



PROGRAM CATALOG

January 1, 2010 – December 31, 2010

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LETTER FROM THE PRESIDENT

Dear Prospective Student,

Thank you for your interest in Aviation & Electronic Schools of America (AESA) and congratulations on your decision to continue your education. We recognize that it's not always easy or convenient to attend college, but those who do are sure to increase their ability to obtain a high paying position and improve their quality of life.

The variety of learning programs we offer will allow you to meet your educational and career goals in a concentrated period of time.

Times have changed and employers are no longer looking for the same qualifications as they have in the past. In today's world, you must have hands-on skills, industry certifications and a degree to be as competitive as possible. Most colleges will offer you a degree or skills. Some offer certification. You will not likely find a college, like AESA, that offers the complete package.

Come learn with us and we'll team up to make you a success!

Sincerely,



James P. Doyle
President

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Mission, Purpose and Objectives

The mission of AESA is to provide high-quality degree and non-degree programs and certificate courses throughout the world. These programs and courses, offered in online and formal classroom formats, will present students with the necessary knowledge and practical skills employers require in the aviation, electronic, telecommunication, computer, and other technical career fields.

AESA's purpose is to achieve the following objectives toward accomplishing this Mission:

- ✓ Offer innovative methods of delivering educational services, which include providing classes at convenient sites throughout the world
- ✓ Develop curricula using the latest instructional technology to enhance student learning
- ✓ Support a highly qualified faculty, trained and certified in their field(s) of instruction
- ✓ Work with industry leaders to provide up-to-date skills employers are looking for
- ✓ Provide personalized student services to assist in their studies
- ✓ Provide training to assist students in earning Industry Certification

Colfax Campus

111 South Railroad Street
P.O. Box 1810
Colfax, CA 95713-1810
(530) 346-6792
(800) 345-2742
(530) 346-8466 fax
E-mail: aesa@aesa.com
<http://www.aesa.com>



Oceanside Branch

804 Pier View Way, Ste. 100
Oceanside, CA 92054
(760) 433-1577
(760) 433-8507 fax

Accreditations / Approvals

- Accredited by the Commission of the Council on Occupational Education (COE). COE is a national accrediting agency, recognized by the US Secretary of Education.
- A member of the Commission of International and Trans-Regional Accreditation (CITA) which was created by five USA Regional associations which accredit schools and universities.
- Registered Courses are registered with the State of California, Bureau for Private Postsecondary and Vocational Education (BPPVE).
- Institutional Approval for Degree and Certificate Programs with the State of California, Bureau for Private Postsecondary and Vocational Education
- Approved for the training of veterans and other eligible persons under Title 38 United States Code

Partnerships / Affiliations

- A Microsoft IT Academy 
- A Federal Communications Commission Examination Facility
- An Authorized Laser Grade/PSI Services Test Center
- An Authorized Pearson Vue Mobile Test Center
- An FAA accepted Inspection Authorization Renewal Training Provider (#0598WP008)
- Defense Activity for Non-Traditional Education Support (DANTES)
http://www.dantes.doded.mil/Dantes_web/DANTESHOME.asp
- Member of Serviceman's Opportunity Colleges (SOC)
- An Electronics Technicians Association, Int'l approved Testing/Training Partner 
- Articulation Agreements: AESA credits transferable to four year programs.
 - a. University of Phoenix: All AESA credits are transferable.
 - b. Embry-Riddle University
 - c. American Public University System (Manassas, VA)
 1. American Military University
 2. American Public University

(For credit transferability contact creditaward@apus.edu.)
- American Association of Collegiate Registrars and Admissions Officers (AACRAO)

(For current information, please contact the individual school for a complete list of programs that AESA credits will transfer to.)

AESA GOVERNING BOARD, FACULTY & STAFF

JAMES P. DOYLE – President

TOMMY L. FIELDS – Vice President/Acting Director of Education/Registrar

LORIE I. SUAREZ – Controller

TIFFANY JORGENSON – Student Services

HERRIC F. WHIPPLE – Manager of Information Systems/Technical Assistance

RICHARD N. MIKESELL – Director of Training/Oceanside Branch Campus Director

Faculty (Full-Time)

JAMES P. DOYLE, PRESIDENT/CEO

Commercial Pilot ASMEI; Instrument; Flight Engineer; Reciprocating Turbo-Propeller and Turbo-Jet; Ground Instructor, Advanced & Instrument; FAA Aviation Safety Counselor; A&P, I.A., AGI, FCC G.R.O.L., NRE FCC Chief Examiner

TOMMY L. FIELDS

AASD Aviation Technology, North Central Institute, TN
A&P Certificate; FCC GROL with Radar Endorsement; NRE FCC Chief Examiner; Certified Fiber Optic Technician, Certification Administrator for the Electronics Technician Association, Int'l.

RICHARD N. MIKESELL

AA, Palomar College, CA
NRE FCC Chief Examiner; FCC G.R.O.L., Certification Administrator for the Electronics Technician Association, Int'l.

Faculty (Part-Time)

ANTOINE P. LAPLANTE

AA, Grossmount College, CA
BS, Boston College, MA
NRE FCC Chief Examiner, Certification Administrator for the Electronics Technician Association, Int'l.

RAFAEL RUBIO

AA, Southwestern College, CA
FCC G.R.O.L. with Radar Endorsement; Certified Fiber Optics Technician; NRE FCC Chief Examiner; Certification Administrator for the Electronics Technician Association, Int'l.

RAYMOND NAMET

FCC G.R.O.L. with Radar Endorsement; Certified Fiber Optics Technician; NRE FCC Chief Examiner; Certification Administrator for the Electronics Technician Association, Int'l.

RICHARD W. BUGARIN

Certified Fiber Optic Technician, Certified Electronic Security Systems, NRE FCC Chief Examiner, Certification Administrator for the Electronics Technician Association, Int'l.

MARK T. LATIMER

Microsoft Certified Systems Engineer (MCSE); Certified Fiber Optic Technician; FCC G.R.O.L. with Radar Endorsement; MCT; MCP+I; CAN; A+; NRE FCC Chief Examiner; Certification Administrator for the Electronics Technician Association, Int'l.

BRETT C. DANBY

BS, University of Phoenix, CA

AA, Yuba Community College, CA

Microsoft Certified Systems Engineer (MCSE), Cisco Certified Systems Engineer (CCNA), Certified NetWare Engineer (CNE)

2009 – 2010

Academic Calendar Year

November 2009						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2009						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2010						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2010						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2010						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2010						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2010						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2010						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2010						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2010						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2010						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2010						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2010						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2010						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

IMPORTANT DATES

National Holidays

- New Years – 1/1/10
- Memorial Day – 5/31/10
- Independence Day – 7/4/10
- Labor Day – 9/6/10
- Thanksgiving Day – 11/27/10
- Christmas – 12/25/10

Term Dates

- Fall Term - 8/31/09 to 12/31/09
- Spring Term - 1/1/10 to 5/15/10
- Summer Term - 5/17/10 to 7/31/10
- Fall Term - 8/1/10 to 12/11/10

Admission Requirements

Individual Courses

- Submit legible valid copy of government issued ID (state drivers license, military ID, or passport).
- Be able to read, write, speak, and understand the English Language.
- Complete a Student Enrollment Agreement and Academic Registration Form to enroll in each class/course.
- Tuition must be paid in full at the time of enrollment. Payment may be made by cashier's check, money order, VISA, American Express, MasterCard, Discover, an approved Tuition Assistance/VA authorization, or make arrangements with James P. Doyle, President, prior to the start of class.

