000/2003, CNA, CNI, CNE
Martin Theiler .....	A+, N+, i-Net+, MCSE 2000/2003, i-Net+, MCDDBA, MCT

### ITP Lab Attendants

Cris Crase, Jason McPartland, Dru Williams

### Career Development Advisors

Amy Effman, Adine Josafat, Arti Martinez, Kathy Owens

### Career Services

Darren Waddell

### Funding Department

Erick Asero, Meaghan Cosgrove

### Student Services

Cheryl Driskill, Liz Ireland, Jennie Sugapong



# WHAT YOU NEED TO KNOW

## CLASS/TUITION OVERVIEW\*

Class#	Class Title	Tuition	Program Weeks	Lecture Hours	Lab Hours	Class Hours	Credits
1. CW101	Computer Workstation 1	\$2,125	2	25	20	45	3.5
2. CW102	Computer Workstation 2	\$2,125	2	25	20	45	3.5
3. CW103	Computer Workstation 3	\$2,125	2	25	20	45	3.5
4. CW104	Computer Workstation 4	\$2,125	2	25	20	45	3.5
5. CW105	Computer Workstation 5	\$2,125	2	25	20	45	3.5
6. CN201	Computer Networking 1	\$2,125	2	25	20	45	3.5
7. OS201	Operating Systems 1	\$2,125	2	25	20	45	3.5
8. ME301	Microsoft Operating Systems 1	\$2,125	2	25	20	45	3.5
9. ME302	Microsoft Operating Systems 2	\$2,125	2	25	20	45	3.5
10. ME303	Microsoft Operating Systems 3	\$2,125	2	25	20	45	3.5
11. ME304	Microsoft Operating Systems 4	\$2,125	2	25	20	45	3.5
12. ME305	Microsoft Operating Systems 5	\$2,125	2	25	20	45	3.5
13. MM401	Microsoft E-Mail Systems 1	\$2,125	2	25	20	45	3.5
14. CR501	Cisco Routing & Networking Devices 1	\$3,188	3	50	20	70	6
15. NS510	Network Security 1	\$2,125	2	25	20	45	3.5
16. CS510	Computer Server 1	\$2,125	2	25	20	45	3.5
17. PM510	Project Management 1	\$2,125	2	25	20	45	3.5
18. CM601	Camp MicroSkills	\$2,125	1	25	0	25	2.5
19. ITP701	MicroSkills IT Practicum and Assessment (DST)	\$1,250	1	20	0	20	2.0
20. ITP702	MicroSkills IT Practicum and Assessment (SA)	\$1,250	1	20	0	20	2.0
21. ITP703	MicroSkills IT Practicum and Assessment (SE)	\$1,250	1	20	0	20	2.0
22. ITP704	MicroSkills IT Practicum and Assessment (NE)	\$1,250	1	20	0	20	2.0
23. MD810	Microsoft Database Systems 1	\$2,125	2	25	20	45	3.5
24. MD811	Microsoft Database Systems 2	\$2,125	2	25	20	45	3.5
25. LE901	Linux Network Operating Systems 1	\$2,125	2	25	20	45	3.5
26. LE902	Linux Network Operating Systems 2	\$2,125	2	25	20	45	3.5
27. LE903	Linux Network Operating Systems 3	\$2,125	2	25	20	45	3.5
28. TT910	MicroSkills Technical Trainer	\$2,125	2	25	0	25	2.5
29. ME1000	Microsoft OS 2003 Upgrade	\$2,125	2	25	20	45	3.5

\*All costs subject to change without notice.



# WHAT YOU NEED TO KNOW

## CLASS/TUITION OVERVIEW - GI BILL\*

Class#	Class Title	Tuition	Program Weeks	Lecture Hours	Lab Hours	Class Hours	Credits
1. CW101G	Computer Workstation 1G	\$804.35	1	25	0	25	2.5
2. CW101L1	Computer Workstation 1 L1	\$155.80	1	0	20	20	1
3. CW102G	Computer Workstation 2G	\$804.35	1	25	0	25	2.5
4. CW102L1	Computer Workstation 2 L1	\$155.80	1	0	20	20	1
5. CW103G	Computer Workstation 3G	\$804.35	1	25	0	25	2.5
6. CW103L1	Computer Workstation 3 L1	\$155.80	1	0	20	20	1
7. CW 104G	Computer Workstation 4G	\$804.35	1	25	0	25	2.5
8. CW104L1	Computer Workstation 4 L1	\$155.80	1	0	20	20	1
9. CW105G	Computer Workstation 5G	\$804.35	1	25	0	25	2.5
10. CW105L1	Computer Workstation 5 L1	\$155.80	1	0	20	20	1
11. CN201G	Computer Networking 1G	\$804.35	1	25	0	25	2.5
12. CN201L1	Computer Networking 1 L1	\$155.80	1	0	20	20	1
13. OS201G	Operating Systems 1G	\$804.35	1	25	0	25	2.5
14. OS201L1	Operating Systems 1 L1	\$155.80	1	0	20	20	1
15. ME301G	Microsoft Operating Systems 1G	\$804.35	1	25	0	25	2.5
16. ME301L1	Microsoft Operating Systems 1 L1	\$155.80	1	0	20	20	1
17. ME302G	Microsoft Operating Systems 2G	\$804.35	1	25	0	25	2.5
18. ME302L1	Microsoft Operating Systems 2 L1	\$155.80	1	0	20	20	1
19. ME303G	Microsoft Operating Systems 3G	\$804.35	1	25	0	25	2.5
20. ME303L1	Microsoft Operating Systems 3 L1	\$155.80	1	0	20	20	1
21. ME304G	Microsoft Operating Systems 4G	\$804.35	1	25	0	25	2.5
22. ME304L1	Microsoft Operating Systems 4 L1	\$155.80	1	0	20	20	1
23. ME305G	Microsoft Operating Systems 5G	\$804.35	1	25	0	25	2.5
24. ME305L1	Microsoft Operating Systems 5 L1	\$155.80	1	0	20	20	1
25. CW102T1	Computer Workstation 2 T1	\$155.80	1	0	20	20	1
26. CW103T1	Computer Workstation 3 T1	\$155.80	1	0	20	20	1
27. CW104T1	Computer Workstation 4 T1	\$155.80	1	0	20	20	1
28. CW105T1	Computer Workstation 5 T1	\$155.80	1	0	20	20	1
29. CN201T1	Computer Networking 1 T1	\$155.80	1	0	20	20	1
30. ME301T1	Microsoft Operating Systems 1 T1	\$155.80	1	0	20	20	1
31. ME302T1	Microsoft Operating Systems 2 T1	\$155.80	1	0	20	20	1
32. ME 303T1	Microsoft Operating Systems 3 T1	\$155.80	1	0	20	20	1
33. ME303T2	Microsoft Operating Systems 3 T2	\$155.80	1	0	20	20	1
34. ME304T1	Microsoft Operating Systems 4 T1	\$155.80	1	0	20	20	1



# WHAT YOU NEED TO KNOW

## CLASS/TUITION OVERVIEW - GI BILL cont'd.

Class#	Class Title	Tuition	Program Weeks	Lecture Hours	Lab Hours	Class Hours	Credits
35. ME304T2	Microsoft Operating Systems 4 T2	\$155.80	1	0	20	20	1
36. ME305T1	Microsoft Operating Systems 5 T1	\$155.80	1	0	20	20	1
37. ME305T2	Microsoft Operating Systems 5 T2	\$155.80	1	0	20	20	1
38. MM401G	Microsoft E-Mail System 1G	\$804.35	1	25	0	25	2.5
39. MM401L1	Microsoft E-Mail System 1 L1	\$155.80	1	0	20	20	1
40. MM401T1	Microsoft E-Mail System 1 T1	\$155.80	1	0	20	20	1
41. MM401T2	Microsoft E-Mail System 1 T2	\$155.80	1	0	20	20	1
42. CR501G (A)	Cisco Routing & Network Devices 1G (A)	\$804.35	1	25	0	25	2.5
43. CR501G (B)	Cisco Routing & Network Devices 1G (B)	\$804.35	1	25	0	25	2.5
44. CR501L1	Cisco Routing & Networking Devices L1	\$155.80	1	0	20	20	1
45. CR501T1	Cisco Routing & Network Devices T1	\$155.80	1	0	20	20	1
46. CR501T2	Cisco Routing & Network Development T2	\$155.80	1	0	20	20	1
47. NS510G	Network Security 1G	\$804.35	1	25	0	25	2.5
48. NS510L1	Network Security 1 L1	\$155.80	1	0	20	20	1
49. NS510T1	Network Security 1 T1	\$155.80	1	0	20	20	1
50. NS510T2	Network Security 1 T2	\$155.80	1	0	20	20	1
51. CM601G	Camp MicroSkills 1G	\$194.75	1	25	0	25	2.5
52. ITP701	MicroSkills IT Practicum (DST)	\$643.48	1	20	0	20	2.0
53. ITP702	MicroSkills IT Practicum (SA)	\$643.48	1	20	0	20	2.0
54. ITP703	MicroSkills IT Practicum (SE)	\$643.48	1	20	0	20	2.0
55. ITP704	MicroSkills IT Practicum (NE)	\$643.48	1	20	0	20	2.0
56. ITP700A	MicroSkills IT Practicum (Post-Assessment)	\$155.80	1	0	20	20	1

\* All costs subject to change without notice.

## CLASS DESCRIPTIONS

### 1. CW101: COMPUTER WORKSTATION 1 CLASS

---

The purpose of this course is to provide students with the knowledge and the hands-on practical experience to accomplish fundamental tasks involving an introduction to basic computing.

Week 1: 25 lecture hours  
Week 2: 20 lab hours  
Preparation for: CW102  
Prerequisite: None  
Credits: 3.5

### 2. CW102: COMPUTER WORKSTATION 2 CLASS

---

The purpose of this class is to provide students with the knowledge and the hands-on practical experience to accomplish fundamental tasks involving the installing, configuring, upgrading, troubleshooting, and repairing of microcomputer systems.

Week 1: 25 lecture hours  
Week 2: 20 lab hours  
Preparation for: CompTIA A+ Certification  
Prerequisite: None  
Credits: 3.5

### 3. CW103: COMPUTER WORKSTATION 3 CLASS

---

The purpose of this class is to provide students with the knowledge and the hands-on practical experience to accomplish fundamental tasks involving essential operating system competencies for a microcomputer service technician. Including basic knowledge of relevant operating systems.

Week 1: 25 lecture hours  
Week 2: 20 lab hours  
Preparation for: CompTIA A+ certification  
Prerequisite: CW102: Computer Workstation 2  
Credits: 3.5

## CLASS DESCRIPTIONS cont'd.

### 4. CW104: COMPUTER WORKSTATION 4 CLASS

---

The purpose of this class is to provide students with the knowledge and hands-on practical experience necessary to install, configure, and support the relevant Microsoft operating system(s).

Week 1: 25 lecture hours  
Week 2: 20 lab hours  
Preparation for: Various Microsoft Certifications  
Prerequisite: None  
Credits: 3.5

### 5. CW105: COMPUTER WORKSTATION 5 CLASS

---

The purpose of this class is to introduce and provide students with the knowledge and hands-on practical experience necessary to troubleshoot basic end-user problems with the relevant Microsoft operating system(s).

Additionally, students will learn how to configure and maintain Microsoft applications including Office, Outlook, and Internet Explorer.

Week 1: 25 lecture hours  
Week 2: 20 lab hours  
Preparation for: Various Microsoft Certifications  
Prerequisite: CW104  
Credits: 3.5

### 6. CN201: COMPUTER NETWORKING 1 CLASS

---

The purpose of this class is to provide students with the knowledge and hands-on practical experience to accomplish fundamental tasks involving network design, troubleshooting and maintenance. Students will be introduced to general networking technologies and be provided with information on key features of network operating systems, the seven layers of the OSI (Open Systems Interconnectivity) Model with the various hardware and software functions that they provide to networks. Students will also be provided information on various standards setting organizations and publications and their effects on the networking industry.

