WHAT COURSES DO WE OFFER?

IC³- Digital Literacy   Grade: Elementary/Adults

This course is designed to introduce to the novice to computers. The course curriculum introduces the basics of computer hardware, software, and navigation of the internet. Students will learn how to perform common computer tasks such as creating and saving a file, setting up an e-mail account, and sending and receiving pictures. The pace of this course is designed to move at a speed that is comfortable for most first-time computer users and will fully prepare students for the IC³ evaluation.

Evaluation: Internet Core Computing Certification

Course length: 20 instructional hours (10 hours of class instruction and 10 hours of hands-on class discussion, lab exercises, and testing).

Prerequisites: None

Vocational Objectives: This course is a great advantage for any career in any industry.

Microsoft Office 2003, 2007 & 2010   Grade: Middle/High/Adults

Although Microsoft Office 2003 and 2007 are still available, Office Suite 2010 is the most recent Office Suite Training offered. This software is an essential component of any workplace environment and can be applied to any office task. Students will learn how to navigate the five components of the Microsoft Office Suite including Word, PowerPoint, Access, Excel and Outlook. At the end of the course, students will be comfortable preparing spreadsheets, keeping records in an Access database, formatting and typing documents, designing presentations, and utilizing Outlook to perform all email and scheduling functions.

Evaluations: Microsoft Office Specialist 2003/2007/2010

Course Length: 40 instructional hours (20 hours of class instruction and 20 hours of hands-on class discussion, lab exercises, and testing).

Prerequisite: None

Vocational Objectives: The skills obtained in this course are a great advantage for every career path.

CompTIA A+ IT Technician Certification   Grade: Middle/High/Adults

CompTIA A+ IT Technician certification validates the latest skills needed by today's computer support professionals. It is an international, vendor-neutral certification recognized by major hardware and software vendors, distributors and resellers. CompTIA A+ IT Tech certification confirms a technician's ability to perform tasks such as installation, configuration, diagnosing, preventive maintenance, and basic networking. The exams also cover domains such as security, safety and environmental issues, and communication and professionalism. The intent is to certify individuals in a body of knowledge that is identified and accepted as the baseline or foundation of an entry-level IT professional. Some topics covered in the CompTIA A+ IT Technician certification course include input/output devices, LAN/WAN technologies, network administration, peripherals, storage devices, safety, and professionalism.

Evaluation: CompTIA A+ Essentials Exam 220-701 & CompTIA A+ Practical Exam 220-702

Course Length: 80 instructional hours (40 hours of class instruction and 40 hours of hands-on class discussion, lab exercises, and testing).

Prerequisite: None

Vocational Objectives: Field Support Technician, Hardware Installation Coordinator, Help Desk Technician, Network Support Technician, PC Technician, Service Center Technician, and Technical Writer.

CompTIA Security+   Grade: Adults

In the CompTIA Security+ program, students build on knowledge and professional experience with computer hardware, operating systems, and networks, and will acquire the specific skills required to implement security services on any type of computer network. Students become proficient in security concepts such as attacks and mitigation, disaster recovery and incident reporting, cryptography, access control, security applications, risk management, and vulnerability assessment. By the end of the course, students will be fully prepared for the Comp TIA Security+ evaluation, and will have gained the skills necessary to begin a career as a security professional.

Evaluation: CompTIA Security+ Exam SY0-201

Course Length: 100 instructional hours (50 hours of class instruction and 50 hours of hands-on class discussion, lab exercises, and testing).

Prerequisite: None (CompTIA A+ certification advised)

Vocational Objectives: Network Security Firewall Engineer, Network Security Engineer, Technical Support, Systems Administrator, Information Assurance, Security Architect

CompTIA Network+   Grade: Adults

The CompTIA Network+ certification course is designed to teach students the fundamentals required to obtain a CompTIA Network+ certification and enter the workforce as a Certified Network Technician. Students will master basic networking concepts and learn about network design, software, security, routing, switching, the OSI Reference model, and different protocols used in LANs and WANs. Students will also be able to identify and describe all the major networking technologies, systems, skills, and tools used in modern personal computer-based networks. This course builds on students' existing user-level knowledge and experience with operating systems and networks to present fundamental skills and concepts for use on the job in any type of networking career, and will fully prepare students for the CompTIA Network+ certification examination.

Evaluation: CompTIA Network+ Exam N10-004

Course Length: 80 instructional hours (40 hours of class instruction and 40 hours of hands-on class discussion, lab exercises, and testing)

Pre-requisite: None (CompTIA A+ certification advised)

Vocational Objectives: Network Engineer, Network Administrator, Network Technician, Network Installer, IT Cable Installer, Help Desk Technician

Cisco Certified Network Associate (CCNA)   Grade: Adults

Cisco offers various certifications in the field of Cisco technology, and the area of expertise that is in considerably high demand is Cisco Certified Network Associate (CCNA). The Cisco CCNA course provides students with the essential knowledge to install, configure, and operate simple routed LANs and WANs. Students learn about switched LAN Emulation networks comprised of Cisco equipment while preparing for Cisco certification. The course provides focused coverage of Cisco router configuration procedures, and course instruction will fully prepare students for the Cisco Evaluation.