Degree Program

- Be 18 years or older. Submit legible valid copy of government issued ID (state drivers license, military ID, or passport).
- Be able to read, write, speak, and understand the English Language.
- Submit proof of a high school diploma or GED (DD Form 214, Military (Geneva Convention) ID, or college transcripts will fulfill this requirement).
- Obtain a Degree Worksheet from an AESA Admissions Representative.
- Complete a Student Enrollment Agreement and Academic Registration Form to enroll in each class/course.
- Tuition must be paid in full at the time of enrollment. Payment may be made by cashier's check, money order, VISA, American Express, MasterCard, Discover, an approved Tuition Assistance Agreement, or make arrangements with James P. Doyle, President, prior to the start of class.
- Successfully complete the Wonderlic Scholastic Level Exam (SLE) administered by AESA during first class. This is a onetime only requirement.

**ACADEMIC/DEGREE WORKSHEET
A.A.S. COMPUTER SCIENCE**



Student Name _____

Director _____

SSN _____

Date Reviewed _____

ACADEMIC/DEGREE WORKSHEET – AASD in Computer Science						
Course #	Course Name	Cred.	Rec	Course Performance		
Required Technical Courses – 32 Semester Credits				Grade	Date Comp	Source
4041	Computer Service Technician/A+	8				
4088	Networking Technologies & Practices /Network+	8				
2274	Managing a Microsoft Windows Server 2003 Environment	2				
2275	Maintaining a Microsoft Windows Server 2003 Environment	2				
2276	Implementing a Windows Server 2003 Network Infrastructure: Network Hosts	3				
2277	Implementing, Managing, and Maintaining a Windows Server 2003 Network Infrastructure: Network Services	3				
2278	Planning and Maintaining a Windows Server 2003 Network Infrastructure	3				
2830	Designing Security for Microsoft Networks	2				
2279	Planning, Implementing, and Maintaining a Windows Server 2003 Active Directory Infrastructure	3				
5115/ 5116	Installing and Configuring the Windows Vista Operating System	3				
2282	Designing A Microsoft Windows Server 2003 Active Directory and Network Infrastructure	3				
TOTALS TAKEN						
Elective Technical Courses – 13 Semester Units						
4023	FCC General Radio Operator's License	4				
4025	FCC Radar Endorsement	2				
4030	Introduction to Fiber Optics	2				
4035	Advanced Fiber Optics	2				
4037	Fiber Optic Technician (4030 and 4035 combined)	4				
4031	Basic Electricity / Electronics	4				
4050	Computer Building and Configuring	1				
4000	FAA Airframe & Powerplant	4				
4010	FAA Inspection Authorization	4				
4082*	Security+	4				
4001	Cisco Certified Network Administrator / CCNA	4				
4090	Microsoft Excel	2				
4091	Microsoft Word	2				
4092	Microsoft PowerPoint	2				
4095	Microsoft Access	2				
TOTALS TAKEN						
Required General Education Courses – 15 semester units		Must be taken with Accredited School				
	English	3				
	Humanities	3				
	Science	3				
	Social Science	3				
	Math	3				
TOTALS TAKEN						

*This course also satisfies credits in the required technical courses category.

MCSE Track

To earn the MCSE on Windows Server 2003 certification, you must pass seven exams (in any order):

- Four exams on networking systems
- One exam on client operating systems
- One exam on design
- One elective exam

Networking Systems (select four)

Exam		Course(s) #	Select One
70-290	Online only	2274	
	Online only	2275	
Exam			Select One
70-291	Online only	2276	
	Online only	2277	
Exam			
70-293	Online only	2278	
Exam			
70-294	Online only	2279	

Client Operating Systems

Exam			
70-620 (Vista)	Online only	5115/5116	

Design (select one)

Exam			Select One
70-297 Note: You may apply this exam toward either the elective requirement or the design requirement – not both.	Online only	2282	
70-298 Note: You may apply this exam toward either the elective requirement or the design requirement – not both.	Online only	2830	

(continued next page)

Elective Exams (select one)

Exam			Select One
70-297 Note: You can only choose this elective if you did not choose it to satisfy the design requirement.	Online only	2282	
70-298 Note: You can only choose this elective if you did not choose it to satisfy the design requirement.	Online only	2830	
Specific Third-Party Certification (Security+)	CompTIA	4082	

MCSE (Microsoft Certified System Engineer) minimum path to complete the MCSE certification program is 20 Credits (passing course number 2274, 2276, 2278, 2830 and 4082)

MCP (Microsoft Certified Professional) requires passing any required Core Exam (70-290, 70-291, 70-293, or 70-294)

MCSA (Microsoft Certified Systems Administrator) requires passing Core Exams 70-290 and 70-291, 70-270 or 70-610

SAMPLE DEGREE SCHEDULE

Semesters	Duration	Credits
Semester 1	16 weeks	13-14 credits
FCC GROL		
FCC Radar		
Fiber Optic Technician		
Computer Building & Configuring		
Elective Course		
Semester 2	16 weeks	16 credits
Computer Service Technician/A+		
Network Technologies & Practices/Network+		
Semester 3	16 weeks	16 credits
MCSE		
Semester 4	16 weeks	15 credits
General Education classes		

The above calendar is a sample timeframe for degree completion. The actual timeframe will depend on how many credits taken in a given semester, how quickly proceeding through the material (online courses), and the amount of credits to transfer. It is very possible to earn a degree in as little as 8-14 months.

Student Services and General Information

Prior Experiential Learning

Experiential learning is defined as those skills, competencies and knowledge (general or specific) that are acquired through work, self-development, training, or volunteer experiences (Smosko, 1988).

Credit is not awarded for life or work experience. Credit is awarded based on measurable learning outcomes.

- College credit will be awarded only for college level learning
- Credit will be awarded only for learning that has a balance, appropriate to the subject, between theory and practical application
- The determination of competence levels and of credit awards will be made by appropriate subject matter and academic experts
- Credit will be appropriate to the academic context in which it is accepted

The faculty evaluating the prior learning will prepare a written report indicating all of the following:

- The documents in the student's record on which the faculty member relied in determining the nature of the student's prior experience
- The basis of determining that the prior experience (a) is equivalent to college or university level learning and (b) demonstrates a balance between subject matter and practice
- The basis for determining (a) to what college or university level the experience is equivalent and (b) the proper number of credits to be awarded toward the degree for that experience

Submission Process:

- Students are required to submit in writing a request for credential assessment or a portfolio assessment
- Complete a portfolio assessment packet
- Submit a notarized copy of their credentials, license and/or certification (Verification of original document by AESA staff or faculty is acceptable)
- Submit a \$100 portfolio assessment fee

Appeal Process:

Any student that is not satisfied with the results of their portfolio assessment may request in writing to the Director of Education a re-evaluation of the portfolio assessment. The student will receive a written reply as to the results of the appeal.

