

2012

HyperLearning Technologies Course Catalog



HyperLearning Technologies

3630 S. Plaza Trail, Suite 250, Virginia Beach, VA 23452

Certified to operate in Virginia by the State Council of Higher Education of Virginia

COMPTIA					
Course ID	Course Name	Hours/ Days	Tuition	Student Materials	Technology Fees
HLT FCOU41	Strata - Fundamentals of Technology This course covers the basics of personal computers, both software and hardware, networks, the Internet, computer security, green IT, and basic maintenance. The course requires little or no previous experience with personal computers. Students will get most out of this course if their goal is to learn the basics of personal computers and networking. This course helps students prepare for the exam--CompTIA Strata: IT Technology.	40/5	\$800	\$67	\$208
HLT 85050	A+ The CompTIA A+ program is the course you need to take if your job responsibilities include entry-level computer service technician support duties. You'll build on your background knowledge as you acquire the specific skills required to install, configure, upgrade, troubleshoot, and repair PC hardware components and systems. You'll also build on your skills using a Windows-based operating system to learn the specific skills you need in networking and security to install, maintain, and troubleshoot the Windows 9x, Windows 2000, Vista, Windows 7, Server 2008, and Windows XP operating systems.	81/10	\$1400	\$304	\$386
HLT 85987	Network + You will learn the features and functions of networking components and acquire the knowledge and skill needed to install, configure and trouble shoot basic networking hardware, protocols and services. You also learn the areas of media and topologies, protocols and standards, network implementation and network support and new technologies such are wireless networking and gigabit Ethernet.	40/5	\$1350	\$200	\$295
HLT 85984	Security+ The course covers industry-wide topics, including communication security, infrastructure security, cryptography, access control, authentication, and operational security. Security+ is accepted by Microsoft to elevate your MCSA or MCSE credential to MCSA: Security or MCSE: Security.	40/5	\$1350	\$256	\$314
HLT 85804	Linux + This course will cover how to administer a small to medium-sized site. Plan, implement, maintain, keep consistent, secure, and troubleshoot a small (samba), Internet Gateway (firewall, proxy, mail, news),Internet Server (web server, FTP server),Supervise assistants, Advise management on automation and purchases as well as prepare you to pass the following LPI exams:LX0-101 & LX0-102.	81/10	\$2700	\$360	\$390



CISCO					
Course ID	Course Name	Hours/ Days	Tuition	Student Materials	Technology Fees
HLT CCNA	<p>Cisco Certified Network Associate</p> <p>The Cisco Certified Network Associate certification validates your 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 curriculum includes basic mitigation of security threats, introduction to wireless networking concepts and terminology, and performance-based skills. The curriculum also includes (but is not limited to) the use of these protocols: IP, Enhanced Interior Gateway Routing Protocol (EIGRP), Serial Line Interface Protocol Frame Relay, Routing Information Protocol Version 2 (RIPv2), VLANs, Ethernet, access control lists (ACLs).</p>	81/10	\$3045	\$560	\$390
ADVANCED SECURITY					
Course ID	Course Name	Hours/ Days	Tuition	Student Materials	Technology Fees
HLT CEH	<p>Certified Ethical Hacker</p> <p>This class immerses the student into an interactive environment where they are shown how to scan, test, hack and secure their own systems. The lab intensive environment gives each student in-depth knowledge and practical experience with current essential security systems. Students learn how perimeter defenses work and how to scan and attack their own networks; no real network is harmed. Students learn how intruders escalate privileges and what steps can be taken to secure a system. Students will also learn about Intrusion Detection, Policy Creation, Social Engineering, DDoS Attacks, Buffer Overflows and Virus Creation. When a student leaves this intensive 5-day class, they will have an understanding of and experience in Ethical Hacking. This course prepares the student for EC-Council Certified Ethical Hacker exam 312-50.</p>	40/5	\$3000	NA	NA
HLT CHFI	<p>Computer Hacking Forensic Investigator</p> <p>Certified Hacking Forensic Investigator (CHFIR) certification class provides training for this highly specialized training field of after-the-attack analysis of an attack, preservation of evidence, and development of a prosecutable case against the attacker, if possible. HyperLearning Technologies has the capability of providing this highly specialized computer security training, but it is only offered when requested by a customer. The CHFIR course will give participants the necessary skills to identify an intruder's footprints and to properly gather the necessary evidence to prosecute. Many of today's top tools of the forensic trade will be taught during this course, including software, hardware and specialized techniques.</p>	40/5	\$3000	NA	NA
HLT CISSP	<p>Certified Information Systems Security Professional (CISSP)</p> <p>This course is designed for students who need to learn the skills and knowledge necessary for certification in the CBKs (Common Books of Knowledge) for ISC2's certification for the Certified Information Systems Security Professional (CISSP) exam. The course is designed for information security professionals or interns who plan to work with some or all of CBKs related to the information systems security profession.</p>	48/5	\$2225	NA	NA