Week 1: 25 lecture hours  
Week 2: 20 lab hours  
Preparation for: CompTIA N+ certification  
Prerequisite: None  
Credits: 3.5



## CLASS DESCRIPTIONS cont'd.

### 7. OS201: OPERATING SYSTEMS1 CLASS

---

The purpose of this class is to provide students with the knowledge and the hands-on practical experience necessary to install and configure the relevant Microsoft operating system(s). It will give students an introduction to administering network services. It will also cover the first four chapters of ME301.

Week 1: 25 lecture hours  
Week 2: 20 lab hours  
Preparation for: Various Microsoft Certifications  
Prerequisite: CN201  
Credits: 3.5

### 8. ME301: MICROSOFT OPERATING SYSTEMS 1 CLASS

---

The purpose of this class is to provide students with the knowledge and skills that are required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data.

Week 1: 25 lecture hours  
Week 2: 20 lab hours  
Preparation for: Various Microsoft Certifications  
Prerequisite: OS201  
Credits: 3.5

### 9. ME302: MICROSOFT OPERATING SYSTEMS 2 CLASS

---

The purpose of this class is to provide students with the knowledge and hands-on practical experience necessary to install and configure the relevant Microsoft operating system(s). In addition, this class provides the skills and knowledge necessary to implement and manage a Microsoft network infrastructure.

Week 1: 25 lecture hours  
Week 2: 20 lab hours  
Preparation for: Various Microsoft Certifications  
Prerequisite: ME301  
Credits: 3.5



# WHAT YOU NEED TO KNOW

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## CLASS DESCRIPTIONS cont'd.

### 10. ME303: MICROSOFT OPERATING SYSTEMS 3 CLASS

---

The purpose of this class is to provide students with the knowledge and hands-on practical experience necessary to plan and maintain a Microsoft network infrastructure.

Week 1: 25 lecture hours  
Week 2: 20 lab hours  
Preparation for: Various Microsoft Certifications  
Prerequisite: ME302  
Credits: 3.5

### 11: ME304: MICROSOFT OPERATING SYSTEMS 4 CLASS

---

The purpose of this class is to provide students with the knowledge and hands-on practical experience necessary to accomplish the fundamental tasks of planning and maintaining Microsoft Active Directory Directory Services.

Week 1: 25 lecture hours  
Week 2: 20 lab hours  
Preparation for: Various Microsoft Certifications  
Prerequisite: ME303  
Credits: 3.5

### 12. ME305: MICROSOFT OPERATING SYSTEMS 5 CLASS

---

The purpose of this class is to provide students with the knowledge and hands-on practical experience necessary to accomplish the necessary tasks of properly designing Microsoft Active Directory Directory Services.

Week 1: 25 lecture hours  
Week 2: 20 lab hours  
Preparation for: Various Microsoft Certifications  
Prerequisite: ME304  
Credits: 3.5



## CLASS DESCRIPTIONS cont'd.

### 13. MM401: MICROSOFT E-MAIL SYSTEMS 1 CLASS

---

The purpose of this class is to provide students with the knowledge and hands-on practical experience necessary to install, configure, and administer a Microsoft Email System. This class provides a significant amount of hands-on exercises that allow the students to become proficient with the skills needed to deploy and manage a Microsoft Email System.

Week 1: 25 lecture hours  
Week 2: 20 lab hours  
Preparation for: Various Microsoft Certifications  
Prerequisite: ME305  
Credits: 3.5

### 14. CR501: CISCO ROUTING AND NETWORK DEVICES 1 CLASS

---

The purpose of this class is to provide students with the knowledge and hands-on practical experience necessary to accomplish fundamental tasks involving networking. The class will provide basic concepts and theories that cover installation, configuration, and the operation of Cisco devices.

Week 1: 50 lecture hours  
Week 2: 20 lab hours  
Preparation for: Cisco Certified Network Associate (CCNA) certification  
Prerequisite: MCSE  
Credits: 6

### 15. NS510: NETWORK SECURITY 1 CLASS

---

The purpose of this class is to provide students with the knowledge and hands-on practical experience necessary to secure networks, computer systems, and information. Students learn about establishing an effective security policy, identifying different types of attacks and how to prevent and manage these attacks. Students will also learn about authentication procedures, encryption standards and implementation, ports and protocols that attackers manipulate, and how to engage in proactive detection and response/reporting methods.

Week 1: 25 lecture hours  
Week 2: 20 lab hours  
Preparation for: Certified Internet Webmaster Security Associate (CIWSA) certification  
Prerequisite: Microsoft Certified Systems Engineer (MCSE) and Cisco Certified Network Associate (CCNA)  
Credits: 3.5



# WHAT YOU NEED TO KNOW

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## CLASS DESCRIPTIONS cont'd.

### 16. CS510: COMPUTER SERVER I CLASS

---

The purpose of this course is to provide students with the knowledge and the hands-on practical experience to become familiar with server hardware.

Week 1: 25 lecture hours

Week 2: 20 lab hours

Preparation for: CompTIA Server+ Certification

Prerequisite: Microsoft Certified System Engineer (MCSE) and Cisco Certified Network Associate (CCNA)

Credits: 3.5

### 17. PM510: PROJECT MANAGEMENT 1 CLASS

---

The purpose of this course is to provide students with the knowledge and the hands on practical experience to accomplish fundamental tasks involving the skills necessary to cope with enterprise-wide business issues, consult effectively with users in a variety of functions, and work effectively in cross-functional project teams. IT professionals, whether in corporate departments or IT service organizations, increasingly operate outside traditional boundaries defined by technical skills.

Week 1: 25 lecture hours

Week 2: 20 lab hours

Preparation for: CompTIA Project + certification

Prerequisite: Microsoft Certified System Engineer (MCSE) and Cisco Certified Network Associate (CCNA)

Credits: 3.5

### 18. CM601: CAMP MICROSKILLS 1CLASS

---

The purpose of this course is to apply skills learned in a “real world” environment. Students will have the opportunity to utilize multiple operating systems and set up various network services to be used on an intranet/extranet and/or the internet. Students will have to apply these skills to complete tasks given in the form of a work order.

Week 1: 25 lecture hours

Preparation for: n/a

Prerequisite: Microsoft Certified System Engineer (MCSE)

Credits: 2.5



## CLASS DESCRIPTIONS cont'd.

### 19. ITP701: MICROSKILLS IT PRACTICUM AND ASSESSMENT (DST) CLASS

---

The purpose of this instructor assisted class is to increase the level of proficiency of the student in the area of desktop support. The class will cover beginning level skill sets in a network environment. At the conclusion of the class, students will take a post-assessment to evaluate their skills competency. Students must score a 70% or greater to complete their program or to advance to the next class in their program.

Length: 20 lecture hours  
Preparation for: IT Practicum Post-Assessment  
Prerequisite: Microsoft Certified  
Credits: 2

### 20. ITP702: MICROSKILLS IT PRACTICUM AND ASSESSMENT (SA) CLASS

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The purpose of this instructor assisted class is to increase the level of proficiency of the student in the area of systems administration. The class will cover intermediate level skill sets in a network environment. At the conclusion of the class, students will take a post-assessment to evaluate their skills competency. Students must score a 70% or greater to complete their program or to advance to the next class in their program.

Length: 20 lecture hours  
Preparation for: IT Practicum Post-Assessment  
Prerequisite: Microsoft Certified System Administrator (MCSA)  
Credits: 2

### 21. ITP703: MICROSKILLS IT PRACTICUM AND ASSESSMENT (SE) CLASS

---

The purpose of this instructor assisted class is to increase the level of proficiency of the student in the area of systems engineering. The class will cover advanced level skill sets in a network environment. At the conclusion of the class, students will take a post-assessment to evaluate their skills competency. Students must score a 70% or greater to complete their program or to advance to the next class in their program.

Length: 20 lecture hours  
Preparation for: IT Practicum Post-Assessment  
Prerequisite: Microsoft Certified System Engineer (MCSE)  
Credits: 2

**CLASS DESCRIPTIONS** cont'd.

## 22. ITP704: MICROSKILLS IT PRACTICUM AND ASSESSMENT (NE) CLASS

---

The purpose of this instructor assisted course is to increase the level of proficiency of the student in the area of Network Engineering. The course will cover advanced level II skill sets in a network environment. At the conclusion of the course, students will take a post-assessment to evaluate their skills competency. Students must score a 70% or greater to complete their program or to advance to the next course in their program.

Length: 20 lecture hours  
Preparation for: IT Practicum Post-Assessment  
Prerequisite: Cisco Certified Network Associate (CCNA)  
Credits: 2

## 23. MD810: MICROSOFT DATABASE SYSTEMS 1 CLASS

---

The purpose of this course is to provide students with the knowledge and hands-on practical experience necessary to install, configure, and support Microsoft database servers and their databases.

Week 1: 25 lecture hours  
Week 2: 20 lab hours  
Preparation for: Various Microsoft Certification  
Prerequisite: Microsoft Certified System Engineer (MCSE) and Cisco Certified Network Associate (CCNA)  
Credits: 3.5

## 24. MD811: MICROSOFT DATABASE SYSTEMS 2 CLASS

---

The purpose of this course is to provide students with the knowledge and hands-on practical experience necessary to program and implement a database solution by using Microsoft database server technologies.

Week 1: 25 lecture hours  
Week 2: 20 lab hours  
Preparation for: Various Microsoft Certification  
Prerequisite: MD810  
Credits: 3.5

## CLASS DESCRIPTIONS cont'd.

### 25. LE901: LINUX NETWORK OPERATING SYSTEMS 1 CLASS

---

The purpose of this class is to provide students the essential skills needed to be proficient at the Unix or Linux command line. This challenging class focuses on the fundamental concepts and tools which make Unix/Linux so powerful.

Week 1: 25 lecture hours

Week 2: 20 lab hours

Preparation for: Various Linux Certifications

Prerequisite: Microsoft Certified System Engineer (MCSE) and Cisco Certified Network Associate (CCNA)

Credits: 3.5

### 26. LE902: LINUX NETWORK OPERATING SYSTEM 2 CLASS

---

Intended for students already comfortable with working in the Unix/Linux environment, this in-depth class helps students acquire the variety of skills needed to set up and maintain Unix computers. The class concentrates on subject ranging from initial installation of Linux to day-to-day administrative tasks.

Week 1: 25 lecture hours

Week 2: 20 lab hours

Preparation for: Various Linux Certifications

Prerequisite: LE901 and/or equivalent experience

Credits: 3.5

### 27. LE903: LINUX NETWORK OPERATING SYSTEM 3 CLASS

---

Topics explored and implemented in class include the setup and maintenance of many of the most popular network services available for Linux and Unix. Special attention is paid to the concepts needed to implement these services securely, and to the trouble-shooting skills which will be necessary for real-world administration of network services.

Week 1: 25 lecture hours

Week 2: 20 lab hours

Preparation for: Various Linux Certifications

Prerequisite: LE901, LE902 and/or equivalent experience

Credits: 3.5



# WHAT YOU NEED TO KNOW

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## CLASS DESCRIPTIONS cont'd.

### 28. TT910: MICROSILLS TECHNICAL TRAINER CLASS

---

The purpose of this class is to familiarize the student with the 12 Instructor Competencies as set forth by the International Board of Standards for Training, Performance and Instruction (IBSTPI) and to give them opportunities to apply those standards in a simulated classroom environment.

