EdNet Career Institute

7301 Topanga Canyon Blvd #350
Canoga Park, CA 91303
(818) 702-6640
www.ednet4u.com

School Catalog

January 2021 – December 2021

TECHNOLOGY

MAKING A WORLD OF DIFFERENCE!

BPPE
Bureau for Private Postsecondary Education

VUE
AUTHORIZED TESTING CENTER

Microsoft
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Center

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TESTING CENTER

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Message from the President

Welcome to EdNet Career Institute. Our mission is to provide vocational training that leads to employment. We offer Security Officer training programs to meet the current and future demand for increased security. Your training at EdNet Career Institute will be comprehensive. The knowledge you gain at EdNet will reward you for years to come.

On behalf of EdNet Career Institute we extend our best wishes for your future happiness and success.

We look forward to working with you as you achieve your career goals.

Sincerely yours,

Sandra Hamilton

Sandra Hamilton
President

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Mission Statement

The mission of *EdNet Career Institute* is carried forth by its function as a center for higher learning and professional skill building within the framework of state approved certification programs. EdNet provides postsecondary education and training in demand occupations. EdNet is dedicated to providing the highest quality of training and certification in order to build confident, innovative and educated students.

The **purpose** of the Institute and its academic programs is to fulfill:

➢ the presentation of an integrated multi-disciplinary curriculum which creates a framework for employment in supporting the technical requirements of business today;

➢ the development of technical and physical skills fundamental to technical support roles;

➢ the provision of educational services that award certification to professionals currently in industries with demand occupations.

The population served by EdNet includes individuals who have interests in the content areas encompassed by the Institute's certification program curricula. Professionals with specific continuing education objectives and the community at large are served by the Institute's ongoing workshop and seminar series, in addition to community education activities.

The prospective student population centers on the mature adult learner who is attracted to demand industries. A high school diploma or completion of their GED is preferred.

Through a combination of lecture and hands-on experience, EdNet is uniquely poised to meet the needs of this student population.

Objectives

Objectives represent the framework for decisions about student admissions, curriculum, faculty, organization of the Institute and the comprehensive educational experiences designed for the students. As such, EdNet's objectives are:

➢ To provide an innovative learning environment to meet the needs of the student and community;

➢ To admit persons who demonstrate academic potential, motivation, maturity, emotional stability, goal-directedness, integrity and the ethical principles necessary for successful completion of the program and acceptance into the professional community;

➢ To encourage qualified students and in-service professionals to pursue advanced studies towards personal and academic goals without interrupting their employment;

➢ To establish programs of continuing education for maintaining and improving the competencies of practicing professionals;

➢ To develop, evaluate, revise and improve curricula to reflect current, state-of-the-art programs within the profession;

➢ To maintain meaningful cooperation with professional organizations, employers, community agencies, alumni and other educational institutions;

➢ To provide for a continuing assessment of the educational needs of the individual, to develop diverse learning opportunities to address those needs, and to evaluate the effectiveness of the educational programs;

➢ To maintain high standards through comprehensive professional development programs;

➢ To promote student involvement and active participation in the life of EdNet Career Institute.

Brief History

EdNet was founded in December 1995 and received approval in March of 1996 from the State Bureau for Private Postsecondary Education (BPPE) as a vocational institution. EdNet was incorporated in 1997 as a California Corporation. The President holds 100% of the shares.

The BPPE approval means that the State Bureau has conducted a qualitative review and assessment of the Institution as well as a site visit and has approved the Institution to provide vocational and educational services under Education Code 94900.

EdNet has been a solvent institution since 1997 and has no petitions on file regarding bankruptcy and reorganization.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by EdNet may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Dr. #400, Sacramento, CA 95833, online at www.bppe.ca.gov, or by calling toll free 888-370-7589, or by fax 916-263-1897.

General Admission

EdNet's admissions criteria are designed to measure the qualities and capabilities required of a professional as reflected in an applicant's academic preparation and achievement, professional experience, and personal narrative. An applicant may be admitted as a full-time or part-time student.