General Education

AESA does not offer General Education courses required for the degree program. General education courses must be transferred from an institution accredited by an accrediting agency recognized by the U.S. Secretary of Education.

Transfer of Credit

AESA may accept transfer credit from institutions that are accredited by recognized agencies of the U.S. Secretary of Education. Students wishing to transfer credit to AESA from another accredited institution should have official transcripts sent directly from that institution to AESA. All transcripts received will be reviewed for transfer credit. Credit will only be transferred from courses equivalent to those offered by AESA or approved general education courses taken at an institution accredited by an accrediting agency recognized by the U.S. Secretary of Education.

Students who have taken individual courses with AESA may be able to earn up to 15 semester credits of Experiential Learning and apply this to AESA's AASD Program. Contact AESA for more information.

Students wishing to transfer AESA credits to another school should contact that school directly. Each school defines its own policy for accepting transfer credits. AESA will provide course descriptions and transcripts as necessary.

AESA internal transfer policy for students that are taking certificate or individual courses who wish to transfer those credits into the AASD Program can do so by contacting AESA and requesting an evaluation of credit.

There is no guarantee that the receiving school will accept AESA credits. AESA has articulation agreements with various colleges. Please see, "Partnerships/Affiliations" for a list of schools. Contact AESA for more information.

Challenge Exams

Knowledge and skills are often developed outside the classroom. Therefore, in some cases, a course may be challenged by completion of an examination(s). Contact AESA to obtain a Challenge Request Form. Submit this form, documenting prior experience, with the required fee of \$100. In the event the student does not pass the challenge exam and still desires to enroll in the AESA course, one half of the challenge fee may be applied to the course tuition.

Language Requirements

All courses are offered in the English language. AESA does not offer English-as-a-Second-Language. The student must be able to speak, read/write and understand the English language to enroll in any AESA course. The student's signature on the enrollment agreement signifies they attest to be able to speak, read/write, and understand the English language.

Orientation

A Student Orientation will be given on the first day of each course. This orientation will explain health and safety, student policies, and academic progress.

Online students will receive orientation information via email.

Student Records

AESA retains student records indefinitely. If a student wishes to review a copy of their record, they should contact the Student Services Department at the Colfax Campus Tel: 1-800-345-2742. Student records are confidential; however, we will release information to a third party upon request. The request must be made in writing to the AESA Registrar: AESA, Attn: Registrar, P.O. Box 1810, Colfax, CA 95713. Unless a release is provided, AESA limits disclosure of student records to those authorized by law.

Instructional Support and Academic Advisement

Highly qualified faculty and staff are available on site to offer assistance. If there is a need for special assistance or clarification, please contact AESA.

Call or email:

Colfax Main Campus:

1-530-346-6792
1-800-345-2742
1-530-346-8466 FAX

111 S. Railroad Street
P.O. Box 1810
Colfax, CA 95713
online@aesa.com

Whatever method chosen for contact, the AESA staff will respond to questions as early as possible.

Transcripts

To receive a transcript of AESA courses completed, send a Transcript Request Form to AESA Registrar, P.O. Box 1810, Colfax, CA 95713 or fax 530-346-8466 with the following information:

- Full (legal) name
- Social Security Number
- Mailing address and phone number
- Signature

A Transcript Request Form can be requested from Student Services.
(email: studentservices@aesa.com)

The first request is free of charge. Additional copies are \$5 each. Payment, if applicable, must be included with the request.

Requests for transcripts will not be processed unless all tuition, books, and other fees are paid for and the student folder is complete.

Placement Services and Employment Opportunities

AESA does not guarantee employment to graduates; however, placement services are offered on request. For employment opportunities contact AESA for details or visit the web site at: <http://www.aesa.com/employment.htm>

Academic Progress

If the student fails an AESA course, or would like to re-attend, they may do so for up to one year from the course start date, on a space available basis. It is the student's responsibility to pay for any additional costs such as tuition increases, books, supplies, fees or any item other than tuition.

Dismissal

AESA reserves the right to cancel an enrollment for any of the following reasons:

- Cheating
- Non-payment
- Expired enrollment period (if applicable)
- Falsifying information
- Disruption or other non-compliance issues

Incompletes

If a student is unable to complete a course, they must immediately contact their Admissions Representative, or the Instructor. In the case of an “Incomplete” grade, the student will have six (6) months from the ending date of the class to change the grade from an “I” to a letter grade; after that period, the grade will automatically revert to a “Failing” grade.

Grading

AESA grading policies are as follows:

- AESA course exams require a score of 65% or higher to pass (unless VA then 75%).
- For manual proficiency testing: The student must be able to perform all required tasks to a satisfactory level.
- Classes may include manual proficiency testing, written testing, or both.
- Letter grading: The Instructor of each course has the sole responsibility for measuring, evaluating, and assigning a letter grade to reflect the quality of work and participation demonstrated by the student.
- Students must coordinate with the Instructor to make up any missed class. Students missing 10% or more of the class will receive a “Failing” grade unless they request in writing an “Incomplete” grade.

Grade Status Quality Points

A	- Superior	4
B	- Above Average	3
C	- Average	2
D	- Below Average	1
F	- Failure	0
P	- Passing (P/F Course)	0
T	- Accepted by Transfer	0
W	- Withdrawal	0
I	- Incomplete	0
AU	- Audit	0

All course grades are determined on an average point adjusted scale (with the exception of the Pass/Fail courses.)

10 Point Scale

90 – 100 = A

80 – 89 = B

70 – 79 = C

65 – 69 = D

0 – 64 = F

Grade Point Average

A grade point average (GPA) is computed for each enrolled student at the end of the course and entered on the final grade slip by the Registrar's Office. The GPA is determined by dividing the total number of quality points earned by the number of credit hours attempted. Grades from transfer courses, which are used to satisfy degree program requirements, will not be included in the student's GPA.

Grade Slip

Students will receive a grade slip for courses which have been paid in full and have been successfully completed. If requesting a replacement or extra copies of grade slips after 30 days from class, there is an additional charge of \$5 per copy.

Certificates

Students enrolled in certificate programs will receive a *Certificate of Completion*, upon successful completion of each course and receipt of full payment. If requesting a replacement or extra copies of a certificate after 30 days from the class, there is an additional charge of \$5 per copy.

Diplomas

Students who successfully completes the degree program will be awarded a diploma at graduation. If requesting an additional copy of a diploma, there is a charge of \$15 per copy.

Student Interaction

AESA encourages student interaction for learning purposes. Students wishing to set up study groups should discuss this with their Instructor at the beginning of class.

Graduation Requirements

Classes may include manual proficiency testing, written testing, oral testing or all three. Students must have a passing grade and be paid in full to earn credit from each course. Students in the degree program must successfully complete each course and transfer the required 15 semester credits of General Education from an accredited institution. In order to graduate from the Degree program, a minimum of 60 credits must have been earned.