Week 1: 25 lecture hours  
Week 2: 20 lab hours  
Preparation for: CompTIA CTT+ and Microsoft Certified Trainer (MCT) certifications  
Prerequisite: None  
Credits: 3.5

### 29. ME1000: MICROSOFT OS 2003 UPGRADE CLASS

---

The purpose of this class is to provide students with the knowledge and hands on practical experience necessary to administer, support, and troubleshoot information systems that incorporate the relevant Microsoft operating system.

Week 1: 25 lecture hours  
Week 2: 20 lab hours  
Preparation for: Microsoft Certified Systems Administrator 2003 (MCSE) and Microsoft Certified Systems Engineer 2003 (MCSE)  
Prerequisite: Knowledge of Windows 2000 services and Windows 2000 MCSE  
Credits: 3.5



## CLASS DESCRIPTIONS - **GI BILL**

### 1. CW101G: COMPUTER WORKSTATION 1G CLASS

The purpose of this class is to provide students with the knowledge and the hands-on practical experience to accomplish fundamental tasks involving an introduction to basic computing.

Length: 25 lecture hours  
Preparation for: CompTIA A+ Certification  
Prerequisite: None  
Credits: 2.5

### 2. CW101L1: COMPUTER WORKSTATION 1 L1 LAB

The purpose of this lab is to provide students the knowledge and the hands on practical experience to accomplish fundamental tasks involving an introduction to basic computing.

Length: 20 lab hours  
Preparation for: CompTIA A+ Certification  
Prerequisite: None  
Credits: 1

### 3. CW102G: COMPUTER WORKSTATION 2G CLASS

The purpose of this class is to provide students the knowledge and the hands-on practical experience to accomplish fundamental tasks involving the installing, configuring, upgrading, troubleshooting, and repairing of micro-computer systems.

Length: 25 lecture hours  
Preparation for: CompTIA A+ Certification  
Prerequisite: None  
Credits: 2.5



# WHAT YOU NEED TO KNOW

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## CLASS DESCRIPTIONS - GI BILL cont'd.

### 4. CW102L1: COMPUTER WORKSTATION 2 L1 LAB

The purpose of this lab is to provide students with the hands-on practical experience to accomplish fundamental tasks involving the installing, configuring, upgrading, troubleshooting, and repairing of microcomputer systems.

Length: 20 lab hours  
Preparation for: CompTIA A+ Certification  
Prerequisite: None  
Credits: 1

### 5. CW103G: COMPUTER WORKSTATION 3G CLASS

The purpose of this class is to provide students the knowledge and the hands-on practical experience to accomplish fundamental tasks involving essential operating system competencies for a microcomputer service technician, including basic knowledge of relevant operating systems.

Length: 25 lecture hours  
Preparation for: CompTIA A+ Certification  
Prerequisite: CW102G  
Credits: 2.5

### 6. CW103L1: COMPUTER WORKSTATION 3L1 LAB

The purpose of this lab is to provide students the knowledge and the hands-on practical experience to accomplish fundamental tasks involving essential operating system competencies for a microcomputer service technician, including basic knowledge of relevant operating systems.

Length: 20 lab hours  
Preparation for: CompTIA A+ Certification  
Prerequisite: None  
Credits: 1





## CLASS DESCRIPTIONS - GI BILL cont'd.

### 7. CW104G: COMPUTER WORKSTATION 4G CLASS

---

The purpose of this class is to provide students with the knowledge and hands-on practical experience necessary to install, configure, and support the relevant Microsoft operating system(s).

Length: 25 lecture Hours  
Preparation for: Various Microsoft Certifications  
Prerequisite: None  
Credits: 2.5

### 8. CW104L1: COMPUTER WORKSTATION 4 L1 LAB

---

The purpose of this lab is to provide students with the knowledge and the hands-on practical experience necessary to install, configure, and support the relevant Microsoft operating system(s).

Length: 20 lab hours  
Preparation for: Various Microsoft Certifications  
Prerequisite: None  
Credits: 1

### 9. CW105G: COMPUTER WORKSTATION 5G CLASS

---

The purpose of this class is to provide students with the knowledge and the hands-on practical experience necessary to troubleshoot basic end-user problems with the relevant Microsoft operating system(s). Additionally, students will learn how to configure and maintain Microsoft applications including Office, Outlook, and Internet Explorer.

Length: 25 lecture Hours  
Preparation for: Various Microsoft Certifications  
Prerequisite: CW104G  
Credits: 2.5



# WHAT YOU NEED TO KNOW

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## CLASS DESCRIPTIONS - GI BILL cont'd.

### 10. CW105L1: COMPUTER WORKSTATION 5 L1 LAB

---

The purpose of this lab is to provide students with the knowledge and the hands-on practical experience necessary to troubleshoot basic end-user problem with the relevant Microsoft operating system(s). Additionally, students will learn how to configure and maintain Microsoft applications including Office, Outlook, and Internet Explorer.

Length: 20 lab hours  
Preparation for: Various Microsoft Certifications  
Prerequisite: CW104G  
Credits: 1

### 11. CN201G: COMPUTER NETWORKING 1G CLASS

---

The purpose of this class is to provide students with the knowledge and the hands-on practical experience to accomplish fundamental tasks involving network design, troubleshooting and maintenance. Students will be introduced to general networking technologies and provided information on key features of network operating systems, the seven layers of the OSI (Open Systems Interconnectivity) Model with the various hardware and software functions that they provide to networks. Students will also be provided information on various standards setting organizations and publications and their effects on the networking industry.

Length: 25 lecture hours  
Preparation for: CompTIA N+ Certification  
Prerequisite: None  
Credits: 2.5



## CLASS DESCRIPTIONS - GI BILL cont'd.

### 12. CN201L1: COMPUTER NETWORKING 1 L1 LAB

---

The purpose of this lab is to provide students with the knowledge and the hands on practical experience to accomplish fundamental tasks involving network design, troubleshooting and maintenance. Students will be introduced to general networking technologies and provided information on key features of network operating systems, the seven layers of the OSI (Open Systems Interconnectivity) Model with the various hardware and software functions that they provide to networks. Students will also be provided information on various standards setting organizations and publications and their effects on the networking industry.

Length:	20 lab hours
Preparation for:	CompTIA N+ Certification
Prerequisite:	None
Credits:	1

### 13. OS201G: OPERATING SYSTEMS 1G CLASS

---

The purpose of this class is to provide students with the knowledge and the hands-on practical experience necessary to install and configure the relevant Microsoft operating system(s). It will give students an introduction to administering network services. It will also cover the first four chapters of ME301.

Length:	25 lecture hours
Preparation for:	Various Microsoft Certifications
Prerequisite:	CN201G
Credits:	2.5



# WHAT YOU NEED TO KNOW

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## CLASS DESCRIPTIONS - GI BILL cont'd.

### 14. OS201L1: OPERATING SYSTEMS 1 L1 LAB

---

The purpose of this lab is to provide students with the knowledge and the hands-on practical experience necessary to install and configure the relevant Microsoft operating system(s). It will give students an introduction to administering network services. It will also cover the first four chapters of ME301.

Length: 20 lab hours  
Preparation for: Various Microsoft Certifications  
Prerequisite: CN201G  
Credits: 1

### 15. ME301G: MICROSOFT OPERATING SYSTEMS 1G CLASS

---

The purpose of this class is to provide students with the knowledge and skills that are required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data.

Length: 25 lecture hours  
Preparation for: Various Microsoft Certifications  
Prerequisite: OS201G  
Credits: 2.5



## CLASS DESCRIPTIONS - GI BILL cont'd.

### 16. ME301L1: MICROSOFT OPERATING SYSTEMS 1L1 LAB

---

The purpose of this lab is to provide students with the knowledge and skills that are required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data.

Length: 20 lab hours  
Preparation for: Various Microsoft Certifications  
Prerequisite: OS201G  
Credits: 1

### 17. ME302G: MICROSOFT OPERATING SYSTEMS 2G CLASS

---

The purpose of this class is to provide students with the knowledge and hands-on practical experience necessary to install and configure the relevant Microsoft operating system(s). In addition, this class provides the skills and knowledge necessary to implement and manage a Microsoft network infrastructure.

Length: 25 lecture hours  
Preparation for: Various Microsoft Certifications  
Prerequisite: ME301G  
Credits: 2.5



# WHAT YOU NEED TO KNOW

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## CLASS DESCRIPTIONS - GI BILL cont'd.

### 18. ME302L1: MICROSOFT OPERATING SYSTEMS 2 L1 LAB

---

The purpose of this lab is to provide students with the knowledge and hands-on practical experience necessary to install and configure the relevant Microsoft operating system(s). In addition, this course provides the skills and knowledge necessary to implement and manage a Microsoft network infrastructure.

Length: 20 lab hours  
Preparation for: Various Microsoft Certifications  
Prerequisite: ME301G  
Credits: 1

### 19. ME303G: MICROSOFT OPERATING SYSTEMS 3G CLASS

---

The purpose of this class is to provide students with the knowledge and hands-on practical experience necessary to plan and maintain a Microsoft network infrastructure.

Length: 25 lecture hours  
Preparation for: Various Microsoft Certifications  
Prerequisite: ME302G  
Credits: 2.5

### 20. ME303L1: MICROSOFT OPERATING SYSTEMS 3 L1 LAB

---

The purpose of this lab is to provide students with the knowledge and hands-on practical experience necessary to plan and maintain a Microsoft network infrastructure.

Length: 20 lab hours  
Preparation for: Various Microsoft Certifications  
Prerequisite: ME302G  
Credits: 1



## CLASS DESCRIPTIONS - GI BILL cont'd.

### 21. ME304G: MICROSOFT OPERATING SYSTEMS 4G CLASS

---

The purpose of this class is to provide students with knowledge and hands-on practical experience to accomplish fundamental tasks of planning and maintaining Microsoft Active Directory Directory Services.

Length: 25 lecture hours  
Preparation for: Various Microsoft Certifications  
Prerequisite: ME303G  
Credits: 2.5

### 22. ME304L1: MICROSOFT OPERATING SYSTEMS 4L1 LAB

---

The purpose of this lab is to provide students with knowledge and hands-on practical experience to accomplish fundamental tasks of planning and maintaining Microsoft Active Directory Directory Services .

Length: 20 lab hours  
Preparation: Various Microsoft Certifications  
Prerequisite: ME303G  
Credits: 1

### 23. ME305G: MICROSOFT OPERATING SYSTEMS 5G CLASS

---

The purpose of this class is to provide students with the knowledge and hands-on practical experience necessary to accomplish the necessary tasks of properly designing Microsoft Active Directory Directory Services.

Length: 25 lecture hours  
Preparation for: Various Microsoft Certifications  
Prerequisite: ME304G  
Credits: 2.5



# WHAT YOU NEED TO KNOW

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## CLASS DESCRIPTIONS - GI BILL cont'd.

### 24. ME305L1: MICROSOFT OPERATING SYSTEMS 5L1 LAB

---

The purpose of this lab is to provide students with the knowledge and hands-on practical experience necessary to accomplish the necessary tasks of properly designing Microsoft Active Directory Directory Services.

Length: 20 lab hours  
Preparation for: Various Microsoft Certifications  
Prerequisite: ME304G  
Credits: 1

### 25. CW102T1: COMPUTER WORKSTATION 2 T1 LAB

---

The purpose of this lab is to prepare students for CompTIA's certification exam. The students will be instructed on how to properly breakdown exam questions so they can determine which answer is the most correct for the question which they have been asked.

Length: 20 lab hours  
Preparation for: CompTIA's A+ Hardware certification exam  
Prerequisite: CW102G and CW102L1  
Credits: 1

### 26. CW103T1: COMPUTER WORKSTATION 3 T1 LAB

---

The purpose of this lab is to prepare students for CompTIA's certification exam. The students will be instructed on how to properly breakdown exam questions so they can determine which answer is the most correct for the question which they have been asked.