Students enrolled in any of EdNet's programs shall be eligible to receive a Certificate of Achievement upon successfully completed the course of study.

General Requirements
To enter any of the programs at EdNet Career Institute, an applicant must be 18 years of age and preferably have completed their high school diploma or GED; otherwise they must pass the CASAS assessment.

Additionally, for Security Officer course work, students must undergo a criminal history background check through the California Dept. of Justice and the Federal Bureau of Investigation.

How to Apply
The following materials should be submitted to the Admissions Office:

1. Completed *Application for Admission*
2. A current resume.

Admissions Procedures
After receipt by EdNet of the completed application; current resume; and written narrative, a time will be arranged for the student to meet with an admissions counselor and receive a school tour and a copy of the current Catalog or brochure.

Admissions Counseling
An appointment with a school representative is invaluable and mandatory. As a prospective student you are encouraged to review this Catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet which must be provided to you prior to signing an enrollment agreement.

Special Needs
Students with disabilities needing special assistance in the admissions process or training will be accommodated to the best of EdNet's ability to do so. Please discuss your specific situation with our Admissions Office.

Language Proficiency
The course work at EdNet is delivered in English only and is intended for individuals proficient in English at the 12th grade reading level and 9th grade Math level. EdNet does not offer ESL (English as a Second Language) courses and expects students to speak and write English fluently. Foreign students must be able to demonstrate their English proficiency by providing TOEFL (Test of English as a Foreign Language) scores or submitting a personal statement written in English.

Advanced Standing
Upon enrollment the student may possess knowledge and experience that equates to some or all of a particular course. Advanced placement will be evaluated based on the student's background.

Transferability of Credits Earned
The transferability of credits you earn at EdNet is at the discretion of the institution to which you may apply. Acceptance of the certification or diploma earned here is also at the complete discretion of the institution to which you seek to transfer. If the certificate or diploma that you earn here is/are not accepted at the institution to which you apply, you may be required to repeat some or all of your coursework at that institution. For this reason you should be certain that your attendance at EdNet will meet your educational goals. This may include contacting an institution to which you may transfer after attending EdNet to determine if your certificate or diploma will transfer.

Acceptance of Credits Earned
For students pursuing Microsoft (MCSE) Certification, a maximum of eight (8) quarter units (6 semester units) for course work earned in the student's field of study may be transferred from a college or university accredited by one of the Regional Accrediting Associations. The MCSE program will allow you to transfer credits to state universities and/or colleges only if the program you are pursuing at the university/college has a similar curriculum. For example, if you have earned the MCSE certificate and have transcripts from Microsoft that verifies your achievement of the certificate, the university/college will accept the transcript and transfer units that are appropriate to whatever the credits their comparable course earns.

Non-Discriminatory Policy
EdNet Career Institute, a California corporation, in compliance with Title VI of the Civil Rights Act f 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, does not discriminate on the basis of race, color, national origin, sex, handicap or age in any of its policies, procedures or practices; nor does EdNet discriminate on the basis of sexual orientation.

This nondiscriminatory policy covers all EdNet programs and activities, including but not limited to academic admissions, financial aid, educational services, and student employment.

Family Education Rights & Privacy Act
The Family Education Rights and Privacy Act of 1974 provides, generally, that (1) **students shall have the right of access to their educational records**, and (2) **educational institutions shall not release educational records to non-school employees without consent of the student.**
Written consent of the student is required before EdNet can release information concerning the student to prospective employers, government agencies, credit bureaus, etc. Students and alumni applying for jobs,

credit, etc., can expedite their applications by providing EdNet with written permission to release their records, specifying which records and to whom the release should be made. For further details on and exceptions to the policies affecting disclosure of student records, contact the Administrative Office.

Drug Prevention Program

In compliance with the Federal and State laws, EdNet has established a referral service for drug abuse prevention programs. Students are made aware of this program and will abide by the School's Drug Prevention Program.

Sexual Harassment Policy

Harassment is a violation of an individual's civil rights. It is our policy to provide an educational, employment and business environment free from unwelcome sexual advances, request for sexual favors and other verbal, visual or physical conduct or communications of sexual nature, as defined and otherwise prohibited by the state and federal statutes.