Tuition and Fees

Each course is priced differently and the tuition and mandatory fees are listed after each course in the Course Description section of this catalog. Because the fees vary depending on the electives selected for the degree, a range is provided in that section. Enrollment is for individual courses and will be listed on the registration form for each student. Tuition must be paid in full at the time of enrollment. Payment may be made by cashier's check, money order, VISA, American Express, MasterCard, Discover, an approved Tuition Assistance Voucher, or make arrangements with James P. Doyle, President, prior the start of class.

Financial Assistance

AESA does not offer financial aid. There are several options available to receive student loans or financial assistance through individual employer training funds or various unemployment benefits. Military tuition assistance, union education funds, corporate employee benefits, unemployment benefits, Sallie Mae and other sources may also be available. Contact your employer's Human Resources Representative, Union Representative, or an AESA Admissions Representative for more information.

Cancellation and Refund Policies

Students may cancel the agreement for instruction and any equipment prior to ten(10) percent of completion of the course. A processing fee of \$150 plus shipping fees for the course equipment will be charged for each cancelled course.

Cancellation shall occur when written notice of cancellation is given to the institution at the following address:

Aviation & Electronic Schools of America
Attn: Student Services
P.O. Box 1810
Colfax, CA 95713
Fax: 1-800-545-4135

All refunds will be processed within 30 days of receiving written request for withdrawal.

Non-California residents are not eligible for protection under, and recovery from the Student Tuition Recovery Fund (STRF).

Student Tuition Recovery Fund For California Students

AESA participates in the Student Tuition Recovery Fund for students enrolled in Degree and Certificate programs. The Student Tuition Recovery Fund (STRF) was established by the legislature to protect any California resident who attends a private postsecondary institution from losing money if you tuition was prepaid and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment.

To be eligible for STRF, the student must be a “California resident” and reside in California at the time the enrollment agreement is signed or when receiving lessons at a California mailing address from an approved institution offering distance learning. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a “California resident”. To qualify for STRF reimbursement, a STRF application must be filed within one year of receiving notice from the Bureau for Private Postsecondary and Vocational Education (BPPVE) that the school is closed.

If notice is not received from BPPVE, the student has four (4) years from the date of closure to file a STRF application. If a judgment is obtained, the student must file a STRF application within two (2) years of the final judgment. It is important to keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies have been paid to the school. Questions regarding STRF may be directed to the Bureau for Private Postsecondary and Vocational Education, P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppve.ca.gov; email: bppve@dca.ca.gov

Dormitory Facilities

AESA does not provide dormitory facilities, but will assist students in finding accommodations for the duration of the course.

Classroom Facilities and Equipment

Classes are instructed at AESA campuses, facilities worldwide, and online. Locations may change with each class depending on availability. AESA carefully screens each facility to ensure it meets the same high standards as the campus classroom facilities.

The main campus, located in Colfax, CA, has five (5) study carrels for DVD/VHS self study, two (2) carrels for computer based training (CBT), and a three (3) station Laser Grade/PSI Services test center. There is a 16' X 16'5" area for aircraft show and tell parts and reference library area.

The campus located in Oceanside, CA, has an office with a computer connected to the internet for student use and two (2) classrooms. Classroom 1 will accommodate thirty (30) students and Classroom 2 will accommodate eighteen (18) students.

Textbooks are available for purchase on the first day of the class or by contacting an AESA Admissions Representative to purchase books prior to class. Any book listed on www.aesa.com/bookstore.htm may be purchased by contacting AESA at anytime during business hours. Equipment such as computers, software, and tools are provided and will vary with each class.

Online Courses

AESA offers some classes in the online format. Online learning offers many benefits that are not available in the classroom. In a recent study at a major university, it was discovered that many resident students preferred to take online classes from their dormitory room. They enjoyed the convenience, learning method, and they could learn at their own pace. AESA online programs allows learning at the student's schedule, and anywhere there is a reliable internet connection.

AESA online programs are designed to maximize the advantages of online learning.

Some of the features in an AESA online class includes:

- Learn at a pace with no mandatory log on times
- Instructor email and phone support
- Bulletin board to interact with other students
- AESA or Transcender online practice exams with explanations to help prepare for the certification examination
- Multi-level learning: online books, internet research assignments, virtual laboratories, audio, video, practice exams and other features
- Viewable as many times needed to understand the subject
- Pertinent email questions from students are integrated into the course
- Sub-modules: as they become available, links to content will become available and linked to the related topics

NOTE: Online classes require Internet Explorer 6 or above, a minimum resolution of 800 x 600, access to a computer that has Macromedia Flash player (browser plug-in), and Adobe Acrobat Reader installed. AESA recommends an internet connection of 128 Mb/s or higher. Some corporate and military computer systems will not allow users to install software. Check with the IT department if a computer other than your laptop or personal computer is used.

Hybrid Classes

Some classes that are offered online, may also be available in the hybrid format. The hybrid format offers students the convenience and portability of online pre-study combined with the advantages of instructor led classroom and laboratory training. In addition, the industry certification examinations can be taken in the classroom after completion of the course. As always, AESA faculty is available at any class and online for free tutoring.

Library Facilities and Bookstore

Students are provided with resources necessary to complete each course. If additional reference material is desired, students may use their local library. Other resources available are the Internet, military base libraries, city and county libraries.

The Internet Public Library located at www.ipl.org offers a list of resources including on-line international newspapers. For technical assistance in locating on-line reference material, contact the Student Services Department at the Colfax campus.

Reference materials listed on www.aesa.com/bookstore.htm may be purchased by contacting AESA at 1-800-345-2742.

Course Scheduling and Class Size

AESA instructs classes in the United States and throughout the world for a minimum of 15 students. Schedules vary depending on location and enrollment. These are instructor led, formal classroom instruction. AESA has an “open-enrollment schedule” whereas classes are started when required for these classes. Contact an Admissions Representative or log on to www.aesa.com/classes.htm for class schedules. These classes include the following courses:

- Advanced Fiber Optics
- Basic Electricity/Electronics
- Cisco CCNA
- Computer Building and Configuring
- Computer Service Technician/A+
- FAA Airframe & Powerplant
- FAA Inspection Authorization
- FAA Inspection Authorization Renewal
- FCC General Radiotelephone Operator License
- FCC GMDSS Radio Maintainer’s License
- FCC GMDSS Radio Operator’s License
- FCC Radar Endorsement
- Fiber Optic Technician
- Introduction to Fiber Optics
- Networking Technologies and Practices/Net+ Security +

Scheduled classes are started every Monday (excluding holidays) at the Colfax campus. These scheduled classes are self paced instruction with an instructor available for needed assistance. These classes include the following courses:

- FAA Airframe and Powerplant
- FAA Inspection Authorization
- FAA Inspection Authorization Renewal
- FCC General Radio Telephone Operator License
- FCC Radar Endorsement

Scheduled classes are started every Monday (excluding holidays) at the Oceanside campus. Some of these scheduled classes are *self paced instruction with an instructor available for needed assistance or instructor led. These classes include the following courses:

- *FAA Airframe and Powerplant
- *FAA Inspection Authorization
- *FAA Inspection Authorization Renewal
- *FCC General Radio Telephone Operator License
- *FCC Radar Endorsement
- Fiber Optic Technician (consists of Introduction to Fiber Optics and Advanced Fiber Optics)
- Computer Building and Configuring
- Computer Service Technician/A+
- Networking Technologies and Practices/Net + Security +

Online classes are started anytime and includes the following courses:

- FAA Airframe and Powerplant
- FAA Inspection Authorization
- FAA Inspection Authorization Renewal
- FCC General Radio Telephone Operator License
- FCC Radar Endorsement
- Microsoft Certified Systems Engineer (MCSE)
- Microsoft Excel
- Microsoft Access
- Microsoft Word
- Security +
- Cisco CCNA

Degree Completion Requirement (Timeframe)

In order to ensure the relevancy of the degree, it must be completed within 36 months. Enrollment beyond that time requires a waiver. All waivers must be submitted by a written request to the Director of Education prior to the expiration of the 36 months.