Length: 20 lab hours  
Preparation for: CompTIA's A+ Hardware certification exam  
Prerequisite: CW103G and CW103L1  
Credits: 1





## CLASS DESCRIPTIONS - GI BILL cont'd.

### 27. CW104T1: COMPUTER WORKSTATION 4 T1 LAB

---

The purpose of this lab is to provide students with the knowledge and hands-on practical experience necessary to install, configure, and support the relevant Microsoft operating system(s).

Length: 20 lab hours  
Preparation for: Various Microsoft Certifications  
Prerequisite: CW104G and CW104L1  
Credits: 1

### 28. CW105T1: COMPUTER WORKSTATION 5 T1 LAB

---

The purpose of this lab is to provide students with the knowledge and hands-on practical experience necessary to troubleshoot basic end-user problems with the relevant Microsoft operating system(s). Additionally, students will learn how to configure and maintain Microsoft applications including Office, Outlook, and Internet Explorer.

Length: 20 lab hours  
Preparation for: Various Microsoft Certifications  
Prerequisite: CW104G, CW104L1, CW105G and CW105L1  
Credits: 1

### 29. CN201T1: COMPUTER WORKSTATION 5 T1 LAB

---

The purpose of this lab is to prepare students for CompTIA's certification exam. The students will be instructed on how to properly breakdown exam questions so they can determine which answer is the most correct for the question which they have been asked.

Length: 20 lab hours  
Preparation for: CompTIA's Network + certification exam  
Prerequisite: CN201G and CN201L1  
Credits: 1



# WHAT YOU NEED TO KNOW

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## CLASS DESCRIPTIONS - GI BILL cont'd.

### 30. ME301T1: MICROSOFT OPERATING SYSTEMS 1 T1 LAB

---

The purpose of this lab is to provide students with the knowledge and skills required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data.

Length: 20 lab hours  
Preparation for: Various Microsoft Certifications  
Prerequisite: ME301G and ME301L1  
Credits: 1

### 31. ME302T1: MICROSOFT OPERATING SYSTEMS 2 T1 LAB

---

The purpose of this lab is to provide students with the knowledge and hands-on practical experience necessary to install and configure the relevant Microsoft operating system(s). In addition, this course provides the skills and knowledge necessary to implement and manage a Microsoft network infrastructure.

Length: 20 lab hours  
Preparation for: Various Microsoft Certifications  
Prerequisite: ME302G and ME302L1  
Credits: 1

### 32. ME303T1: MICROSOFT OPERATING SYSTEMS 3 T1 LAB

---

The purpose of this lab is to provide students with the knowledge and hands-on practical experience necessary to plan and maintain a Microsoft network infrastructure.

Length: 20 lab hours  
Preparation for: Various Microsoft Certifications  
Prerequisite: ME303G and ME303L1  
Credits: 1



## CLASS DESCRIPTIONS - GI BILL cont'd.

### 33. ME303T2: MICROSOFT OPERATING SYSTEMS 3 T2 LAB

---

The purpose of this lab is to provide students with the knowledge and hands-on practical experience necessary to plan and maintain a Microsoft network infrastructure..

Length: 20 lab hours  
Preparation for: Various Microsoft Certifications  
Prerequisite: ME303G, ME303L1 and ME303T1  
Credits: 1

### 34. ME304T1: MICROSOFT OPERATING SYSTEMS 4 T1 LAB

---

The purpose of this lab is to provide students with the knowledge and hands-on practical experience necessary to accomplish the fundamental tasks of planning and maintaining Microsoft Active Directory Services.

Length: 20 lab hours  
Preparation for: Various Microsoft Certifications  
Prerequisite: ME304G and ME304L1  
Credits: 1

### 35. ME304T2: MICROSOFT OPERATING SYSTEMS 4 T2 LAB

---

The purpose of this lab is to provide students with the knowledge and hands-on practical experience necessary to accomplish the fundamental tasks of planning and maintaining Microsoft Active Directory Services.

Length: 20 lab hours  
Preparation for: Various Microsoft Certifications  
Prerequisite: ME304G, ME304L1 and ME304T1  
Credits: 1



# WHAT YOU NEED TO KNOW

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## CLASS DESCRIPTIONS - GI BILL cont'd.

### 36. ME305T1: MICROSOFT OPERATING SYSTEMS 5 T1 LAB

---

The purpose of this lab is to provide students with the knowledge and hands-on practical experience necessary to accomplish the necessary tasks of properly designing Microsoft Active Directory Directory Services.

Length: 20 lab hours  
Preparation for : Various Microsoft Certifications  
Prerequisite: ME305G and ME305L1  
Credits: 1

### 37. ME305T2: MICROSOFT OPERATING SYSTEMS 5 T2 LAB

---

The purpose of this lab is to provide students with the knowledge and hands-on practical experience necessary to accomplish the necessary tasks of properly designing Microsoft Active Directory Directory Services.

Length: 20 lab hours  
Preparation for: Various Microsoft Certifications  
Prerequisite: ME305G, ME305L1 and ME305T1  
Credits: 1

### 38. MM401G: MICROSOFT E-MAIL SYSTEM 1G CLASS

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The purpose of this class is to provide students with the knowledge and hands-on practical experience necessary to install, configure, and administer a Microsoft Email System. This class provides significant amount of hands-on exercises that allow the students to become proficient with the skills needed to deploy and manage a Microsoft Email System.

Length: 25 lecture hours  
Preparation for : Various Microsoft Certifications  
Prerequisite: ME305G  
Credits: 2.5

## CLASS DESCRIPTIONS - GI BILL cont'd.

### 39. MM401L1: MICROSOFT E-MAIL SYSTEM 1L1 LAB

---

The purpose of this lab is to provide students with the knowledge and the hands on practical experience necessary to install, configure, and administer a Microsoft Email System. This lab provides significant amount of hands-on exercises that allow the students to become proficient with the skills needed to deploy and manage a Microsoft Email System.

Length: 20 lab hours  
Preparation for: Various Microsoft Certifications  
Prerequisite: MM401G  
Credits: 1

### 40. MM401T1: MICROSOFT E-MAIL SYSTEM 1T1 LAB

---

The purpose of this lab is to provide students with the knowledge and the hands on practical experience necessary to install, configure, and administer a Microsoft Email System. This lab provides significant amount of hands-on exercises that allow the students to become proficient with the skills needed to deploy and manage a Microsoft Email System.

Length: 20 lab hours  
Preparation for: Various Microsoft Certifications  
Prerequisite: MM401G and MM401L1  
Credits: 1

### 41. MM401T2: MICROSOFT E-MAIL SYSTEM 1T2 LAB

---

The purpose of this lab is to provide students with the knowledge and the hands on practical experience necessary to install, configure, and administer a Microsoft Email System. This course provides significant amount of hands-on exercises that allow the students to become proficient with the skills needed to deploy and manage a Microsoft Email System.

Length: 20 lab hours  
Preparation for: Various Microsoft Certifications  
Prerequisite: MM401G, MM401L1 and MM401T1  
Credits: 1

## CLASS DESCRIPTIONS - GI BILL cont'd.

**42. CR501G (A): CISCO ROUTING AND NETWORK DEVICES 1G (A) CLASS**

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The purpose of this class is to provide students with the knowledge and hands-on practical experience to accomplish fundamental tasks involving networking. The class will provide basic concepts and theories that cover installation, configuration, and the operation Cisco devices.

Length:	25 lecture hours
Preparation for:	Cisco Certified Network Associate (CCNA) certification
Prerequisite:	MCSE
Credits:	2.5

**43. CR501G (B): CISCO ROUTING AND NETWORK DEVICES 1G (B) CLASS**

---

The purpose of this class is to provide students with the knowledge and hands-on practical experience to accomplish fundamental tasks involving networking. The class will provide basic concepts and theories that cover installation, configuration, and the operation Cisco devices.

Length:	25 lecture hours
Preparation for:	Cisco Certified Network Associate (CCNA) certification
Prerequisite:	MCSE
Credits:	2.5

**44. CR501L1: CISCO ROUTING AND NETWORK DEVICES 1 L1 LAB**

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The purpose of this lab is to provide students with the knowledge and hands-on practical experience to accomplish fundamental tasks involving networking. The class will provide basic concepts and theories that cover installation, configuration, and the operation Cisco devices.

Length:	20 lab hours
Preparation for:	Cisco Certified Network Associate (CCNA) certification
Prerequisite:	CR501G
Credits:	1

## CLASS DESCRIPTIONS - GI BILL cont'd.

### 45. CR501T1: CISCO ROUTING AND NETWORK DEVICES 1 T1 LAB

---

The purpose of this lab is to provide students with the knowledge and hands-on practical experience to accomplish fundamental tasks involving networking. The lab will provide basic concepts and theories that cover installation, configuration, and the operation Cisco devices.

Length: 20 lab hours  
Preparation for: Cisco Certified Network Associate (CCNA) certification  
Prerequisite: CR501G and CR501L1  
Credits: 1

### 46. CR501T2: CISCO ROUTING AND NETWORK DEVICES 1 T2 LAB

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The purpose of this lab is to provide students with the knowledge and hands-on practical experience to accomplish fundamental tasks involving networking. The lab will provide basic concepts and theories that cover installation, configuration, and the operation Cisco devices.

Length: 20 lab hours  
Preparation for: Cisco Certified Network Associate (CCNA) certification  
Prerequisite: CR501G and CR501L1  
Credits: 1

### 47. NS510G: NETWORK SECURITY 1G CLASS

---

The purpose of this class is to provide students with the knowledge and hands-on practical experience to secure networks, computer systems, and information. Students learn about establishing an effective security policy, identifying different types of attacks and how to prevent and manage these attacks. Students will also learn about authentication procedures, encryption standards and implementations, ports and protocols that attackers manipulate, and how to engage in proactive detection and response/reporting methods.

Length: 25 lecture hours  
Preparation for: Certified Internet Webmaster Security Associate (CIWSA) certification  
Prerequisite: MCSE and CCNA  
Credits: 2.5



# WHAT YOU NEED TO KNOW

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## CLASS DESCRIPTIONS - GI BILL cont'd.

### 48. NS510L1: NETWORK SECURITY 1L1 LAB

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The purpose of this lab is to provide students with the knowledge and hands-on practical experience to secure networks, computer systems, and information. Students learn about establishing an effective security policy, identifying different types of attacks and how to prevent and manage these attacks. Students will also learn about authentication procedures, encryption standards and implementations, ports and protocols that attackers manipulate, and how to engage in proactive detection and response/reporting methods.

Length: 20 lab hours  
Preparation for: Certified Internet Webmaster Security Associate (CIWSA) certification  
Prerequisite: NS510G  
Credits: 1

### 49. NS510T1: NETWORK SECURITY 1 T1 LAB

---

The purpose of this lab is to provide students with the knowledge and hands-on practical experience to secure networks, computer systems, and information. Students learn about establishing an effective security policy, identifying different types of attacks and how to prevent and manage these attacks. Students will also learn about authentication procedures, encryption standards and implementations, ports and protocols that attackers manipulate, and how to engage in proactive detection and response/reporting methods.

Length: 20 lab hours  
Preparation for: Certified Internet Webmaster Security Associate (CIWSA) certification  
Prerequisite: NS510G and NS510L1  
Credits: 1





## CLASS DESCRIPTIONS - GI BILL cont'd.

### 50. NS510T2: NETWORK SECURITY 1 T2 LAB

---

The purpose of this lab is to provide students with the knowledge and hands-on practical experience to secure networks, computer systems, and information. Students learn about establishing an effective security policy, identifying different types of attacks and how to prevent and manage these attacks. Students will also learn about authentication procedures, encryption standards and implementations, ports and protocols that attackers manipulate, and how to engage in proactive detection and response/reporting methods.