Notice of Student Rights

Students may cancel their contract for school, without any penalty or obligation, by the seventh day following their first class session as described in the Notice of Cancellation form that will be given to each student at the first session.

Students are encouraged to bring any complaints to the attention of their instructor. The instructor will attempt to resolve any problems or advise the student to discuss the situation with the appropriate office. After following this procedure, and if the situation is still not resolved, the student may make an appointment with the President, Sandra Hamilton. Please refer to the Student Grievance Procedure for further information.

Approval Disclosure Statement

EdNet has been granted permanent institutional approval from the BPPE - Bureau for Private Postsecondary Education. The Bureau's approval means that the School and its operation comply with the standards established under the law for occupational instruction by private postsecondary educational institutions.

Complaint Resolution

Persons seeking to resolve complaints should contact the instructor in charge. Requests for further action may be made to the President, Sandra Hamilton. A student or a member of the public may file a complaint about EdNet with the Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form, which can be found on the Bureau's Internet website www.bppe.ca.gov. The address of the Bureau is:

Bureau of Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
West Sacramento, CA 95798-0818

Performance Fact Sheet

EdNet prides itself in having achieved outstanding performance in completion rates and in job placement with our graduates. For ten consecutive years, EdNet has received an award of distinction at the Annual Awards Banquet for placement performance that exceeds the standard set by the State of California. A Performance Fact Sheet is available prior to enrollment. Students are encouraged to review this document prior to signing an Enrollment Agreement.

In many cases, EdNet achieves 100 percent of job placement in the Security Officer Training programs.

CISCO CERTIFIED VOICE OVER IP
Course Syllabus

Total Hours: 420   **Program Length: 14 Weeks**

Prerequisite: CCNA certificate

Mission/Objective. The CCVP certification recognizes the increased importance placed on IT professionals of today who are responsible for integrating voice technology into underlying network architectures. Individuals who earn a CCVP certification can help create a telephony solution that is transparent, scalable, and manageable.. The program is designed for individuals with advanced computer skills and networking knowledge. The certification content focuses on Cisco Systems CallManager, quality of service (QoS), gateways, gatekeepers, IP phones, voice applications, and utilities on Cisco routers and Cisco Catalyst switches. The outcome is a VOIP certificate.

Starting salaries range from $35 to $50 an hour.

COURSE TITLE / NUMBER	LECTURE HOURS		LABORATORY HOURS		TOTAL HOURS		Exam
	Clock	**Credit**	**Clock**	**Credit**	**Clock**	**Credit**	**#**
Cisco IP Telephony Part 1 (CIPT1)	30	3	45	1	75	4	642-444
Cisco IP Telephony Part 2 (CIPT2)	30	3	45	1	75	4	642-444
Implementing Cisco Quality of Service (QOS)	40	3	35	1	75	4	642-642
Cisco Voice Over IP (CVOICE)	40	3	35	1	75	4	642-432
IP Telephony Troubleshooting (IPTT)	40	3	35	1	75	4	642-425
Implementing Cisco Voice Gateways and Gatekeepers (GWGK)	40	3	35	1	75	4	642-452
TOTALS	220	18	200	6	420	24	

Implementing Cisco Quality of Service (QOS) v2.1: The course also gives students design and usage rules for various advanced IP QoS features and the integration of IP QoS with underlying Layer 2 QoS mechanisms, allowing them to design and implement efficient, optimized, and trouble-free multi-service networks

Cisco Voice Over IP (CVOICE) v4.2: CVOICE lays the foundation for gaining hand-on skills and significant understanding of packet telephony by presenting the technologies that are common for both Enterprise and Service Provider students. student to apply the knowledge gained in this course.

IP Telephony Troubleshooting (IPTT) v4.0: IPTT v4.0 practices troubleshooting skills for administrators and engineers who support IP Telephony installations.