Attendance, Tardiness, and Conduct

Any attendance or tardiness situations should be discussed with the Instructor prior to the start of the class. In certain circumstances, it may be possible to make up missed class session(s) by obtaining permission from the Instructor prior to missing any session. There is no guarantee that such permission will be granted. Students are expected to conduct themselves in a professional manner throughout the class. Disruptions will not be tolerated. Students are to be on time and attend every class.

Leave of Absence

If a medical emergency or personal crisis causes you to take time away from school, you may request a leave of absence. Send/fax your written request to:

Director of Education
P. O. Box 1810
Colfax, CA 95713
Tel: (800) 345-2742 Fax: (530) 346-8466
E-mail: studentservices@aes.com

Nondiscrimination Policy

AESA does not discriminate against any individual regardless of race, religion, sex, color, physical handicap, sexual orientation, or national origin. All students who meet the course entrance requirements are welcome to enroll.

Complaints

AESA wants to hear all student complaints. Call or write to:

Director of Education
P. O. Box 1810
Colfax, CA 95713
Tel: (800) 345-2742 Fax: (530) 346-8466
E-mail: studentservices@aes.com

Alternatively, speak to the Instructor or James P. Doyle, President. Be assured that all complaints will be thoroughly investigated and a fair resolution found. If the complaint is not settled to the student's satisfaction, they may contact:

Council on Occupational Education
41 Perimeter Center East, NE, Suite 640
Atlanta, GA, 30346
(770) 396-3898

Postsecondary and Vocational Education
P. O. Box 980818
West Sacramento, CA 95798-0818
www.bppve.ca.gov

Sexual Assault

AESA is committed to helping promote the awareness of rape, acquaintance rape and other forcible and non-forcible sex offenses. Informational brochures that describe and provide strategies for preventing sexual assault are available through the Director of Education.

Unlawful Harassment

Aviation & Electronic Schools of America (AESA) is committed to providing a learning environment free of unlawful harassment. AESA policy prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religion, creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, and local law, ordinance or regulation. AESA's anti-harassment policy applies to all students and all persons involved in the operation of AESA.

Prohibited unlawful harassment includes, but is not limited to, the following behavior: Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments; visual conduct such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings, or gestures; physical conduct such as assault, unwanted touching, blocking normal movement or interfering with school because of sex, race or any other protected basis; retaliation for having reported or threatened to report harassment.

If someone believes they have been unlawfully harassed, provide a written complaint to the Director of Education. The complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses. All harassment complaints will be referred to higher level AESA management. AESA management will immediately undertake an effective, thorough and objective investigation of the harassment allegations.

If AESA management determines that unlawful harassment has occurred, effective action will be taken in accordance with the circumstances involved. Any person determined by AESA management to be responsible for unlawful harassment will be subject to appropriate disciplinary action. AESA will advise all parties concerned of the results of the investigation. AESA will not retaliate against anyone for filing a complaint and will not tolerate or permit retaliation against anyone by its employees.

Prerequisites and Course Scheduling

The Associate of Applied Science Degree in Computer Science program is offered to qualified students at locations worldwide where there are a sufficient number of students to sustain a program. Upon enrollment, the student will be provided with a schedule of dates and times when the required courses and electives are scheduled. Students are strongly encouraged to complete the courses according to the original schedule.

Prerequisite courses, and most other courses, will be offered at least two (2) times every 18 months in locations where AESA offers the degree program to ensure adequate classes in order for the student to complete the degree program.

In the case of some prerequisite courses, which are requirements to other classes, missing a course could delay the student's program dramatically.

Prerequisites are identified in the course descriptions. If missing a prerequisite course is unavoidable, the student may choose to complete it online to avoid delays in graduation. Contact the Admissions Representative to discuss various options prior to missing a course.

ASSOCIATE OF APPLIED SCIENCE DEGREE

COMPUTER SCIENCE

AESA offers the degree program at campus locations listed in this catalog or they can be seen online. A schedule of required courses offered at these locations would be posted on AESA's internet site at www.aesa.com/classes.htm or you may contact your Admissions Representative at 1-800-345-2742 to obtain one.

AESA offers degree program(s) (for groups of 15 or more) at any location worldwide. Contact the Admissions Director at 1-800-345-2742 for information.

The Associate Degree Program is designed to merge the expertise and knowledge of the computer technician with the expertise and knowledge of the electronic technician.

Program Objectives

1. To provide a comprehensive understanding of computer servicing, computer network systems, basic electronics, and fiber optics as they apply to the computer science field;
2. To provide specialized information and recognized industry skills required to meet the needs of employers;
3. To learn practical computer science networking technologies that allows seeking certification as a Microsoft Certified Systems Administrator or a Microsoft Certified Systems Engineer.
4. To provide the opportunity to take specific core course work and general education course work, culminating in the completion of an Associate of Applied Science Degree.

Program Costs

The total cost of the Associate of Applied Science Degree in Computer Science will vary depending on the electives that are selected. The range for the cost is approximately \$20,000 – \$22,950 for both online and classroom costs. Pricing is for tuition only and does not include books, fees, industry certification, or the costs of general education classes.

COURSE DESCRIPTIONS:

FCC General Radiotelephone Operator's License (GROL)

Course # 4023 (4 credits)

Books – Included in Course

Tuition - \$1,000.00 (Classroom and Online)

Fee - \$300.00

This course is for the experienced electronic technician and provides an overview of radio communication procedures and electronics technology contained in Elements 1 and 3 of the Federal Communications Commission General Radiotelephone Operator's License Examination. The FCC GROL Examination will be the final examination in this class.

FCC License Requirements: Must be 18 years old, must be eligible for employment in the United States, must be able to receive and transmit spoken messages in English, and must pass two written multiple-choice exams totaling 100 questions. AESA recommends taking Basic Electricity/Electronics or possess equivalent knowledge.

FCC Global Maritime Distress and Safety System (Operator)

Course # 4040 (1 credits)

Books – included in Course

Tuition – \$250.00 (Classroom)

Fee – \$200.00

This course is for the experienced electronic technician and provides an overview of radio operating procedures and practices contained in Elements 1 and 7 of the Federal Communications Commission Global Maritime Distress and Safety System (Operator) License Examination. The FCC GMDSS (Operator) Examination will be the final examination in this class.