Evaluation: CCNA 640-802

Course Length: 150 instructional hours (100 hours of class instruction and 50 hours of hands-on class discussion, lab exercises, and testing).

Prerequisite: CompTIA A+ certification and/or Network+ and/or Security+

Vocational Objectives: LAN Administrator, Cisco Engineer

Microsoft Certified Systems Engineer (MCSE)   Grade: Adults

By earning the premier MCSE credential, individuals are demonstrating that they have the skills necessary to lead organizations in the successful design, implementation, and administration of the most advanced Microsoft Windows platform and Microsoft server products.

Evaluations: MCSE

Course length: 150 instructional hours (100 hours of class instruction and 50 hours of hands-on class discussion, lab exercises, and testing).

Pre-requisites: CompTIA A+ Technician

Vocational Objectives: Technical Support & Systems Engineer, Technical Consultants, Network and Systems Analysts, Software Engineers/ Software Professionals, Network Administrator, Systems Engineer, IT security, Network Design

Career Exploration   Grade: High/Adults

This course is designed to help students explore careers and navigate job opportunities. Students will discover their career goals through exercises that assess their skills and interests. This training series is designed to prepare the student for marketing him/herself in the workforce by developing a winning resume and cover letter, learning job search techniques, and solidifying effective interviewing skills.

Course length: 16 instructional hours (8 hours of class instruction and 8 hours of hands-on class discussion, lab exercises, and testing).

Professional Etiquette   Grade: High/Adults

Professional etiquette training is essential to those who are either new to – or returning to – the workforce. This course is designed to help students identify organizational characteristics that facilitate success in the workplace while developing specific behaviors that improve communication. This training includes communication skills, professional attire, behavior, excellence in customer service, and telephone skills training.

Course length: 10 instructional hours (5 hours of class instruction and 5 hours of hands-on class discussion, lab exercises, and testing).

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Digit All Systems

Financial Literacy   Grade: High/Adults

Financial literacy is critical to students understanding and choosing positive financial habits that will allow them to improve their financial health. Digit All Systems uses the Federal Deposit Insurance Corporation's (FDIC) curriculum for both youth and adult financial literacy. This course instructs students on the types of banks and banking services available, how to use checking and savings accounts, how to create a personal spending plan, and provides information on loans, credit cards, and credit rating. An emphasis is also placed on teaching the concepts of file exemption so that students can better understand payroll concepts. Students will also learn how to file timely tax returns, as well as the importance of FICA on a paycheck. Financial knowledge is the lynchpin of financial stability; by the end of the course, students will be able to independently handle their financial matters and basic banking.

> **Course length:** 15 instructional hours (8 hours of class instruction and 7 hours of hands-on class discussion, lab exercises, and testing).

Entrepreneurship   Grade: High/Adults

Using the National Foundation for Teaching Entrepreneurship (NFTE) curriculum as a base, this course is designed to teach the basics of business ownership. The course emphasizes general skills such as critical thinking and problem solving as well as time and organizational management. With these key tools, students tackle the challenges of starting a small business. Tasks such as developing a SWOT analysis, calculating gross profit per unit, preparing a financial analysis of income statements, and assessing risks, will culminate in the students choosing a business and preparing an entire business plan.

> **Course length:** 60 instructional hours (30 hours of class instruction and 30 hours of hands-on class discussion, lab exercises, and testing).

Intuit QuickBooks   Grade: High/Adults

The purpose of this course is to further prepare individuals to fully operate an organization's financial systems, and will provide the necessary training for obtaining the QuickBooks evaluation. By the end of this course, students will know how to successfully execute standard QuickBooks functions: manage customer, vendor, and employee data; track inventory, set up reorder points, and issue purchase orders; track sales, sales taxes, customer invoicing and payments, and refunds; manage payroll and payroll taxes; profit and loss and cash flow analysis; reconcile and balance statements.

> **Evaluation:** QuickBooks Certified User Exam
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> **Course Length:** 15 instructional hours (8 hours of class instruction and 7 hours of hands-on class discussion, lab exercises, and testing).
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> **Pre-requisites:** None
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> **Vocational Objectives:** entrepreneurship, bookkeeping, accounting

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FACT: When a student successfully completes a Digit All Systems Microsoft certification test, the American Council on Education (ACE) provides **one semester hour of college credit** for each certification received.

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Digit All Systems