PROJECT MANAGEMENT					
Course ID	Course Name	Hours/ Days	Tuition	Student Materials	Technology Fees
HLT 79160	<p>Project Management Fundamentals</p> <p>This course is an overview of the basics of project management. It provides the theory and core methodology you will need to manage projects or participate on project teams.</p> <p>This course does not make use of any project management software application, but instead focuses on the conceptual underpinnings that students must know in order to use any project management software application effectively.</p>	8/1	\$175	\$20	NA
HLT 84774	<p>Project Level 1</p> <p>You need to gather information about the various tasks involved, resources required to accomplish the tasks, and the overall cost in order to plan a project. Microsoft® Office Project Professional 2007 acts as a tool that assists you in managing your projects. In this course, you will create and modify a project plan.</p>	8/1	\$175	\$20	NA
HLT 84775	<p>Project Level 2</p> <p>Microsoft® Project 2007: Level 2 is the second course in the Microsoft Project 2007 series. In Microsoft® Project 2007: Level 1, you used your project management skills to create a complete project plan. The plans need to be updated and modified regularly to keep the project moving on track. This course will build upon the knowledge gained, and give you the opportunity to work with a project plan once it reaches the project implementation phase.</p>	8/1	\$175	\$20	NA
HLT 88163	<p>Project Management Professional® Certification Fourth Edition Preparation</p> <p>This course focuses on the generally accepted practices of project management acknowledged by the Project Management Institute, Inc. (PMI®) leading to successful project management. This course is designed for experienced project managers who want to increase their project management skills, apply a standards-based approach to project management, and apply for Project Management Institute, Inc. (PMI®) Project Management Professional (PMP®) Certification.</p>	40/5	\$1420	\$280	\$200
HLT CAPM	<p>PMP/CAPM Exam Prep® Certification Fourth Edition Preparation</p> <p>This course is designed for experienced project managers who want to increase their project management skills, apply a standards-based approach to project management, and apply for Project Management Institute, Inc. (PMI®) Project Management Professional (PMP®) Certification.</p>	40/5	\$1420	\$280	\$550
HLT 5927	<p>Microsoft Office Project 2007, Managing Projects (Exam 70-632)</p> <p>This three-day instructor-led course provides students with the knowledge and skills to build, maintain, and control project plans.</p> <p>This is the first course in the Microsoft Office Project 2007 Official Curriculum series and serves as the entry point for other Microsoft Official Curriculum (MOC) courses covering Microsoft Office Project 2007 and the Microsoft Enterprise Project Management (EPM) 2007 Solution.</p>	24/3	\$840	\$190	\$195



HLT 5928	Microsoft Office Project Server 2007 , Managing Projects(Exam 70-633) This three-day instructor-led course provides students with the knowledge and skills to initiate, plan, execute, monitor and control, and close enterprise projects by using the Microsoft Office Project Server 2007 enterprise tool. This is the second course in the Microsoft Office Project 2007 Official Curriculum series and covers the Microsoft Enterprise Project Management (EPM) Solution.	24/3	\$840	\$190	\$195
-----------------	---	------	-------	-------	-------