Length: 20 lab hours  
Preparation for: Certified Internet Webmaster Security Associate (CIWSA) certification  
Prerequisite: NS510G, NS510L1 and NS510T1  
Credits: 1

### 51. CM601G: CAMP MICROSKILLS 1G CLASS

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The purpose of this class is to apply skills learned in a “real world” environment. Students will have the opportunity to utilize multiple operating systems and set up various network services to be used on an intranet/extranet and/or the internet. Students will have to apply these skills to complete tasks given in the form of a work order.

Length: 25 lecture hours  
Preparation for: n/a  
Prerequisite: Microsoft Certified Systems Engineer (MCSE)  
Credits: 2.5



# WHAT YOU NEED TO KNOW

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## CLASS DESCRIPTIONS - GI BILL cont'd.

### 52. ITP701: MICROSILLS IT PRACTICUM (DST)CLASS

---

The purpose of this instructor assisted class is to increase the level of proficiency of the student in the area of desktop support. The class will cover beginning level skill sets in a network environment.

Length: 20 lecture hours  
Preparation for: IT Practicum Post-Assessment  
Prerequisite: Microsoft Certified Desktop Support Technician (MCDST)  
Credits: 2.0

### 53. ITP702: MICROSILLS IT PRACTICUM (SA)CLASS

---

The purpose of this instructor assisted class is to increase the level of proficiency of the student in the areas of systems administration. The class will cover intermediate level skill sets in a network environment.

Length: 20 lecture hours  
Preparation for: IT Practicum Post-Assessment  
Prerequisite: Microsoft Certified Systems Administrator (MCSA)  
Credits: 2.0

### 54. ITP703: MICROSILLS IT PRACTICUM (SE)CLASS

---

The purpose of this instructor assisted class is to increase the level of proficiency of the student in the areas of systems engineering. The class will cover advanced level skill sets in a network environment.

Length: 20 lecture hours  
Preparation for: IT Practicum 4 Post-Assessment  
Prerequisite: Microsoft Certified Systems Engineer (MCSE)  
Credits: 2.0



## CLASS DESCRIPTIONS - GI BILL cont'd.

### 55. ITP704: MICROSKILLS IT PRACTICUM (NE) CLASS

---

The purpose of this instructor assisted class is to increase the level of proficiency of the student in the areas of network engineering. The class will cover advanced level II skill sets in a network environment.

Length: 20 lecture hours  
Preparation for: IT Practicum Post-Assessment  
Prerequisite: Cisco Certified Network Associate (CCNA)  
Credits: 2.0

### 56. ITP700A: MICROSKILLS IT PRACTICUM (POST-ASSESSMENT) LAB

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The purpose of the post-assessment lab is to demonstrate competency in desktop support, systems administration, systems engineering, and network engineering.

Length: 20 lab hours  
Preparation for: n/a  
Prerequisite: Microsoft Certified Systems Engineer (MCSE) and Cisco Certified Network Associate (CCNA)  
Credits: 1



# WHAT YOU NEED TO KNOW

## PROGRAM TUITION OVERVIEW\*

Program Name	Number of Courses	Tuition	Courseware/ Tests**	Registration	STRF	Total Cost
Network Technician GI Bill Program	56	\$23,750	\$4,549	\$10	\$59	\$28,368
Network Engineer + Security + Database Administrator + Linux Program	22	\$30,000	\$6,166	\$75	\$75	\$36,316
Network Engineer + Database Administrator + Linux Program	21	\$28,750	\$5,647	\$75	\$72	\$34,544
Network Engineer + Security + Linux Program	20	\$27,500	\$5,464	\$75	\$69	\$33,108
Network Engineer + Security + Database Administrator Program	19	\$26,250	\$5,250	\$75	\$66	\$31,641
Network Engineer + Linux Program	19	\$26,250	\$4,946	\$75	\$66	\$31,337
Network Engineer + Database Administrator Program	18	\$25,000	\$4,732	\$75	\$63	\$29,870
Network Engineer + Security Program	17	\$23,750	\$4,549	\$75	\$60	\$28,433
Network Engineer Program	16	\$22,500	\$4,030	\$75	\$56	\$26,662
Systems Engineer Program	14	\$18,750	\$3,807	\$75	\$47	\$22,679
Systems Administrator Program	10	\$12,500	\$2,404	\$75	\$31	\$15,010
Desktop Support Technician Program	7	\$8,750	\$1,541	\$75	\$22	\$10,388

\* All costs subject to change without notice.

\*\* Courseware and test costs may fluctuate depending on recent book editions, curriculum changes, and voucher pricing.

## PROGRAM CREDIT HOURS OVERVIEW

Program Name	Program Weeks	Lecture Hours	Lab Hours	Total Hours	Credits
Network Technician GI Bill Program	56	505	700	1205	85.5
Network Engineer + Security + Database Administrator + Linux Program	46	630	400	1030	83
Network Engineer + Database Administrator + Linux Program	44	605	380	985	79.5
Network Engineer + Security + Linux Program	42	580	360	940	76
Network Engineer + Security + Database Administrator Program	40	555	340	895	72.5
Network Engineer + Linux Program	40	555	340	895	72.5
Network Engineer + Database Administrator Program	38	530	320	850	69
Network Engineer + Security Program	36	505	300	805	65.5
Network Engineer Program	34	480	280	760	62
Systems Engineer Program	29	385	260	645	51.5
Systems Administrator Program	20	265	180	445	35.5
Desktop Support Technician Program	13	170	120	290	23

## PROGRAM TUITION OVERVIEW\*

Program Name	Number of Courses	Tuition	Courseware/ Tests**	Registration	STRF	Total Cost
Network Technician Level 24 Program	24	\$32,500	\$6,891	\$75	\$81	\$39,547
Network Technician Level 23 Program	23	\$31,250	\$6,499	\$75	\$78	\$37,902
Network Technician Level 13 Program	13	\$18,750	\$3,748	\$75	\$47	\$22,620
Network Technician Level 12 Program	12	\$17,500	\$3,571	\$75	\$44	\$21,190
Network Technician Level 11 Program	11	\$16,250	\$3,326	\$75	\$41	\$19,692
Network Technician Level 9 Program	9	\$11,250	\$2,336	\$75	\$28	\$13,689
Network Technician Level 8 Program	8	\$10,000	\$2,159	\$75	\$25	\$12,259

\* All costs subject to change without notice.

\*\* Courseware and test costs may fluctuate depending on recent book editions, curriculum changes, and voucher pricing.

## PROGRAM CREDIT HOURS OVERVIEW

Program Name	Program Weeks	Lecture Hours	Lab Hours	Total Hours	Credits
Network Technician Level 24 Program	50	680	440	1120	90
Network Technician Level 23 Program	48	655	420	1075	86.5
Network Technician Level 13 Program	29	405	240	645	52.5
Network Technician Level 12 Program	27	380	220	600	49
Network Technician Level 11 Program	25	355	200	555	45.5
Network Technician Level 9 Program	18	240	160	400	32
Network Technician Level 8 Program	16	215	140	355	28.5



## PROGRAM DESCRIPTIONS

MicroSkills' programs help students prepare for Industry Certifications but more importantly teach them the skills necessary to operate the technical equipment. MicroSkills strongly recommends that students follow through with their Industry Certifications, although MicroSkills does not require Industry Certifications to complete its programs. Each program is approved and registered with the Bureau for Private Postsecondary and Vocation Education (BPPVE). Details for each program are as follows.

### ■ OCCUPATION AND JOB TITLES

MicroSkills' Computer Network Administration Programs prepare students for careers in the computer industry with job titles such as: Network Engineer, PC Technician, System Analyst, Technical Support, Network Administrator, Desktop Support, Help Desk Technician, Hardware Technician, LAN/WAN Administrator, Data Base Administrator, and Web Administrator.

### ■ NETWORK TECHNICIAN LEVEL GI BILL PROGRAM

This GI Bill approved program is only available to qualifying current active duty or retired United States military personnel using the benefits of their Veterans Educational Benefits under the provisions of the Montgomery GI Bill (Chapter 30) at MicroSkills. As required by the GI Bill, lecture and lab hours are itemized by class in this program. This program prepares you for Industry Certification exams in CompTIA's A+ and N+. Microsoft's MCDST, MCSA, and MCSE, Cisco CCNA and CIW Security Analyst. This program includes 56 one-week classes and labs for a total of 56 weeks. Students are given 13 months to complete this program. There are 505 lecture hours with 700 lab hours for a total of 1,205 program hours which earns a student 85.5 quarter credits.

CLASS	CLASS	CLASS
1. CW101G	2. CW101 L1	3. CW102G
4. CW102 L1	5. CW103G	6. CW103 L1
7. CW104G	8. CW104 L1	9. CW105G
10. CW105 L1	11. CN201G	12. CN201 L1
13. OS201G	14. OS201 L1	15. ME301G
16. ME301 L1	17. ME302G	18. ME302 L1
19. ME303G	20. ME303 L1	21. ME304G
22. ME304 L1	23. ME305G	24. ME305 L1
25. CW102 T1	26. CW103 T1	27. CW104 T1
28. CW105 T1	29. CN201 T1	30. ME301 T1
31. ME302 T1	32. ME303 T1	33. ME303 T2
34. ME304 T1	35. ME304 T2	36. ME305 T1
37. ME305 T2	38. MM401G	39. MM401 L1
40. MM401 T1	41. MM401 T2	42. CR501G (A)
43. CR501G (B)	44. CR501 L1	45. CR501 T1
46. CR501 T2	47. NS510G	48. NS510 L1
49. NS510 T1	50. NS510 T2	51. CM601G
52. ITP701	53. ITP702	54. ITP703
55. ITP704	56. ITP700A	

**PROGRAM DESCRIPTIONS** cont'd.

■ **NETWORK ENGINEER + SECURITY + DATABASE ADMINISTRATOR + LINUX PROGRAM**

Prepares you for Industry Certification exams in CompTIA's A+, N+ and Server+, Microsoft's MCP, MCDST, MCSA, MCSE, Cisco's CCNA, CIW Security Analyst, MCDBA, and Linux. This program includes 22 classes for a total of 46 weeks. There are 630 lecture hours with 400 lab hours for a total of 1030 program hours which earns a student 83 quarter credits.

CLASS	CLASS	CLASS
1. CW101	2. CW102	3. CW103
4. CW104	5. CW105	6. CN201
7. OS201	8. ME301	9. ME302
10. ME303	11. ME304	12. ME305
13. MM401	14. CR501	15. CM601
16. ITP701-704	17. NS510	18. MD810
19. MD811	20. LE901	21. LE902
22. LE903		

■ **NETWORK ENGINEER + DATABASE ADMINISTRATOR + LINUX PROGRAM**

Prepares you for Industry Certification exams in CompTIA's A+ and N+, Microsoft's MCP, MCDST, MCSA, MCSE and MCDBA, Cisco's CCNA, MCDBA, and Linux. This program includes 21 classes for a total of 44 weeks. There are 605 lecture hours with 380 lab hours for a total of 985 program hours which earns a student 79.5 quarter credits.

CLASS	CLASS	CLASS
1. CW101	2. CW102	3. CW103
4. CW104	5. CW105	6. CN201
7. OS201	8. ME301	9. ME302
10. ME303	11. ME304	12. ME305
13. MM401	14. CR501	15. CM601
16. ITP701-704	17. MD810	18. MD811
19. LE901	20. LE902	21. LE903

**PROGRAM DESCRIPTIONS** cont'd.

■ **NETWORK ENGINEER + SECURITY + LINUX PROGRAM**

Prepares you for Industry Certification exams in CompTIA's A+, N+ and Server+, Microsoft's MCP, MCDST, MCSA, MCSE, Cisco's CCNA, S, and Linux. This program includes 20 classes for a total of 42 weeks. There are 580 lecture hours with 360 lab hours for a total of 940 program hours which earns a student 76 quarter credits.