Cisco IP Telephony Part 1: Cisco IP Telephony Part 1 (CIPT1) v4.0 prepares you for installing, configuring, and maintaining a Cisco IP telephony solution. This course focuses primarily on Cisco CallManager, the call routing and signaling component for the Cisco IP telephony solution.

Cisco IP Telephony Part 2: The Cisco IP Telephony Part II course focuses on Cisco CallManager advanced features and options. These features include point-to-point video calls for appropriate video enabled endpoints as well as video conferencing, Cisco CallManager Attendant Console, IP Softphone and extension Mobility, security features for hardening of applications and hardware for VoIP, and command-line tools and monitoring devices that Cisco provides for troubleshooting voice and data networks.

Implementing Cisco Voice Gateways and Gatekeepers (GWGK): Course outline available in 2006.

Office Skills Specialist / Microsoft Office

Total Hours: 240   Program Length: 6 Weeks

Mission/Objective: The Office Skills Specialist/Microsoft Office program is designed to prepare students to become a Microsoft Office User Specialist (MOUS). This certification coupled with expertise in the popular software applications Word, Excel, and PowerPoint, make the student qualified to support users in a business environment. This course is designed for individuals with minimal computer skills. Windows XP and Microsoft Office, along with basic troubleshooting functions. Students will take one Microsoft exam and depending on abilities, may pursue an additional Microsoft exam. Salaries range from $13 to $15.50 per hour depending on experience.

COURSE TITLE / NUMBER	LECTURE HOURS		LABORATORY HOURS		TOTAL HOURS	
	Clock	Credit	Clock	Credit	Clock	Credit
Windows XP Bootcamp	15	2	15	1	30	3
#102 Microsoft Office XP	20	3	25	1.5	45	4.5
#103 MS Word for Windows	20	3	25	1.5	45	4.5
#104 MS Excel for Windows	20	3	25	1.5	45	4.5
#105 MS PowerPoint for Windows	20	3	25	1.5	45	4.5
#106 Customer Service Techniques & Internet Skills	15	2	15	1	30	3
TOTALS	110	16	130	8	240	24

Windows XP Bootcamp – Basic computer components and terminology is covered.

#102 Microsoft Office XP – **Students** learn the differences between these popular applications used in the workplace.

#103 MS Word for Windows – Students will learn this application through three skill levels necessary to use the Word for Windows program.

#104 MS Excel for Windows – Students will learn new features of the latest version of Excel for Windows.

Students will learn how to create worksheets, macros, charts, and pivot tables.

#105 MS Microsoft PowerPoint – Students will learn the latest version of Microsoft PowerPoint which will provide them with the tools needed for business presentations.

#106 Customer Service Techniques & Internet Skills Students will learn customer service handling, telecommunications, customer service role playing scenarios in the class room, as well as student will learn how to do technical support on critical issues and effectively solving them.

LAN ADMINISTRATOR

Microsoft
CERTIFIED
Systems Administrator

Mission/Objectives: The LAN Manager is the equivalent course to the Microsoft Certified Systems Administrator (MCSA) track, which is designed for the beginning student interested in pursuing a career in networking administration. This new Microsoft certification addresses the need for networking professionals who can manage a LAN network utilizing Windows 2000 operating system. The courses are designed around the job-related tasks a support professional must perform using Win 2000. The LAN Manager program prepares individuals as Network Managers. This is one of the most needed networking certification offered by Microsoft. The position of Network Manager demands excellent analytical skills, communication skills, and requires flexible hours.

COURSE TITLE / NUMBER	LECTURE HOURS		LABORATORY HOURS		TOTAL HOURS	
	Clock	Credit	Clock	Credit	Clock	Credit
Windows 2000 Bootcamp	30	2	30	1	60	3
#2151 Networking Essentials	30	2	30	1	60	3
#2152 Windows Pro and Server	60	4	60	2	120	6
#2153 Imp. Network Infrastructure	60	4	60	2	120	6
#2154 Imp. Admin. Directory Serv	45	3	31	1	76	4
#2126 Admin. Win 2000 Network	30	2	30	1	60	3
TOTALS	255	17	241	8	496	25

Windows 2000 Bootcamp – Basic computer components and terminology is covered.