MICROSOFT COURSES					
Course ID	Course Name	Hours/ Days	Tuition	Student Materials	Technology Fees
HLT 5115	Installing and Configuring the Windows Vista Operating System (Exam 70-620) This course provides students with the knowledge and skills to install, configure, and troubleshoot Windows Vista desktops. This course focuses on installing and configuring a Windows Vista edition, managing resources, configuring security, optimizing performance, and configuring network and mobile device connections.	24/3	\$840	\$190	\$195
HLT 5116	Configuring Windows Vista Mobile Computing and Applications (70-620) This course provides students with the knowledge and skills to successfully configure mobile computers and applications that run on the Windows Vista operating system. The course will also provide students 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 PCs.	16/2	\$540	\$155	\$195
HLT 5118	Maintaining and Troubleshooting Windows Vista Computers (70-622) This course provides students with the knowledge and skills necessary to identify technical problems that can occur in client computers of an organization. The course focuses on five main troubleshooting areas: operating system, hardware, networking, security, and applications. It also provides the knowledge and skills necessary to monitor and maintain Windows Vista client computers.	24/3	\$840	\$190	\$195
HLT 5119	Supporting the Windows Vista Operating System and Applications (70-622) This course provides students with the knowledge and skills required to use a Windows Vista operating system image and application package deployment infrastructure to minimize the downtime at the Windows Vista client. The desktop support technicians can use this infrastructure to improve the support experience in the following scenarios: new installations, single computer migrations, single computer re-installations .	16/2	\$540	\$155	\$195
HLT 6416B	Updating Your Network Infrastructure and Active Directory Technology Skills to Windows Server 2008(Exam 70-648) This course will provide you with the knowledge and skills to work with network infrastructure and Active Directory technologies in Windows Server 2008.	40/5	\$1420	\$285	\$195
HLT 6418C	Deploying Windows Server 2008 (Exam 70-643) This course will provide you with the knowledge and skills to install and deploy Windows Server 2008 R2. This course also will teach you how to automate server deployment, as well as provide guidelines, best practices, and considerations that will help you to migrate existing services to Windows Server 2008 R2.	24/3	\$840	\$190	\$195



MICROSOFT COURSES					
Course ID	Course Name	Hours/ Days	Tuition	Student Materials	Technology Fees
HLT 6421A	<p>Configuring & Troubleshooting a Windows Server 2008 Network Infrastructure (Exam 70-642)</p> <p>This course provides students with the knowledge and skills to configure and troubleshoot Windows Server 2008 and Windows Server 2008 R2 Sp1 Network Infrastructures. It will cover networking technologies most commonly used with Windows Server 2008 and Windows Server 2008 R2 Sp1 such as DNS, DHCP, IPv4 and IPv6 network addressing, Network Policy server and Network Access Protection and configuring secure network access. It also covers fault tolerant storage technologies, Network Storage and routing and remote access, monitoring and compliance updates as well as other relevant technologies.</p>	40/5	\$1420	\$285	\$195
HLT 6425	<p>Configuring & Troubleshooting Windows Server 2008 Active Directory Domain Services (Exam 70-640)</p> <p>This course provides in-depth training on implementing, configuring, managing and troubleshooting Active Directory Domain Services (AD DS) in Windows Server 2008 and Windows Server 2008 R2 environments. It covers core AD DS concepts and functionality as well as implementing Group Policies, performing backup and restore and monitoring and troubleshooting Active Directory related issues. After completing this course students will be able to configure AD DS in their Windows Server 2008 and Windows server 2008 R2 environments.</p>	40/5	\$1420	\$285	\$195
HLT 6426	<p>Configuring Identity & Access Solutions with Windows Server 2008 Active Directory (Exam 70-640)</p> <p>This course provides in-depth training on configuring and troubleshooting Active Directory Identity and Access (IDA) solutions with Windows Server 2008 and Windows Server 2008 R2.</p>	24/3	\$840	\$190	\$195
HLT 6427	<p>Configuring and Troubleshooting Internet Information Services in Windows Server 2008 (Exam 70-643)</p> <p>In this course the students will learn to install, configure, maintain, and troubleshoot an Internet Information Services (IIS) 7.0 Web Server in Windows Server 2008.</p>	24/3	\$840	\$190	\$195
HLT 6428	<p>Configuring and Troubleshooting Windows Server 2008 Terminal Services (Exam 70-643)</p> <p>This course provides students with the knowledge and skills to configure, manage, monitor, and troubleshoot a Terminal Services (TS) environment. The course focuses on configuring of TS core functionality, licensing, Gateway, and Web Access.</p> <p>This is the second course in the Windows Application Platform Services Technology Specialists Who Use Windows Server 2008 curriculum and will introduce the students to the Windows 2008 Terminal Services.</p>	16/2	\$540	\$155	\$195