CLASS	CLASS	CLASS
1. CW101	2. CW102	3. CW103
4. CW104	5. CW105	6. CN201
7. OS201	8. ME301	9. ME302
10. ME303	11. ME304	12. ME305
13. MM401	14. CR501	15. CM601
16. ITP701-704	17. NS510	18. LE901
19. LE902	20. LE903	

■ **NETWORK ENGINEER + SECURITY + DATABASE ADMINISTRATION PROGRAM**

Prepares you for Industry Certification exams in CompTIA's A+ and N+, Microsoft's MCP, MCDST, MCSA, MCSE, Cisco's CCNA, MCDBA, and CWI Security Analyst. This program includes 19 classes for a total of 40 weeks. There are 555 lecture hours with 340 lab hours for a total of 895 program hours which earns a student 72.5 quarter credits.

CLASS	CLASS	CLASS
1. CW101	2. CW102	3. CW103
4. CW104	5. CW105	6. CN201
7. OS201	8. ME301	9. ME302
10. ME303	11. ME304	12. ME305
13. MM401	14. CR501	15. CM601
16. ITP701-704	17. NS510	18. MD810
19. MD811		

■ **NETWORK ENGINEER + LINUX PROGRAM**

Prepares you for Industry Certification exams in CompTIA's A+ and N+, Microsoft's MCP, MCDST, MCSA, MCSE, Cisco's CCNA, and Linux. This program includes 19 classes for a total of 40 weeks. There are 555 lecture hours with 340 lab hours for a total of 895 program hours which earns a student 72.5 quarter credits.

CLASS	CLASS	CLASS
1. CW101	2. CW102	3. CW103
4. CW104	5. CW105	6. CN201
7. OS201	8. ME301	9. ME302
10. ME303	11. ME304	12. ME305
13. MM401	14. CR501	15. CM601
16. ITP701-704	17. LE901	18. LE902
19. LE903		



**PROGRAM DESCRIPTIONS** cont'd.

■ **NETWORK ENGINEER + DATABASE ADMINISTRATOR PROGRAM**

Prepares you for Industry Certification exams in CompTIA's A+, N+, Project+ and Server+, Microsoft's MCP, MCDST, MCSA, and MCSE, Cisco's CCNA, and MCDBA. This program includes 18 classes for a total of 38 weeks. There are 530 lecture hours with 320 lab hours for a total of 850 program hours which earns a student 69 quarter credits.

CLASS	CLASS	CLASS
1. CW101	2. CW102	3. CW103
4. CW104	5. CW105	6. CN201
7. OS201	8. ME301	9. ME302
10. ME303	11. ME304	12. ME305
13. MM401	14. CR501	15. CM601
16. ITP701-704	17. MD810	18. MD811

■ **NETWORK ENGINEER + SECURITY PROGRAM**

Prepares you for Industry Certification exams in CompTIA's A+ and N+, Microsoft's MCP, MCDST, MCSA, and MCSE, Cisco's CCNA, and CIW Security Analyst. This program includes 17 classes for a total of 36 weeks. There are 505 lecture hours with 300 lab hours for a total of 805 program hours which earns a student 65.5 quarter credits.

CLASS	CLASS	CLASS
1. CW101	2. CW102	3. CW103
4. CW104	5. CW105	6. CN201
7. OS201	8. ME301	9. ME302
10. ME303	11. ME304	12. ME305
13. MM401	14. CR501	15. CM601
16. ITP701-704	17. NS510	

■ **NETWORK ENGINEER PROGRAM**

Prepares you for Industry Certification exams in CompTIA's A+ and N+, Microsoft's MCP, MCDST, MCSA, and MCSE, and Cisco's CCNA. This program includes 16 classes for a total of 34 weeks. There are 480 lecture hours with 280 lab hours for a total of 760 program hours which earns a student 62 quarter credits.

CLASS	CLASS	CLASS
1. CW101	2. CW102	3. CW103
4. CW104	5. CW105	6. CN201
7. OS201	8. ME301	9. ME302
10. ME303	11. ME304	12. ME305
13. MM401	14. CR501	15. CM601
16. ITP701-704		

**PROGRAM DESCRIPTIONS** cont'd.

■ **SYSTEMS ENGINEER PROGRAM**

Prepares you for Industry Certification exams in CompTIA's A+ and N+, Microsoft's MCP, MCDST, MCSA, and MCSE. This program includes 14 classes for a total of 29 weeks. There are 385 lecture hours with 260 lab hours for a total of 645 program hours which earns a student 51.5 quarter credits.

CLASS	CLASS	CLASS
1. CW101	2. CW102	3. CW103
4. CW104	5. CW105	6. CN201
7. OS201	8. ME301	9. ME302
10. ME303	11. ME304	12. ME305
13. MM401	14. ITP701-703	

■ **SYSTEMS ADMINISTRATOR PROGRAM**

Prepares you for Industry Certification exams in CompTIA's A+ and N+ and Microsoft's MCP, MCDST, and MCSA. This program includes 10 classes for a total of 20 weeks. There are 265 lecture hours with 180 lab hours for a total of 445 program hours which earns a student 35.5 quarter credits.

CLASS	CLASS	CLASS
1. CW101	2. CW102	3. CW103
4. CW104	5. CW105	6. CN201
7. OS201	8. ME301	9. ME302
10. ITP701-702		

■ **DESKTOP SUPPORT TECHNICIAN PROGRAM**

Prepares you for Industry Certification exams in CompTIA's A+ and N+ and Microsoft's MCP and MCDST. This program includes 7 classes for a total of 13 weeks. There are 170 lecture hours with 120 lab hours for a total of 290 program hours which earns a student 23 quarter credits.

CLASS	CLASS	CLASS
1. CW101	2. CW102	3. CW103
4. CW104	5. CW105	6. CN201
7. ITP701		

**PROGRAM DESCRIPTIONS** cont'd.

■ **NETWORK TECHNICIAN LEVEL 24 PROGRAM**

Prepares you for Industry Certification exams in CompTIA's A+, N+ and Server+, Microsoft's MCP, MCDST, MCSA, MCSE, Cisco's CCNA, CIW Security Analyst, MCDBA, Linux, and Project+. This program includes 24 classes for a total of 50 weeks. There are 680 lecture hours with 440 lab hours for a total of 1120 program hours which earns a student 90 quarter credits.

CLASS	CLASS	CLASS
1. CW101	2. CW102	3. CW103
4. CW104	5. CW105	6. CN201
7. OS201	8. ME301	9. ME302
10. ME303	11. ME304	12. ME305
13. MM401	14. CR501	15. CM601
16. ITP701-704	17. NS510	18. MD810
19. MD811	20. LE901	21. LE902
22. LE903	23. CS510	24. PM510

■ **NETWORK TECHNICIAN LEVEL 23 PROGRAM**

Prepares you for Industry Certification exams in CompTIA's A+, N+ and Server+, Microsoft's MCP, MCDST, MCSA, MCSE, Cisco's CCNA, CIW Security Analyst, MCDBA, and Linux. This program includes 23 classes for a total of 48 weeks. There are 655 lecture hours with 420 lab hours for a total of 1075 program hours which earns a student 86.5 quarter credits.

CLASS	CLASS	CLASS
1. CW101	2. CW102	3. CW103
4. CW104	5. CW105	6. CN201
7. OS201	8. ME301	9. ME302
10. ME303	11. ME304	12. ME305
13. MM401	14. CR501	15. CM601
16. ITP701-704	17. NS510	18. MD810
19. MD811	20. LE901	21. LE902
22. LE903	23. CS510	

■ **NETWORK TECHNICIAN LEVEL 13 PROGRAM**

Prepares you for Industry Certification exams in CompTIA's N+, Microsoft's MCP, MCDST, MCSA, and MCSE, and Cisco's CCNA. This program includes 13 classes for a total of 29 weeks. There are 405 lecture hours with 240 lab hours for a total of 645 program hours which earns a student 52.5 quarter credits.

CLASS	CLASS	CLASS
1. CW103	2. CW104	3. CW105
4. CN201	5. OS201	6. ME301
7. ME302	8. ME303	9. ME304
10. ME305	11. MM401	12. CR501
13. ITP701-704		

**PROGRAM DESCRIPTIONS** cont'd.

■ **NETWORK TECHNICIAN LEVEL 12 PROGRAM**

Prepares you for Industry Certification exams in CompTIA's N+, Microsoft's MCP, MCDST, MCSA, and MCSE, and Cisco's CCNA. This program includes 12 classes for a total of 27 weeks. There are 380 lecture hours with 220 lab hours for a total of 600 program hours which earns a student 49 quarter credits.

CLASS	CLASS	CLASS
1. CW104	2. CW105	3. CN201
4. OS201	5. ME301	6. ME302
7. ME303	8. ME304	9. ME305
10. MM401	11. CR501	12. ITP701-704

■ **NETWORK TECHNICIAN LEVEL 11 PROGRAM**

Prepares you for Industry Certification exams in Microsoft's MCP, MCDST, and MCSA, and Cisco's CCNA. This program includes 11 classes for a total of 25 weeks. There are 355 lecture hours with 200 lab hours for a total of 555 program hours which earns a student 45.5 quarter credits.

CLASS	CLASS	CLASS
1. CW104	2. CW105	3. OS201
4. ME301	5. ME302	6. ME303
7. ME304	8. ME305	9. MM401
10. CR501	11. ITP701-704	

■ **NETWORK TECHNICIAN LEVEL 9 PROGRAM**

Prepares you for Industry Certification exams in Microsoft's MCP, MCDST, and MCSA. This program includes 9 classes for a total of 18 weeks. There are 240 lecture hours with 160 lab hours for a total of 400 program hours which earns a student 32 quarter credits.

CLASS	CLASS	CLASS
1. CW102	2. CW103	3. CW104
4. CW105	5. CN201	6. OS201
7. ME301	8. ME302	9. ITP701-702

■ **NETWORK TECHNICIAN LEVEL 8 PROGRAM**

Prepares you for Industry Certification exams in Microsoft's MCP, and MCDST. This program includes 8 classes for a total of 16 weeks. There are 215 lecture hours with 140 lab hours for a total of 355 program hours which earns a student 28.5 quarter credits.

CLASS	CLASS	CLASS
1. CW103	2. CW104	3. CW105
4. CN201	5. OS201	6. ME301
7. ME302	8. ITP701-702	

## PROGRAM DESCRIPTIONS cont'd.

### ■ INDIVIDUAL CLASS

Any individual class. This includes one two-week class for a total of two weeks. There are 25 lecture hours with 20 lab hours for a total of 45 program hours which earns a student 3.5 quarter credits, with the exception of classes CM601, which is a one week class with 25 lecture hours and earns the student 2.5 quarter credits, and CR501, which is a three week class with 50 lecture hours and 20 lab hours and earns the student 6 quarter credits.

### ■ CLASS SUBSTITUTIONS

The preceding program descriptions present the standard set of classes for each program. In rare situations, a student may desire to substitute a class with another class of interest not originally included as part of their program as outlined in Schedule A of the Enrollment Agreement. Students should direct these requests for a class substitution to their assigned Career Development Advisor. Class substitutions are not guaranteed and will only be considered for classes that have the same number of credit hours, pricing, and that do not replace required prerequisites for other classes in a student's program. Class substitutions are made on an individual basis and require final approval of the Admissions Supervisor. Upon approval, an amended Schedule A of the Enrollment Agreement will be completed.

### ■ PROGRAM COURSEWARE

Students will receive program courseware including books and tests on a class-by-class basis ensuring that recent editions and versions are incorporated into the curriculum and that all students in a class receive the same courseware for study purposes. Courseware is distributed by the Student Services Department prior to class start dates at several posted dates and times throughout each week.