FCC License Requirements: Must be 18 years old, must be eligible for employment in the United States, must be able to receive and transmit spoken messages in English, and must pass two written multiple-choice exams totaling 124 questions. The questions are from the following subject areas: general information, narrow-band direct-printing, INMARSAT, NAVTEX, digital selective calling, and survival craft.

FCC Global Maritime Distress and Safety System (Maintainer)

Course # 4039 (1 credits)
Books – included in Course
Tuition – \$250.00 (Classroom)
Fee – \$300.00

This course is for the experienced electronic technician and provides an overview of radio maintenance practices and procedures contained in Elements 1, 3 and 9 of the Federal Communications Commission Global Maritime Distress and Safety System (Maintainer) License Examination. The FCC GMDSS (Maintainer) Examination will be the final examination in this class.

FCC License Requirements: Must be 18 years old, must be eligible for employment in the United States, must be able to receive and transmit spoken messages in English, and must pass three written multiple-choice exams totaling 174 questions. Also, the student must meet requirements set forth in IMO Assembly on Training for Radio Personnel (GMDSS), Annex 5 and IMO Assembly on Radio Maintenance Guidelines for the Global Maritime Distress and Safety System related to Sea Areas A3 and A4. The exam consists of questions from the following categories: radio system theory, amplifiers, power sources, troubleshooting, digital theory, and GMDSS equipment and regulations. AESA recommends taking Basic Electricity/Electronics or possess equivalent knowledge.

FCC Radar Endorsement

Course # 4025 (2 credits)
Books – Included in Course
Tuition - \$500.00 (Classroom and Online)
Fee – Included in FCC GROL course

This course is for the experienced radar technician and provides an overview of radar systems and applied technology contained in Element 8 of the Federal Communications Commission Radar Endorsement Examination. A written multiple-choice test of 50 questions must be successfully completed for this endorsement as well as having a GROL.

Introduction to Fiber Optics

Course #4030 (2 credits)

Books – Included in Course

Tuition - \$1,000.00 (Classroom and Online)

Fee - \$200.00

This course includes the history of fiber optics, a comprehensive explanation of optical light transmission, cable types, connector types, safety techniques, multiplexing, light propagation, refraction/reflection and more. Also included is a thorough “hands-on” familiarization including cable preparation, termination, applications, splicing, operations testing, troubleshooting, installation, repair, and more. To complete the course, you must pass written and practical examinations.

Advanced Fiber Optics

Course # 4035 (2 credits)

Books – Call for price

Tuition - \$1,500.00 (Classroom and Online)

Fee - \$200.00

This course is for technicians who already possess the basic splicing, terminating and testing skills and would like to increase their skills as a Fiber Optics Technician. The course utilizes a complete laboratory, equipped with the most advanced fiber optic equipment available. The course focuses on refining the basic splicing, terminating and testing skills while introducing various fiber-optics applications in the industry, optical fiber characteristics, passive components, cable installation, and more. To complete the course, the student must pass written and practical examinations.

Test prerequisites: Knowledge of basic fiber optics including splicing, terminating, and testing skills or completion of Course #4030.

Fiber Optic Technician

Course # 4037 (4 credits)

Books – Call for price

Tuition- \$2,500 (Classroom)

Fee - \$400.00

The Fiber Optic Technician Program courses provides the student with the intermediate skills necessary to perform as a Fiber Optic Technician within the Fiber Optics Industry. This is a package of two courses; Introduction to Fiber Optics and Advanced Fiber Optics.

This course includes the history of fiber optics, the many applications of fiber optics in industry and aviation, a comprehensive explanation of optical light transmission, cable types, connector types, safety techniques, multiplexing, light propagation, refraction, reflection, networking topologies, fiber to the curb, and fiber to the home. Also included is a complete thorough “hands-on” laboratory including cable preparation, installation, connector termination, fusion and mechanical splicing, troubleshooting, and restoration. The laboratory is equipped with the most advanced fiber optic test equipment available and focuses on refining the splicing, terminating, and testing skills while assembling an aerial splice case and much more! On completion of the course certifications can be obtained for the Certified Fiber Optics Installer and Fiber Optics Technician by successfully passing laboratory assignments and written tests.

(This class is the equivalent of taking Courses #4030 and #4035.)

Computer Building and Configuring

Course # 4050 (1 credit)

Books – None

Tuition - \$950.00 (Classroom and Online)

This course consist of personal computer (PC) programming and operation, assembly of a computer – identifying components and their functions, performing basic tests and troubleshooting, performing analysis and repair routines, partitioning hard disks, identifying Windows elements and objects using Windows Explorer, My Computer, and Control Panel. Instruction also includes installing Windows XP, maximizing program capabilities using Device Manager, menus, dialog boxes, and task bars, troubleshooting, shortcuts and tuning the computer for optimal performance.

Computer Service Technician/A +

Course # 4041 (8 credits)

Books – Call for price

Tuition - \$4,000.00 (Classroom and Online)

Fee - \$100.00

AESA has carefully studied the needs of today's employers and developed the Computer Service Technician/A + program specifically to fulfill this need. This comprehensive course provides the student with the fundamental PC computer hardware and operating system information required for an entry-level Computer Service Technician position. The student is provided with hands-on practice and diagnostic tools using system architect, peripheral devices, networking, and troubleshooting. DOS and Windows are covered in-depth and the course includes a Linux explanation. Successful completion prepares the student for the CompTIA A+ certification examination.

Networking Technologies and Practices/Network +

Course # 4088 (8 credits)

Books – Call for price

Tuition - \$4,000.00 (Classroom and Online)

Fee - \$100.00

This course provides the student with the knowledge and skills required by a Networking Technician with 6 to 12 months experience. It prepares the student with a solid understanding of computer networking skills in the fast-growing world of global communications. This course prepares students to deal with the problems that arise when dealing with servicing, upgrading, and configuring a network. It is a skill based course with hands-on laboratories covering networking basics, OSI model, TCP/IP, peer-to-peer, client/server, and examples of Microsoft Server 2003, Windows 98SE, and XP. The installation of a network is discussed with hands-on laboratory configuring a router, hub, wireless network and basic construction of network cables. Successful completion prepares the student for the CompTIA Network+ certification examination.

Security+

Course #4082 (4 credits)

Books – Call for price

Tuition - \$2,000.00 (Classroom and Hybrid)

Fee - \$258.00

CompTIA Security+ validates knowledge of communication security, infrastructure security, cryptography, operational security, and general security concepts. It is an international, vendor-neutral certification that is taught at colleges, universities and commercial training centers around the world. Although not a prerequisite, it is recommended that CompTIA Security+ candidates have at least two years on-the-job networking experience, with an emphasis on security.

Cisco Certified Network Administrator/CCNA

Course #4001 (4 credits)

Books – Call for price

Tuition - \$2,000.00 (Classroom and Hybrid)

Fee - \$250.00

CCNA certification validates the ability to install, configure, operate, and troubleshoot medium-size routed and switched networks, including implementation and verification of connections to remote sites in a WAN. This course includes basic networking including the OSI model, basic network design, data encapsulation and network segmentation. Also includes the use of these protocols: IP, Enhanced Interior Gateway Routing Protocol (EIGRP), Serial Line Interface Protocol Frame Relay, Routing Information Protocol Version 2 (RIPv2), VLANs, Ethernet, access control lists (ACLs).