MICROSOFT COURSES					
Course ID	Course Name	Hours/ Days	Tuition	Student Materials	Technology Fees
HLT 6433A	Planning and Implementing Windows Server 2008 (70-646) This five day course is intended for IT Professionals who are interested in the knowledge and skills necessary to plan and implement a Windows Server 2008 and Windows Server 2008 R2 environment. It incorporates both the planning of the server infrastructure and key aspects of the implementation, management and maintenance of Active Directory and Network Infrastructure. It is the primary training resource for Exam 70-646 preparation (MCITP: Server Administrator certification). It covers the most important job tasks for Server Administrators who are responsible for the planning, operations, and day-to-day maintenance of Windows Server 2008 and Windows Server 2008 R2 servers in the enterprise.	40/5	\$1420	\$285	\$195
HLT 6435B	Designing a Windows Server 2008 Network Infrastructure (70-647) This course provides students with an understanding of how to design a Windows Server 2008 Network Infrastructure that meets business and technical requirements for network services.	40/5	\$1420	\$285	\$195
HLT 6436B	Designing a Windows Server 2008 Active Directory Infrastructure and Services (70-647) Students will learn how to design an Active Directory Infrastructure in Windows Server 2008. Students will learn how to design Active Directory forests, domain infrastructure, sites and replication, administrative structures, group policies, and Public Key Infrastructures. Students will also learn how to design for security, high availability, disaster recovery, and migrations.	40/5	\$1420	\$285	\$195
HLT 6437	Designing a Windows Server 2008 Application Infrastructure (70-647) This course prepares IT professionals for the role of Enterprise Administrator. Students will learn how to design application infrastructure solutions based on Windows Server 2008 to meet varying business and technical requirements.	24/3	\$840	\$190	\$195
HLT 6445A	Implementing and Administering Windows Small Business Server 2008 (Exam 70-653) This five-day hands-on workshop provides students with the necessary knowledge to plan and implement Windows Small Business Server 2008. Students gain first-hand knowledge on topics such as installing, migrating, monitoring, securing, and backing up data.	41/5	\$1420	\$285	\$195
HLT 50322B	Configuring and Administering Windows 7 (Exam 70-680) This five-day instructor-led course provides students with the knowledge and skills to configure and administer Microsoft Windows 7 as a standalone installation or in a corporate environment as a part of a Windows Active Directory domain. It can also be used to prepare for exam 70-680 TS: Windows 7, Configuring. The contents of the course provide students with the ability to create and deploy images, configure hardware and software, configure networking and backup and restore system information. The course also provides a complete set of exercises on installing and configuring DirectAccess in the classroom.	40/5	\$1420	\$285	\$195



MICROSOFT COURSES					
Course ID	Course Name	Hours/ Days	Tuition	Student Materials	Technology Fees
HLT 6292A	<p>Installing and Configuring Windows 7 Client (Exam 70-680)</p> <p>This three-day instructor-led course is intended for IT professionals who are interested in expanding their knowledge base and technical skills about Windows 7 Client. In this course, students learn how to install, upgrade, and migrate to Windows 7 client. Students then configure Windows 7 client for network connectivity, security, maintenance, and mobile computing.</p>	24/3	840	190	195
HLT 6294A	<p>Planning and Managing Windows 7 Desktop Deployments and Environments (Exam 70-686)</p> <p>This five-day instructor-led course is intended for desktop administrators who want to specialize in desktop deployment, configuration, and management. In this course, students will learn how to plan and deploy Windows 7 desktops in large organizations. They will also learn how to design, configure, and manage the Windows 7 client environment. This course helps students prepare for the Exam 70-686, Pro: Windows 7, Enterprise Desktop Administrator.</p>	40/5	\$1420	\$285	\$195

DESKTOP OPERATING SYSTEMS					
Course ID	Course Name	Hours/ Days	Tuition	Student Materials	Technology Fees
HLT 00001	<p>Computer Fundamentals & Introduction to Operating Systems</p> <p>A HyperLearning original class. This class is designed to alleviate the apprehension new computer users have about using a computer. We look at the inner workings of a computer by actually touching the parts and learn how they work. Then we migrated to the keyboard, mouse, USBs, CDs, printers also known as peripherals. Then on to an introduction of a current Operating System and how to use basic Windows features.</p>	8/1	\$175	\$20	NA
HLT 85606	<p>Windows 7 Transition from XP</p> <p>You will use the new features in Windows 7 to streamline your workflow efficiency and business productivity. This course is designed for persons who are familiar with and comfortable working in Windows XP and want to upgrade to the new and enhanced features of Windows 7. This course is not for students who are first-time Windows users.</p>	4/Half	\$100	\$20	NA
HLT 85607	<p>Windows 7 Level 1</p> <p>This course is the first in a series of two Microsoft® Windows 7 courses. This course will provide you with the basic skills you need to get started with personal computers and work with the various features, tools, and options available in Windows 7. In this course, you will familiarize yourself with the basics of personal computers, customize Windows 7, and manage file and folders. You will also work with simple tools and browse the Internet.</p>	8/1	\$175	\$20	NA