## ADMISSION DATES

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Students may be enrolled on any day school is in session. MicroSkills strives to provide students with timely class admission dates and will add admission dates if needed when the schedule allows. MicroSkills master schedule with all admission dates shall be kept current and posted in a conspicuous location within the facility. Current admission dates can also be obtained from any MicroSkills Career Development Advisor (CDA).

## ADMISSIONS PROCEDURES

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Prospective MicroSkills students will be enrolled only after fulfilling the following requirements:

1. Written acknowledgment of High School Diploma or equivalent to a MicroSkills Career Development Advisor. Review all other previous education for consideration.
2. Complete a personal interview with a MicroSkills Career Development Advisor to determine the class best suited to the applicant.
3. Tour the campus with a MicroSkills Career Development Advisor.
4. All applicants are required to pass the Wonderlic Scholastic Level Exam (standardized admissions test) with a passing score of 18 or better for all programs.
5. Secure proper funding with the Funding Department.
6. Fully execute the Enrollment Agreement.

### **FAILED ADMISSIONS TEST STATEMENT:**

No MicroSkills personnel may either answer or assist in answering any Wonderlic test question. MicroSkills will not assist students taking the Wonderlic test. No student is to re-test except as outlined by Wonderlic.



## TUITION PAYMENT

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Tuition and fees are payable in advance unless other arrangements are made prior to the student's first day of class. MicroSkills requires its students to be responsible for all payments. Any delinquency in MicroSkills' fees (payments over thirty (30) days late) will require the student to suspend their program until satisfactory arrangements have been made. The student will be notified of any delinquent payments and shall be required to respond immediately. Students who do not respond to the delinquency notice may be terminated from their class or program of study.

## ATTENDANCE, TARDINESS AND INTERRUPTIONS

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To ensure that MicroSkills' graduates are Job Qualified and are positioned to achieve their placement goals, it is imperative for MicroSkills' students to attend class. Reliability is defined as punctuality, regular attendance and attending all class meetings. Reliability is critical to the success of a student's program. Each student must achieve a minimum of 80% attendance of each class. The 80% calculation is made by class hours, not by class days, so tardiness will affect this calculation. Lecture and lab attendance will be calculated separately. MicroSkills' Career Services will review attendance prior to providing placement assistance to its students. Remember employers need reliable employees.

Cutting classes will be considered an unexcused absence.

Any student who falls below this 80% attendance mark will be required to re-take and pass all classes in which the 80% requirement has not been met. Required re-takes must be completed as described in the re-take section of this catalog. Students must complete their program in no more than 150% of the time allowed to complete as defined in their Enrollment Agreement.

Students with three unexcused absences in any class will receive written notification of academic probation for a period of one month. Any unexcused absences during such probation period will be cause for interruption of the student's program.



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## CLASS SIZE

MicroSkills class size may vary by program or method of delivery, but in no event shall the class size exceed a 17 to 1 student to instructor ratio.

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## SATISFACTORY ACADEMIC PROGRESS [SAP] AND GRADING

MicroSkills prepares its students for computer industry certifications and requires that its students achieve Satisfactory Academic Progress (SAP). MicroSkills' Technical Trainers will evaluate student's ability in the following areas:

- To show and apply knowledge.
- To answer questions on materials covered.
- To show a positive and professional attitude.
- To participate in class discussions.
- To use class/lab time effectively.
- To show an understanding of class materials.

Technical Trainers will provide a pass (P) or incomplete (I) grade for each class within the student's program. Students receiving an incomplete (I) in any class may re-take that class to achieve a passing grade and/or may receive a passing grade through one-on-one Instruction. Students must complete their class or program in no more than 150% of the time allowed in the Enrollment Agreement.

Satisfactory Academic Progress (SAP) will be graded as follows:

- |            |     |               |
|------------|-----|---------------|
| Pass       | (P) | 70% and Above |
| Incomplete | (I) | Below 70%     |

Students who receive an Incomplete in three consecutive classes will receive written notification and be placed on academic probation. Students who do not improve their grade may be dismissed from their program.



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## CLASS RE-TAKES

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In the preparation for certification exams some students may find it desirable to re-take a class. Re-takes are defined as a student sitting through a particular class for a second or more times. Re-takes may only be scheduled after a student has attended all classes one time. Students must obtain a Technical Trainer's signature for re-takes, as it may be in the student's best interest to receive one-on-one instruction instead. This re-take privilege will not be unreasonably withheld. MicroSkills allows its students to re-take classes as many times as necessary to understand the curriculum at no additional cost. This privilege is on an availability basis and must be utilized within the Enrollment Agreement timeframe. Students must complete their program in no more than 150% of the time allowed. MicroSkills will allow these re-takes at no charge, however if you schedule a re-take and do not show, there is a penalty of \$99.00 and you may lose your re-take privileges.



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## PROGRAM CHANGES

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Students desiring to stop their program and then re-enter may do so only on an availability basis. MicroSkills recommends that each student stay with their program until they have attended all program classes. Students then can re-take any class that they may need and/or obtain additional one-on-one instruction at no additional cost. Changes to a student's program are at the sole discretion of MicroSkills. MicroSkills may allow these changes, however if you schedule a class and do not show up, there is a penalty of \$99.00 for each effected class.

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## ONE-ON-ONE INSTRUCTION

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MicroSkills students receiving an incomplete in any class may be required to attend one-on-one instruction, based on a Technical Trainer's recommendation. One-on-one instruction is also available to any student upon request and Trainer availability. Make-up work may be required for any absences and can be achieved through one-on-one instruction. Students may receive a passing grade in any class through this effort.

## EXTENSION OR LEAVE OF ABSENCE

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Students may apply for an extension or a leave of absence to their Enrollment Agreement. All requests must be in writing and are granted at the sole discretion of MicroSkills. Extensions must be documented in writing with a MicroSkills ITP Instructor and a fully executed Amendment to the student Enrollment Agreement must be placed in the student file. Students must complete their program in no more than 150% the time allowed. Students who extend or who are on a leave of absence are subject to the Program Changes section of this catalog. Tuition payments are in effect during any leave of absence. MicroSkills will only grant extensions or leaves of absence upon written request. In no event may a student's program be extended beyond 150% of the time allowed in the Enrollment Agreement.

## PROGRAM COMPLETION

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MicroSkills prepares its students for computer industry certifications and more importantly teaches them the skills necessary to operate the equipment. MicroSkills requires each student to complete their program. The student's completion date will be identified in their student Enrollment Agreement. MicroSkills' students must demonstrate Satisfactory Academic Progress (SAP) to complete their program. MicroSkills will use the completion date identified in the Enrollment Agreement for each student's program. A student may complete early if a Premium Industry Certification is achieved. Students must also have achieved a passing grade and (SAP) in all program classes to complete early.

While MicroSkills believes that Industry Certifications will expedite the student's placement effort, students are not required to obtain Industry Certifications to complete their program. Students only need to demonstrate (SAP) and reach the completion date outlined in their Enrollment Agreement. MicroSkills will provide a Certificate of Completion to each student who complete their program. A Certificate of Completion from MicroSkills will be earned by completing all classes in the program of study within the prescribed timeframe while maintaining an 80% standard of attendance and a passing grade(70% or better) in all classes.

## STUDENT RECORDS

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MicroSkills will maintain student records onsite for five years and will additionally maintain student transcripts for 50 years. MicroSkills allows access to student records by the individual student only. Under no circumstances will MicroSkills release student records to any person, other than the individual student, without written permission from that student or a court order. MicroSkills reserves the right to withhold a student's transcript in the event of unpaid tuition or fraud. Additional copies of the student transcript may be obtained by presenting a written request and \$5.00 fee per copy, to Custodian of Records.

MicroSkills On-Site Custodian of Records can be reached in the Student Services Department.

MicroSkills Off-Site Custodian of Records can be reached at:

Attn: MicroSkills Off-Site Custodian of Records  
MicroSkills  
7340 Miramar Road, Suite 207  
San Diego, CA 92126-4213

Please allow 30 days to receive transcripts.

## PRIVACY ACT FOR STUDENTS

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The Family Educational Rights and Privacy Act of 1974 entitles all students to review their records, including grades, attendance and advising records. The school must permit a student to examine such records within 45 days after the school receives a written request from the student. The school will also permit the student to obtain a copy of such records upon payment of a reproduction fee.

A student may request that the school amend his or her education records on the grounds that they are inaccurate, misleading or in violation of the student's rights or privacy. In the event the school refuses to so amend the records, the student may, after complying with the Student Complaint Procedure, request a hearing. If the outcome of a hearing is unsatisfactory to the student, the student may submit an explanatory statement for inclusion in his or her education record.

Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission. Anytime personally identifiable information about a student is disclosed to any person other than the student, such disclosure will be documented in the student's school file.

## CAREER SERVICES

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MicroSkills provides Career Services to all its students who have met the necessary requirements. MicroSkills Career Services Department will assist students in applying for careers that fit the student's industry qualifications. Contacts are maintained with local and national companies and interviews can be coordinated for graduates that follow their Placement Goal Agreement.

MicroSkills Career Service's objective is to work in partnership with all qualified students. MicroSkills offers the most comprehensive Career Services in the industry.

MicroSkills Career Experts will work in partnership with each completed student:

- One-On-One consultations
- Career Coaching
- Market Research
- Contacting Local and National Companies
- Career Planning
- Resume Preparation Techniques
- Dress and Behavior Methods
- Mock Interviews
- Interviewing Techniques
- Long-Term Commitment
- Self-Marketing Techniques
- Career Seminars
- Job Search Techniques



Although MicroSkills cannot make job promises or guarantees of employment, the Career Services Department attempts to place every available graduate. MicroSkills Career Services is committed to each and every student that completes their program. MicroSkills realizes that the final destination is a real career in the computer industry, not just an education.

## STUDENT TUITION RECOVERY FUND (STRF)

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The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by, or registered to offer Short-term Career Training with the Bureau for Private Postsecondary and Vocational Education (Bureau).

You may be eligible for STRF if you are California resident, prepaid tuition, paid STRF fee, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. The school's breach or anticipatory breach of the agreement for the course of instruction.
5. There was a decline in the quality of the course of instruction within 30 days before the school closed, or if the decline began earlier than 30 days prior to closure, a time period of decline determined by the Bureau.
6. The school committed fraud during the recruitment or enrollment or program participation of the student.

You may also be eligible for STRF if you were a student that was unable to collect a court judgement rendered against the school for violation of the Private Postsecondary and Vocational Education Reform Act of 1989.

You must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are student, who is a California resident and prepays all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

## STUDENT TUITION RECOVERY FUND (STRF) CONT'D

You are not eligible for protection from the STRF and you are required to pay the STRF fee if either of the following applies:

1. You are not a California resident,
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

In each student's Enrollment Agreement a schedule of charges will be outlined in Exhibit "A"

For Example: A student with a Network Technician Level 10

Student Charges would be as follows:

**PLEASE NOTE:**

1. Tuition and all fees listed are mandatory, and any items preceded with the word "equipment" are refundable if the items are returned in "good condition". (Good condition does not include equipment that: seal is broken, logon occurred, or is marked or damaged in any way);

EXAMPLE CHARGES	
Equipment/Books.....	\$1,681.03
Equipment/Tools.....	\$30.70
Equipment/Supplies.....	\$741.71
Tax.....	\$170.13
Shipping.....	\$80.50
Equipment/Services.....	\$2,144.00
Tuition.....	\$9,071.93
One-Time Registration Fee*.....	\$75.00
<b>Total Cost.....</b>	<b>\$13,995.00</b>

2. Lab fees are included in the tuition charge;
3. After the cancellation period, the registration fee is non-refundable;
4. There are no housing, transportation, studio, or shop services or fees.\*
5. Some classes/programs may be sold as all inclusive and in this instance refund calculations revert to the cost per hour.