(Note: AESA is not a Cisco Partner)

FAA COURSES:

FAA Airframe & Powerplant

Course # 4000 (4 credits)
Books – Included in Course
Tuition - \$1,000.00 (Classroom)
Reference Library - \$165.00 (Optional)
Fee - \$1000.00

This course provides the student with knowledge of the aviation mechanic technician. It includes a review of aircraft systems, powerplants, structures and related components. Title 14 of the Code of Federal Regulations, Advisory Circulars, Type Certificate Data Sheets, Airworthiness Directives, and FAA Knowledge Codes are explained.

The Designated Mechanic Examiner (DME) and FAA test fees are not included in tuition. Test prerequisites: FAA authorization to test.

FAA Inspection Authorization

Course # 4010 (4 credits)
Books – Included in Course
Tuition - \$1,000.00 (Classroom and Online)
Fee - \$200.00

This course includes a thorough review of Title 14 of the Code of Federal Regulations, Advisory Circulars, Airworthiness Directives, Type Certificate Data Sheets, Service Bulletins, FAA Orders, and more.

The FAA fee is not included in tuition. Test prerequisites: FAA authorization to test.

FAA Inspection Authorization Renewal

Course # 4015 (0 credits)
Books – Call for price
Tuition - \$150.00 (Classroom)
Fee - \$100.00

This course includes a thorough review of Title 14 of the Code of Federal Regulations, Advisory Circulars, Airworthiness Directives, Type Certificate Data Sheets, Service Bulletins, FAA Orders, and more. A final examination must be successfully completed to receive credit for this course.

Microsoft Certified Systems Engineer (MCSE): (certificate program)

Successful completion of designing and implementing the infrastructure for business solutions based on the Microsoft Windows 2003 platform and Microsoft Windows Server System will earn the student the Microsoft Certified Systems Engineer (MCSE) certification.

This catalog contains the Microsoft course titles offered. Since there are many different paths to choose in achieving the MCSE, a link is provided to each path on the Microsoft website. Students can gather the information needed to select the track that will achieve their objectives.

As part of the MCSE track, there are sub-certifications earned along the way. These include; Microsoft Certified Professional (MCP), Microsoft Certified Systems Administrator: Security or Messaging (MCSA), and Microsoft Certified Systems Engineer (MCSE).

Visit the Microsoft website to learn about MCSE, MCSA, and MCP tracks by accessing the links below.

<http://www.microsoft.com/learning/mcp/mcse>

<http://www.microsoft.com/learning/education/roadmap/default.msp>

MCP: the Microsoft Certified Professional (MCP) credential is for professionals who have the skills to successfully implement a Microsoft product or technology as part of a business solution in an organization. Hands-on experience with a product is necessary to successfully achieve certification.

MCSA: The Microsoft Certified Systems Administrator (MCSA) certification will advance your career by ensuring that you have the skills to successfully manage and troubleshoot system environments running on the Microsoft Windows operating system.

The track length, and credits will depend on the path chosen. If taking the program as part of AESA's Associates of Applied Science in Computer Science, at least 16 qualifying credits must be taken.

MCSE COURSE DESCRIPTIONS:

Managing a Microsoft Windows Server 2003 Environment

Course #2274 (Exam 70-290) (2 credits)

Books – Call for price

Tuition - \$1,000.00 (Classroom and Online)

Fee - \$125.00

This course provides students with the knowledge and skills to manage accounts and resources in a Microsoft Windows Server 2003 environment. The course is intended for systems administrator and systems engineer candidates who are responsible for managing accounts and resources. These tasks include managing user, computer, and group accounts; managing access to network resources; managing printers; managing an organizational unit in a network based on Active Directory service; and implementing Group Policy to manage users and computers.

Maintaining a Microsoft Windows Server 2003 Environment

Course #2275 (Exam 70-290) (2 credits)
Books – Call for price
Tuition - \$1,000.00 (Classroom and Online)
Fee - \$125.00

This course provides students with the knowledge and skills that are needed to effectively maintain server resources, monitor server performance, and safeguard data on a computer running one of the operating systems in the Microsoft Windows Server 2003 family.

Implementing a Windows Server 2003 Network Infrastructure: Network Hosts

Course #2276 (Exam 70-291) (3 credits)
Books – Call for price
Tuition - \$1,500.00 (Classroom and Online)
Fee - \$125.00

This course provides students with the skills and knowledge necessary to configure a Windows-based computer to operate in a Microsoft Windows Server 2003 networking infrastructure.

Implementing, Managing, and Maintaining a Windows Server 2003 Network Infrastructure

Course #2277 (Exam 70-291) (3 credits)
Books – Call for price
Tuition - \$1,500.00 (Classroom and Online)
Fee - \$125.00

This course provides students with the knowledge and skills to implement and manage a Microsoft Windows Server 2003 network infrastructure. The course is intended for systems administrator and systems engineer candidates who are responsible for implementing and managing server networking technologies. These tasks include implementing routing; implementing and managing Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), and Windows Internet Name Service (WINS); securing Internet Protocol (IP) traffic with Internet Protocol security (IPSec) and certificates; configuring a network access infrastructure by configuring the connections for remote access clients, and managing and monitoring network access.

Planning and Maintaining a Windows Server 2003 Network Infrastructure

Course # 2278 (Exam 70-293) (3 credits)
Books – Call for price
Tuition - \$1,500.00 (Classroom and Online)
Fee - \$125.00

This course is to provide students with the knowledge and skills necessary to plan and maintain a Windows Server 2003 network infrastructure.

Designing Security for a Windows Server 2003 Network

Course # 2830 (Exam 70-298) (2 credits)
Books – Call for price
Tuition - \$1,000.00 (Classroom and Online)
Fee - \$125.00

This course provides students with the knowledge and skills to design a secure network infrastructure. Topics include assembling the design team, modeling threats, and analyzing security risks in order to meet business requirements for securing computers in a networked environment. The course encourages decision-making skills through an interactive tool that stimulates many real-life scenarios that may be encountered. The students will be given the task of collecting the information and sorting through the details to resolve the given security requirement.

Planning, Implementing, and Maintaining a Windows Server 2003 Active Directory Infrastructure

Course #2279 (Exam 70-294) (3 credits)
Books – Call for price
Tuition - \$1,500.00 (Classroom and Online)
Fee - \$125.00

This course provides students with the knowledge and skills to successfully plan, implement, and troubleshoot a Microsoft Windows Server 2003 Active Directory service infrastructure. The course focuses on a Microsoft Windows Server 2003 directory service environment including forest and domain structure, Domain Name System (DNS), site topology and replication, and organizational unit structure. Consideration will be given to delegation of administration; Group Policy; and user, group, and computer account strategies.

Installing and Configuring the Windows Vista Operating System/ Configuring the Windows Vista Mobile Computing and Applications

Course #5115/5116 (Exam 70-620) (3 credits)

Books – Call for price

Tuition - \$1,500.00 (Classroom and Online)

Fee - \$125.00

5115 – This course provides students with the knowledge and skills to install and configure Windows Vista desktops. It will focus on four main areas: installing, securing, networking and browsing. By the end of the course, the student will have installed and configured a Windows Vista desktop that is secure, on the network and ready for browsing.