DESKTOP OPERATING SYSTEMS

Course ID	Course Name	Hours/ Days	Tuition	Student Materials	Technology Fees
HLT 85608	Windows 7 Level 2 This course is the second and the last in the series of Microsoft® Windows® 7 courses. This course is designed to provide you with skills that will help you manage some of the advanced tasks available in Windows® 7. In this course, you will familiarize yourself with the advanced customization techniques and work with applications and programs in Windows® 7. In addition to this, you will also work with Internet Explorer 8, manage network communications and data, and enhance system performance.	8/1	\$175	\$20	NA
HLT 84217	Windows Vista Level 1 This course is the first in a series of two Microsoft® Windows Vista™ courses. This course will provide you with the basic skills you need to get started with personal computers and work with the various features, tools, and options available in Windows Vista. In this course, you will familiarize yourself with the basics of personal computers, customize Windows Vista, and manage file and folders. You will also work with simple tools and browse the Internet.	8/1	\$175	\$20	NA
HLT 84218	Windows Vista Level 2 This course is the second and last in the series of Microsoft® Windows Vista™ courses. This course will provide you with skills that will help you manage some of the advanced tasks available in Windows Vista. In this course, you will familiarize yourself with advanced customization techniques and work with applications and programs in Windows Vista. In addition to this, you will also work with Internet Explorer 7.0, manage network communications and data, and enhance system performance.	8/1	\$175	\$20	NA
HLT 84089	Windows Vista New Features In this course, you will use the new features in Windows Vista to improve your workflow efficiency and business productivity.	8/1	\$175	\$20	NA

DESKTOP APPLICATIONS

Course ID	Course Name	Hours/ Days	Tuition	Student Materials	Technology Fees
HLT MOS	Microsoft Office Specialist (MOS) 2007 See course listing in Certifications listed below for Word, Excel and PowerPoint.	84	\$1630	\$160	\$650
HLT BITE	Business Information Technology Essentials See course listing in Certifications listed below for Strata, Word, Excel, PowerPoint, Outlook and Access	176	\$3477	\$350	\$1260



DESKTOP APPLICATIONS					
Course ID	Course Name	Hours/ Days	Tuition	Student Materials	Technology Fees
HLT 84360	Microsoft Word 2007 Level 1 Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is the first in a series of three Microsoft® Office Word 2007 courses. It will provide you with the basic concepts required to produce basic business documents.	8/1	\$155	\$20	NA
HLT 84361	Microsoft Word 2007 Level 2 In this course, you will create complex documents in Microsoft® Word 2007 by adding components such as, customized lists, tables, charts, and graphics. You will also create personalized Microsoft® Word 2007 efficiency tools.	8/1	\$155	\$20	NA
HLT 84362	Microsoft Word 2007 Level 3 You know to use Microsoft® Office Word 2007 to create and format typical business documents. Now, you may need to work on more complex documents. In this course, you will use Word to create, manage, revise, and distribute long documents and forms.	8/1	\$155	\$20	NA
HLT 77601	MOS – Microsoft Office Specialist Word Certification This class is a combination of all three Word classes listed above and it also includes eight hours of in-depth lab hours to insure your success in passing the MOS exam.	32/4	\$770	Included	\$130
HLT 84890	Microsoft Excel 2007: Level 1 You have basic computer skills such as using a mouse, navigating through windows, and surfing the Internet. You have also used paper-based systems to store data that you run calculations on. You now want to migrate that data to an electronic format. In this course, you will use Microsoft® Office Excel® 2007 to manage, edit, and print data.	8/1	\$155	\$20	NA
HLT 84891	Microsoft Excel 2007: Level 2 In Microsoft® Office Excel® 2007: Level 1, you created, edited, formatted, and printed basic spreadsheets. You now have a need to streamline repetitive tasks and display spreadsheet data in more visually effective ways. In this course, you will use Microsoft Office Excel 2007 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas.	8/1	\$155	\$20	NA
HLT 84892	Microsoft Excel 2007: Level 3 In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Excel by automating some common tasks, applying advanced analysis techniques to more complex data sets, collaborating on worksheets with others, and sharing Excel data with other applications.	8/1	\$155	\$20	NA
HLT 77602	MOS – Microsoft Office Specialist Excel Certification This class is a combination of all three Excel classes listed above and it also includes eight hours of in-depth lab hours to insure your success in passing the MOS exam.	32/4	\$770	included	\$130