#2151 Networking Essentials – This course presents an overview of the entire MCSE track. There is no formal Microsoft exam; however, this course is a prerequisite to the following modules. Students will be able to understand the network communication models used in the Win 2000 network.

#2152 Windows Pro and Server – At the end of this module, students will be able to install or upgrade to Windows 2000, configure the Windows 2000 environment, connect clients running Windows 2000 to networks. Student will be prepared to pass the Professional (workstation) and Server exams.

#2153 Imp. Network Infrastructure – Students will learn how to configure DHCP and DNS Servers, configure WINS, network security protocols, and remote access to a network. Additionally, students will be able to configure Win 2000 as a network router, as an internet access, and as a Web server.

#2154 Imp. Admin. Directory Serv – Primary focus will be on understanding the Active Directory logical and physical structure, creating and administering user accounts and group resources, publishing resources, delegating administrative controls of Active Directory objects.

#2126 Admin. Win 2000 Network – Administer and troubleshoot a Microsoft Windows 2000 network environment. Students will learn how to configure users, servers, and how to manage printers, peripherals and other components.

Medical Administrative Assistant (MAA)
COURSE SYLLABUS

Total Hours: 240 hours   PROGRAM LENGTH: 6 WEEKS

Prerequisite: Must have a High School Diploma, be a people person with excellent communication skills, interested in working in the healthcare industry.

Mission/Objective:
The Medical Administrative Assistant program at EdNet Career Institute prepares the students to graduate and obtain a job in the Medical field using the newest technology of Electronic Medical Records and Electronic Medical History along with the traditional standards used in the medical office. Students will obtain knowledge of scheduling patients, managing the doctor's office, billing for treatment, medical terminology, the basics of Microsoft Office and medical transcription. Students that graduate from the Medical Administrative Assistant program will be ready to enter the field as a highly qualified receptionist, insurance processor, medical records clerk, or medical transcriber.

Starting salaries range from $9 to $14 an hour.

COURSE TITLE AND COURSE NO.	LECTURE HOURS		LABORATORY HOURS		TOTAL HOURS	
	Clock	Credit	Clock	Credit	Clock	Credit
Microsoft Office and Computer Skills	21	1.4	15	0.5	36	1.9
Medical Law and Ethics	32	2.1	12	0.4	44	2.5
Medical Insurance and Terminology	30	2	18	0.6	48	2.6
Electronic Medical Billing	30	2	10	0.3	40	2.3
Office Procedures and Scheduling	21	1.4	15	0.5	36	2.3
Medical Transcription	21	1.4	15	0.5	36	2.3
TOTALS	155	10.3	77	2.5	240	13.6

Microsoft Office and Keyboarding Skills – Using Microsoft Word and Microsoft Excel students will learn how to prepare basic reports and spreadsheets for doctors utilizing the proper medical terminology and spelling. Students will learn keyboarding with speed and accuracy.

Medical Law and Ethics – Students will learn about principles, procedures, and regulations involving the legal and ethical relationships among physicians, patients and medical assistants. The class will address current ethical issues and risk management as they relate to the practice of medicine.

Medical Insurance and Terminology – Students will develop a proficiency in manually preparing and processing insurance claims. Students will learn about HMO's, PPO's and workers' compensation plans and also about the Medicaid, Medicare, and ChampVA programs. Students will be proficient in Medical Terminology, ICD-9, and CPT coding.

Electronic Medical Billing – Students will learn the leading Electronic Medical Software – MediSoft along with Electronic Medical Records (EMR) software and Electronic Health Records (EHR) software such as AcerMed, A4 Health Systems, Omni-Med, eClinical, Charting Plus, Visionary Medical Systems and MD Synergy.

Administrative Procedures and Customer Service – Students will be taught how to schedule the patients, medical records creation and maintenance, phone communications, transcriptions, collections, third party reimbursement, credit arrangements, and the use of computers in a medical office. Students will also learn about customer service including but not limited to fostering positive attitudes, recognizing and dealing with customer turnoffs, dealing with dissatisfied customers and exceeding customer expectations.