\*Registration fee for Title 38 Veterans will be charged \$10.00 registration fee with 100% proration upon exit.

## CANCELLATION/WITHDRAWAL/REFUND

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1) A student has the right to cancel his or her agreement for a course of instruction until midnight of the six business day on which he or she attended his or her first class. Business day means a day on which the student is scheduled to attend a class session.

2) Cancellation shall occur when the student provides a written notice of cancellation at the following address:

MicroSkills

7340 Miramar Road, Ste. 207

San Diego, CA 92126

This can be done by mail or by hand delivery.

3) The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.

4) The written notice of cancellation need not take any particular form, and, however expressed, it is effective if it shows the student no longer wishes to be bound by the Enrollment Agreement. Each student will be given two Notice of Cancellation forms to use upon enrollment, but any written notice may be used.

5) If the Enrollment Agreement is cancelled by midnight of the six business day on which the student attended his/her first class (business day is a day on which a student is scheduled to attend a class session), the school will refund the student any money he/she paid, less a registration fee and less any deduction for equipment not returned in good condition, within 30 days after the notice of cancellation is received.

**REMEMBER THAT YOU MUST CANCEL IN WRITING.** You do not have the right to cancel by telephoning the school or by not coming to class.

### **EXAMPLE (FOR ILLUSTRATION PURPOSES ONLY)**

Example: A student delivers a Notice of Cancellation on his first day after instruction.

Result: MicroSkills will return all monies paid by the student, towards tuition, less equipment not in "good condition" for non inclusive programs. MicroSkills returns all monies to students who have an all inclusive program.

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**CANCELLATION/WITHDRAWAL/REFUND CONT'D**

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**WITHDRAWAL POLICY: AFTER MIDNIGHT OF THE SIXTH DAY YOUR FIRST CLASS HAS MET**

You may withdraw from the school at any time after midnight of the six day your first class has met and receive a pro rated refund. If a student withdraws after six (6) business days following the first day of class, the student is entitled to only a partial refund. The student has the right to withdraw from school at any time and receive a refund for that part of the program not taken for which the student paid. The amount of that refund is to be “pro-rated” according to the not completed portion of the program less the cost of any equipment returned in “good condition” (good condition does not include equipment that: seal is broken, log-on occurred, or is marked or damaged in any way) and a registration or administration fee not to exceed \$75.00. The refund is to be paid within thirty (30) days of withdrawal, a refund notice will also be sent to the student.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

1. The student notifies the institution of the student’s withdrawal or of the date of the student’s withdrawal, whichever is later.
2. The institution terminates the student’s enrollment as provided in the agreement.
3. The student has failed to attend classes for a three-week period. For the purpose of determining the amount of the refund, the date of the student’s withdrawal shall be deemed the last date of recorded attendance. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of the three-week period.

**REFUND FORMULA (CALIFORNIA EDUCATION CODE § 94870)**

1. MicroSkills shall divide the Adjusted Tuition by the number of hours in the Program of Instruction (“Hourly Charge”), as outlined in Exhibit A of their Enrollment Agreement.
2. MicroSkills then multiplies the total hours of instruction attended by the student, by the Hourly Charge, this equals the “Cost of Instruction Attended”.
3. Student shall receive a refund of any amounts paid to MicroSkills in excess of the Cost of Instruction Attended, less any equipment returned not in good condition, and less the \$75.00 Registration Fee.



## REFUND EXAMPLE - (FOR ILLUSTRATION PURPOSES ONLY)

Example: A student with a Network Technician Level 10 withdraws from the program.

Results: MicroSkills delivers a Notice of Student Refund/Refund Calculation worksheet along with one of the following student withdrawal refunds.

### EXAMPLE REFUND 1

\$12,925.00	.....	Program Total Cost
( 730.25)	.....	10% Tuition Cost
( Various )	.....	Equipment Not Distributed
( 75.00)	.....	Minus Registration Fee
<b>\$ 8,545.44</b>	.....	<b>Total Student Withdrawal Refund</b>

### EXAMPLE REFUND 2

\$12,925.00	.....	Program Total Cost
( 1,460.50)	.....	25% Tuition Cost
( Various )	.....	Equipment Not Distributed
( 75.00)	.....	Minus Registration Fee
<b>\$ 7,815.19</b>	.....	<b>Total Student Withdrawal Refund</b>

### EXAMPLE REFUND 3

\$12,925.00	.....	Program Total Cost
( 2,921.00)	.....	50% Tuition Cost
( Various )	.....	Equipment Not Distributed
( 75.00)	.....	Minus Registration Fee
<b>\$ 5,976.24</b>	.....	<b>Total Student Withdrawal Refund</b>

### EXAMPLE REFUND 4

\$12,925.00	.....	Program Total Cost
( 3,651.25)	.....	60% Tuition Cost
( Various )	.....	Equipment Not Distributed
( 75.00)	.....	Minus Registration Fee
<b>\$ 4,989.55</b>	.....	<b>Total Student Withdrawal Refund</b>

### EXAMPLE REFUND 5

\$12,925.00	.....	Program Total Cost
( 4,381.50)	.....	75% Tuition Cost
( Various )	.....	Equipment Not Distributed
( 75.00)	.....	Minus Registration Fee
<b>\$ 4,002.86</b>	.....	<b>Total Student Withdrawal Refund</b>

## STUDENT DROP OUT/WITHDRAWAL

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Students who do not attend two consecutive classes will be contacted by Student Services and receive advising. Students who do not respond and who are absent for a third consecutive class will be withdrawn from their program. MicroSkills will then issue a refund as outlined in our refund policy. This refund policy can be found in this catalog, in the Enrollment Agreement, and on the Notice of Students Rights.

## STUDENT CONDUCT

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The standard of conduct for students are patterned after those commonly found in job situations; however, in some cases, school standards are purposely more demanding. You are expected to observe the school's regulations, following the directions given by the trainers, and to conduct yourself at all times in a manner that is a credit to you, your fellow students, and your school. Where student conduct or academic performance violates school regulations or threaten the health or safety of student, staff, or faculty, the following are among the disciplinary actions that might be taken:

- **ADMONITION:** least severe.
- **WRITTEN REPRIMAND:** Official written notice to student that his/her conduct is in violation of the Code of Conduct, Rules and Regulations, or MicroSkills policies.
- **DISCIPLINARY PROBATION:** Student will be put on a stated Probationary Period determined by MicroSkills. The student must then demonstrate an understanding of and cooperation with the Code of Conduct, Rules and Regulations and all MicroSkills policies to be allowed to remain at MicroSkills.
- **SUSPENSION:** The effective period of suspension will be presented to the student in writing. This will be enforced when the student shows signs that he/she is a threat to their own well-being and/or the well being of other students and/or MicroSkills' staff. Students on suspension are subject to conditions of the change section of this catalog. The suspended student must then demonstrate an understanding of and cooperation with the Code of Conduct, Rules and Regulations and all MicroSkills policies to be reinstated. Students will not be required to re-enroll but are subject to the Extension and/or Leave of Absence Policies.
- **EXPULSION:** Permanent dismissal from MicroSkills. The student may not be readmitted to the MicroSkills facility.

## STUDENT COMPLAINTS

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We do not expect our students to experience any serious problems while attending the school. However, if that does occur, the student should follow these procedures:

1. A student may lodge a complaint by communicating verbally or in writing to any instructor, administrator, admissions personnel, or Career Development Advisor. The person receiving the complaint must
  1. Transmit it as soon as possible to the Student Services Manager, the designated complaint handler, and
  2. Attempt to resolve complaints related to that person's duties.
2. If a student orally delivers the complaint and the complaint is not resolved either within a reasonable period of time or before the student again complains about the same matter, the school will advise the student that a complaint must be submitted in writing and must provide the student with a written summary of the school's complaint procedure.
3. If a student complains in writing, the school will, within 10 days of receiving the complaint, provide the student with a written response, including a summary of the school's investigation and disposition of it. If the complaint or relief requested by the student is rejected, the school will also provide the reasons for the rejection.
4. The student's participation in the complaint procedure and the disposition of a student's complaint must not limit or waive any of the student's rights or remedies. Any document signed by the student that purports to limit or waive the student's rights and remedies is void.

UNRESOLVED GRIEVANCES MAY BE DIRECTED TO THE BUREAU FOR PRIVATE POSTSECONDARY AND VOCATIONAL EDUCATION, 1625 NORTH MARKET BLVD., SUITE S 202 SACRAMENTO, CA 95834, (916) 574-7720.



## SALARY CLAIMS

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Although MicroSkills does not promise any certain salaries for occupation titles, it encourages its students to achieve Industry Certifications. MicroSkills provides public documents that utilize data supplied by Microsoft, CompTIA and other third party vendors, showing averages of salaries for students who pass certification exams nationally. MicroSkills does not compile data on person(s) with certifications nationwide and does not guarantee or warranty any of this third party information. Furthermore, MICROSKILLS DOES NOT GUARANTEE ANY SALARIES, OR MAKE SALARY PROMISES.

## PLACEMENT STATEMENT

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MicroSkills provides Placement Assistance, although MicroSkills does NOT GUARANTEE PLACEMENT OR A CERTAIN SALARY. Student's qualifications will be disclosed to potential employers. This information may impact student's earning potential, available opportunities, and placement time frame.

## REFUND ORDER STATEMENT

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MicroSkills will always deliver refunds to the source from which they came. In the event that there are multiple sources of funding, MicroSkills will pay MicroSkills loans first, third-party lenders second (MicroSkills will pro-rate and divide third party payments by the original percentage of funds delivered, if there is more than one third-party lender) and, lastly, return funds to the student.

## UNAVOIDABLE CHANGES

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Due to the fast pace of the Information Technology Industry, MicroSkills reserves the right to make changes to its program syllabus, class content, class schedule, class length, class certifications, equipment, staff and materials as it deems fit at its sole discretion. MicroSkills will however first seek approval from the BPPVE prior to significant changes being implemented to the curriculum. Once approval is obtained, students will be notified prior to implementation. Changes will be posted in each facility in a conspicuous location. MicroSkills' commitment is to constantly improve its overall teaching methods.

## NOTICE CONCERNING TRANSFERABILITY OF UNITS AND DEGREES EARNED AT OUR SCHOOL

UNITS YOU EARN IN OUR PROGRAMS IN MOST CASES WILL PROBABLY NOT BE TRANSFERABLE TO ANY OTHER COLLEGE OR UNIVERSITY. For example, if you entered our school as a freshman, you will still be a freshman if you enter another college or university at some time in the future even though you earned unites here at our school. In addition, if you earn a certificate in our programs in most cases it will probably not serve as a basis for obtaining a higher level degree at another college or university.

## STATEMENT OF MICROSKILLS' EMPLOYEES

This MicroSkills Catalog supersedes any verbal statement made by any of its employees. For any employee statement to override this catalog such statement must be in writing, signed and dated by that employee and **MUST ALSO HAVE THE SIGNATURE OF THE MICROSKILLS DIRECTOR WITH A STATEMENT OF WHAT WAS SAID AND THEN THE STATEMENT MUST BE SIGNED BY BOTH PARTIES TO BE IN EFFECT.**

## THANK YOU

MicroSkills would like to thank you for considering our school. The information contained in this catalog is current and correct to the best of our knowledge.

\_\_\_\_\_  
Chief Operating Officer Signature

\_\_\_\_\_  
Date



7340 Miramar Road, Suite 207  
San Diego, CA 92126-4213  
Telephone: 800.530.3400  
Telephone: 858.348.8000  
Facsimile: 858.348.8100  
Email: [info@microskills.com](mailto:info@microskills.com)  
Website: [www.microskills.com](http://www.microskills.com)