DESKTOP APPLICATIONS					
Course ID	Course Name	Hours/ Days	Tuition	Student Materials	Technology Fees
HLT MSTR	MS Excel 2007: Master in Excel: Advanced Functions & Formulas Advanced Functions and Formulas with Practical Business Applications. This course was developed with the Excel Power user in mind. All advanced Formulas and Functions will be presented with Practical Business Applications and hands on activities.	16/2	\$445	Included	NA
HLT 84886	Microsoft Access 2007 Level 1 Most organizations maintain and manage large amounts of information. One of the most efficient and powerful ways of managing data is by using relational databases. Information can be stored, linked, and managed using a single relational database application and its associated tools. In this course, you will examine the basic database concepts, and create and modify databases and their various objects using the Microsoft® Office Access 2007 relational database application.	8/1	\$175	\$20	NA
HLT 84887	Microsoft Access 2007 Level 2 You have the basic skills needed to work with Microsoft® Office Access 2007 databases, including creating and working with Access tables, relationships, queries, forms, and reports. But so far, you have been focusing only on essential database user skills. In this course, you will consider how to maintain data consistency, how to customize database components, and how to share Access data with other applications.	8/1	\$175	\$20	NA
HLT 84888	Microsoft Access 2007 Level 3 In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Access by structuring existing data, writing advanced queries, working with macros, enhancing forms and reports, and maintaining a database.	8/1	\$175	\$20	NA
HLT 84889	Microsoft Access 2007 Level 4 Effective database management calls for mastering the advanced administrative and collaborative features of Access. In this course, you will exchange data with other applications, automate business processes by using VBA code, and secure and share databases.	8/1	\$175	\$20	NA
HLT 77605	MOS – Microsoft Office Specialist Access Certification This class is a combination of the four Access classes listed above and it also includes practice and review to insure your success in passing the MOS exam.	32/4	\$785	\$80	\$130
HLT 84896	Microsoft Outlook 2007: Level 1 This course will provide you with the skills you need to start sending and responding to email in Microsoft® Office Outlook® 2007, as well as maintaining your Calendar, scheduling meetings, and working with tasks and notes. In this course, you will compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes.	8/1	\$155	\$20	NA



DESKTOP APPLICATIONS					
Course ID	Course Name	Hours/ Days	Tuition	Student Materials	Technology Fees
HLT 84897	Microsoft Outlook 2007: Level 2 If you have been using Microsoft® Office Outlook® 2007 as a communications tool, then you know how to send a mail message; schedule appointments and meetings; and create contacts, tasks, and notes. In this course, you will customize your Outlook environment, Calendar, mail, folders, and also track, share, assign, and quickly locate various Outlook items.	8/1	\$155	\$20	NA
HLT 77604	MOS – Microsoft Office Specialist Outlook Certification This class is a combination of the two Outlook classes listed above and it also includes four additional hours of in-depth lab hours to insure your success in passing the MOS exam.	20/2.5	\$470	Included	\$130
HLT 84899	Microsoft PowerPoint 2007: Level 1 In today's work environment, presentations have moved far beyond flip charts and overhead projectors. Audiences not only expect that your presentations are in an electronic format, but they also demand that your presentations be unique and sophisticated in their use of such formats. In this course, you will work with Microsoft® Office PowerPoint® 2007 to create electronic presentations.	8/1	\$155	\$20	NA
HLT 84900	Microsoft PowerPoint 2007: Level 2 As a PowerPoint 2007 user, you are familiar with the basics of creating a presentation and you are able to convey information effectively in a simple way. Static content in presentation, however, will not keep your audience interested. In this course, you will enhance and customize the PowerPoint interface to suit your requirements and use the new and enhanced features to create dynamic and visually appealing presentations. You will then finalize a presentation and secure it to authenticate its validity.	8/1	\$155	\$20	NA
HLT 77603	MOS – Microsoft Office Specialist PowerPoint Certification This class is a combination of the two PowerPoint classes listed above and it also includes four additional hours of in-depth lab hours to insure your success in passing the MOS exam.	20/2.5	\$515	Included	\$130
HLT 78417	Microsoft Visio Pro 2007: Level 1 In this course, you'll learn fundamental skills while creating several types of diagrams using Microsoft® Office Visio® Professional. You will create a directional map, a block diagram, a basic and a cross-functional flowchart, an organization chart, and an office layout. As you create these drawings, you will learn techniques to drag and manipulate Visio master shapes, create connections between shapes, and apply styles to shapes, text, and pages. You will generate an organization chart from imported data and edit custom properties to store additional information in your diagrams. You will learn shortcuts to enhance your productivity and use unique tools designed for each type of drawing. When you've completed the course, you will have a firm grasp of all of the skills needed to create any kind of diagram using Visio.	8/1	\$195	\$20	NA
HLT 78418	Microsoft Visio Pro 2007: Level 2 In this course, you will expand on the knowledge you gained in the Visio 2007 Professional: Level 1 course. You will work with many advanced features, including using the drawing tools, creating and working with custom stencils and templates, and sharing your Visio drawings with other applications.	8/1	\$195	\$20	NA