Medical Transcription – Students will learn the art of taking dictation directly from the doctor or nurses. Students will also learn to do medical transcription from recorded tapes provided by doctors. Students will learn to complete transcriptions with accuracy in both spelling and grammar.

MICROSOFT CERTIFIED SYSTEMS ENGINEER WINDOWS 2003/2007 (MCSE)

Microsoft
CERTIFIED
Systems Engineer

Total Hours: 540   Program Length: 22 Weeks

Program Description: The MCSE Windows 2000 program is designed for the any student interested in pursuing a career in networking. Basic computer knowledge is a prerequisite. The courses are designed around the job related tasks a support professional must perform using new or modified features in the Windows 2000 operating system. This is one of the highest networking certifications offered by Microsoft. The position of Network Manager demands excellent analytical skills, communication skills, and requires flexible hours.

COURSE TITLE / NUMBER	LECTURE HOURS		LABORATORY HOURS		TOTAL HOURS	
	Clock	**Credit**	**Clock**	**Credit**	**Clock**	**Credit**
Windows 2000 Bootcamp	30	2	30	1	60	3
#2151 Networking Essentials	30	2	10	0.3	40	2.3
#2152 Windows Pro and Server	60	4	20	0.6	80	4.6
#2153 Imp. Network Infrastructure	60	4	20	0.6	80	4.6
#2154 Imp. Admin. Directory Serv	45	3	35	1.16	80	4.16
#2126 Admin. Win 2000 Network	30	2	10	0.3	40	2.3
#1561 Design Dir. Infrastructure	45	3	35	1.16	80	4.16
#2072 Installing, Configuring and Administration of SQL Server	60	4	20	0.6	80	4.6
TOTALS	360	24	180	5.72	540	29.72

Windows 2000 Bootcamp – Basic computer components and terminology is covered.

#2151 Networking Essentials – This course presents an overview of the entire MCSE track. There is no formal Microsoft exam; however, this course is a prerequisite to the following modules. Students will be able to understand the network communication models used in the Win 2000 network.

#2152 Windows Pro and Server – At the end of this module, students will be able to install or upgrade to Windows 2000, configure the Windows 2000 environment, connect clients running Windows 2000 to networks. Student will be prepared to pass the Professional (workstation) and Server exams.

#2153 Imp. Network Infrastructure – Students will learn how to configure DHCP and DNS Servers, configure WINS, network security protocols, and remote access to a network. Additionally, students will be able to configure Win 2000 as a network router, as an Internet access, and as a Web server.

#2154 Imp. Admin. Directory Serv – Primary focus will be on understanding the Active Directory logical and physical structure, creating and administering user accounts and group resources, publishing resources, delegating administrative controls of Active Directory objects.

#2126 Admin. Win 2000 Network – Administer and troubleshoot a Microsoft Windows 2000 network environment. Students will learn how to configure users, servers, and how to manage printers, peripherals and other components.

#1561 Design Directory Infrastructure – Design an Active Directory, Secure and delegate administrative authority, Identify business needs and scenarios for directory modification, design an active directory domain, design a site topology for managing active directory replication.

#2072 Installing, Configuring and Administration of SQL Server – This course provides students with the knowledge and skills required to install, configure, administer, and troubleshoot the client-server database management system of Microsoft SQL Server™ 2000.

WEB MASTER

Total Hours: 480   Program Length: 24 Weeks

Program Description: The Internet can be an intimidating subject when you first start out. The philosophy of this course is '*One step at a time*'. We take you through the core concepts of Web Design and leave it up to you and your 'appetite for learning' to decide how far you want to go.

The WEB Master program will provide students with the knowledge and skill necessary to design and develop Web home pages for business and industry. In addition, students will learn the skills necessary to manage the day-to-day functions of a Web site. Positions: Web Developer, Web Designer, Web Specialist, etc. Salaries from $16 - $24 / hr.