5116 – This course provides students with the knowledge and skills to successfully configure mobile computers and applications that run Windows Vista. It will also provide them with the knowledge and skills necessary to ensure successful configuration of the IT Pro tools and productivity applications that ship with Windows Vista. Students will focus on six main areas: maintenance and optimization tools, media applications, productivity applications, notebook computers, mobile devices and Tablet PC's.

Designing A Windows Server 2003 Active Directory and Network Infrastructure

Course # 2282 (Exam 70-297) (3 credits)

Books – Call for price

Tuition - \$1,500.00 (Classroom and Online)

Fee - \$125.00

This course entails designing a forest and domain infrastructure, a site infrastructure, a Group Policy structure, an administrative structure, a physical network structure that supports Active Directory, a Dynamic Host Configuration Protocol (DHCP) structure, a network connectivity that supports Active Directory, a name resolution strategy that supports Active Directory and a network access infrastructure that supports Active Directory.

MICROSOFT OFFICE SPECIALIST (MOS) COURSES:

Microsoft Excel

Course # 4090 (2 credits)
Books – Call for price
Tuition - \$1,000.00 (Classroom and Online)
Fee - \$125.00

A comprehensive course that will provide the student with the following: Getting Started with Microsoft® Office Excel® 2007; Performing Calculations on Data; Formatting and Printing Worksheets; Filtering and Summarizing Data; Working with Pivot Tables and Charts; Analyzing Data and Working with Macros and Collaborating with Others in Microsoft® Office Excel® 2007.

Microsoft Word

Course # 4091 (2 credits)
Books – Call for price
Tuition - \$1,000.00 (Classroom and Online)
Fee - \$125.00

A comprehensive course that will provide the student with the following: Getting Started with Microsoft Office Word 2007; Editing, Formatting and Proofreading Documents; Working with Columns, Graphical Elements, Longer Documents and Tables; Working with Advanced Features; Collaborating with Others and Personalizing Microsoft Office Word 2007.

Microsoft PowerPoint

Course # 4092 (2 credits)
Books – Call for price
Tuition - \$1,000.00 (Classroom, Hybrid and Online)
Fee - \$125.00

A comprehensive course that will provide the student with the following: Getting Started with Microsoft Office PowerPoint 2007; Working with Slides; Working with the Slide Layout and Themes; Working with Tables, Charts, and Diagrams; Enhancing the Slides with Multimedia Elements and Delivering Presentations.

Microsoft Access

Course # 4095 (2 credits)

Books – Call for price

Tuition - \$1,000.00 (Classroom and Online)

Fee - \$125.00

A comprehensive course that will provide the student with the following: Getting Started with Microsoft Office Access 2007; Importing and Exporting Information; Working with Forms; Locating Specific Information; Keeping Information Accurate and Secure and Working with Reports.

Basic Electricity / Electronics

Course # 4031 (4 credits)

Books – Call for price

Tuition - \$1,000.00 (Classroom and Online)

This course will provide the student a basic understanding of electricity/electronics concepts and terminology. Covered subjects include atomic structure, Ohms law, AC/DC circuits, inductance, capacitance, reactance, impedance, resonance, voltage rectifiers, power supplies, semiconductors, audio amplifiers, amplifying circuits, oscillators, transformers, modulation and demodulation, transmitters, transmission lines, test equipment and more.

CERTIFICATION TRACKS

Industry certification is an optional way to measure skills in a given industry and specialization within an industry. This chart maps the various courses offered to the applicable certifications. You may choose to become certified by one or more certification bodies.

<i>FCC – General Radiotelephone Operator’s License w/ Radar Endorsement (Elements 1, 3 & 8)</i>		
Course #	Course Title	Credits
4023	FCC General Radiotelephone Operator's License	4
4025	FCC Radar Endorsement	2

<i>ETA – Fiber Optic Installer (FOI) / Fiber Optic Technician (FOT) Certification</i>		
Course #	Course Title	Credits
4037	Fiber Optic Technician (4030 and 4035 combined)	4

<i>ETA – Computer Service Technician (CST) Certification</i>		
Course #	Course Title	Credits
4041	Computer Service Technician	8

<i>ETA – Certified Network Computer Technician (CNCT) Certification</i>		
Course #	Course Title	Credits
4041	Computer Service Technician	8

<i>ETA – Certified Network Systems Technician (CNST) Certification</i>		
Course #	Course Title	Credits
4023	FCC General Radiotelephone Operator’s License	4
4025	FCC Radar Endorsement	2
4037	Fiber Optic Technician (4030 and 4035 combined)	4
4041	Computer Service Technician/A+	8
4050	Computer Building & Configuring	1
4088	Network Technologies & Practices/Network+	8

<i>CompTIA A+ Certification</i>		
Course #	Course Title	Credits
4041	Computer Service Technician/A+	8

<i>CompTIA Network+ Certification</i>		
Course #	Course Title	Credits
4088	Network Technologies & Practices/Network+	8

<i>CompTIA Security+ Certification</i>		
Course #	Course Title	Credits
4082	Security+	4

<i>Cisco Certified Network Administrator/CCNA Certification</i>		
Course #	Course Title	Credits
4001	Cisco Certified Network Administrator (CCNA)	4

Veterans Information

Enrollment Policy

Students may enroll at any time prior to the class start date.

Military students must have their Service Tuition Assistance Authorization form completed by their military education center PRIOR to enrollment. Service members must obtain proper authorization and educational counseling from their base education office to ensure eligibility of tuition assistance

Credit Evaluation Policy

Previous training in the course pursued will be evaluated upon enrollment. The length of the course will be shortened proportionately. Credits allowed will be recorded in your student record. In addition, the student and the Department of Veterans Affairs (DVA) shall be notified.

Attendance Policy

- Absence/Tardiness – Students are to be on time and attend every class. Any attendance or tardiness problems should be discussed with the instructor prior to the start of the class.
- Interruption for unsatisfactory attendance – In order to be eligible for veterans benefits, students must adhere to the following: Students who miss more than 10% of the class will be dropped from the course and Title 38 benefits will cease.
- Skipping classes – Skipping classes will be considered unexcused absences.
- Leave of absence – If a medical emergency or personal crisis causes time away from class, a request for leave of absence may be made at any time. Send written request to the Student Services Manager. The instructor will work with the student to make up any class time missed.

Progress Policy

Grading System

A	90% - 100%
B	80% - 89%
C	70% - 79%
D	65% - 69%
F	64% and below

Grade average required for military students is 75%. Upon successful completion, a diploma or certificate will be awarded.

Conditions for unsatisfactory progress interruption – When the grade average of a student is unsatisfactory for a calendar month, the student will be placed on probation. If, during the next month the student's grade average is still unsatisfactory, the student will be interrupted and the VA will be promptly notified.

Conditions for re-enrollment – Re-enrollment or re-entrance will be approved only after evidence is shown to the Director of Education's satisfaction the conditions which caused the interruption for unsatisfactory progress has been resolved.

Accreditations and Approvals

- (See Page 10)