DESKTOP APPLICATIONS					
Course ID	Course Name	Hours/ Days	Tuition	Student Materials	Technology Fees
HLT 84546	<p>Adobe Acrobat 8.0 Level 1</p> <p>You may have used different applications to create documents and files for your own reference. However, you may now be required to share your files electronically by email, over a network, or on the web, so that recipients can view, print, and offer feedback. In this course, you will use Adobe® Acrobat® 8.0 to make your information more portable, accessible, and useful to meet the needs of your target audience.</p>	8/1	\$175	\$20	NA
HLT 84547	<p>Adobe Acrobat 8.0 Level 2</p> <p>As a business professional, you have some experience in using Adobe® Acrobat®. Now you are ready to further develop your PDF documents. In this course, you will use Adobe® Acrobat® 8.0 Professional to convert technical documents to PDF files, enhance and control PDF content accessibility, customize PDF documents for interactive use online, and prepare PDFs for commercial printing.</p>	8/1	\$175	\$20	NA

*NA – Not Applicable



CERTIFICATION TRACKS		COURSES REQUIRED		EXAMS		HOURS	COST
CompTIA: IA Technician		HLT FCOU41 HLT 85987	HLT 85050 HLT 85984	FC0-U21 220-701 N10-004	220-702 SY0-301	163	\$5,855
MCTS:	Microsoft Certified Technology Specialist: Vista Configuration	HLT 5115	HLT 5116	70-620		40	\$1,920
MCTS:	Microsoft Certified Technology Specialist	May choose from multiple courses		Dependent on courses taken			
MCITP:	Enterprise Support Technician	HLT 5115 HLT 5118	HLT 5116 HLT 5119	70-620 70-622		81	\$3,840
MCSA:	Transition to MCITP: Server Administrator	HLT 6416B	HLT 6433A	70-648 70-646		80	\$3,800
MCSE:	Transition to MCITP: Server Administrator	HLT 6416B HLT 6417B	HLT 6433A	70-649 70-646		104	\$3,800
MCITP:	Server Administrator	HLT 6425C HLT 6421A	HLT 6426C HLT 6433A	70-640 70-646	70-642	144	\$6,680
MCITP:	Enterprise Administrator	HLT 6425C HLT 6421B HLT 6439A HLT 6435B	HLT 6426C HLT 6418C HLT 6292A HLT 6436B	70-640 70-642 70-643 70-680	70-647	272	\$12,590
MCTS:	Windows 7 Configuration	HLT 50322B		70-680		40	\$1,900
MCTS:	Small Business Server 2008	HLT6445A		70-653		40	\$1,990
MCITP:	Enterprise Desktop Administrator 7	HLT 6292A	HLT 6294A	70-680	70-686	64	\$3,125
MOS:	Microsoft Office Specialist	HLT 77601 HLT 77603 HLT 84886	HLT 77602 HLT 84896 HLT00001	77-601 77-603	77-602	84	\$2,440
B.I.T.E.:	Business Information Technology Essentials – Strata, MOS in Word, Excel, PowerPoint, Access	HLT FCOU41 HLT 77602 HLT 77604	HLT 77601 HLT 77603 HLT77605	FCO-U41 77-602 77-605	77-601 77-603	176	\$5115