COURSE TITLE / NUMBER	LECTURE HOURS		LABORATORY HOURS		TOTAL HOURS	
	Clock	Credit	Clock	Credit	Clock	Credit
#101 Introduction to the Internet	15	1	15	.5	30	1.5
#102 Introduction to HTML	45	3	45	1.5	90	4.5
#103 Introduction to JavaScript	30	2	30	1	60	3
#104 Introduction to Fireworks MX	60	4	60	2	120	6
#105 Introduction to Photoshop 7 & ASP	15	1	15	.5	30	1.5
#106 Introduction to Dreamweaver MX	60	4	60	2	120	6
#107 Introduction to Flash MX	15	1	15	.5	30	1.5
TOTALS	240	16	240	8	480	24

#101 Introduction to the Internet – What is the Internet? Where did it come from? How does it work? These questions and many more are answered to enable you to conceptualize the Web and all its potential.

#102 Introduction to HTML – Learn how to write HTML code and in the process create HTML pages encompassing forms, frames, and tables, to name just a few.

#103 Introduction to JavaScript – Since HTML is a simple text markup language, it can't respond to the user, make decisions, or automate repetitive tasks. Interactive tasks require a scripting language. In this course we will introduce you to the scripting language of JavaScript and give you a firm understanding of how to propel your pages to the impressive status of interactive.

#104 Introduction to Fireworks MX: Web Graphics, Animation, Publishing – Create, edit, and animate Web graphics using a complete set of bitmap and vector tools. Use export controls to optimize your images, give them advanced interactivity, and export them into Macromedia's Dreamweaver MX. Launch and edit Fireworks MX graphics from inside Macromedia's Dreamweaver MX or Flash.

#105 Introduction to Photoshop 7 & ASP – **If** Web Designers are not using Macromedia's Fireworks MX to add images to their Web Sites, they are most likely using Adobe's Photoshop. We highlight some important comparisons between Fireworks MX and Photoshop. Active Server Pages (ASP) will also be covered.

#106 Dreamweaver MX – Macromedia's Dreamweaver MX has everything you need to develop a professional Web Site. It is a 'WYSIWYG' (what you see is what you get) HTML generator as well as a powerful software tool that enables you to visually create your Web Page while simultaneously generating the necessary HTML.

#107 Flash MX – From the Web, to cell phones, to Internet-enabled appliances and personal digital assistants (PDAs), Macromedia's Flash MX is becoming more and more popular. Businesses all over the world are using Flash to market their products and to do e-commerce right. This course will introduce you to the fundamentals of Flash MX.

A+ CERTIFICATION COURSES

Total Hours: 20 (each)　　　　　　　Course Length: 1 Week (each)

Note: Students having completed EdNet's MCSE Program, LAN Administrator Program, or Help Desk / Customer Service / MOUS Certification Program are already qualified for their CompTIA exams. The courses offered here are the equivalent to the "Windows 2000 Bootcamp" portion of the programs mentioned above.

Course Descriptions: A+ courses are designed to prepare students to become computer hardware technicians. Students will certify by passing two CompTIA exams demonstrating their hardware and software expertise. Possible job opportunities include Computer Technician, Hardware Specialist, PC Support, Help Desk, and other related positions. A+ is becoming an industry standard for hardware technicians. Salaries range from $12 to $18 per hour depending on experience.

COURSE TITLE / NUMBER	LECTURE HOURS	LABORATORY HOURS	TOTAL HOURS
	Clock	**Clock**	**Clock**
A+ 201 Core Hardware	15	5	20
A+ 202 DOS/WIN Operating System Technologies	15	5	20

A+201 Core Hardware – This course covers major PC components and their configuration. Peripherals are introduced as basic building blocks of hardware. Students learn to dissect the computer to better understand systems. In this section students learn about main functions of the computer peripherals. They are also taught safety procedures and electrostatic discharge (ESD).

A+202 DOS/WIN Operating System Technologies – This course covers installation, configuration, and troubleshooting of MS-DOS, Windows 3.1 and Windows 95 operating systems. Students learn how to use the popular Microsoft software.

CISCO CERTIFIED NETWORK ASSOCIATE (CCNA) COURSE

CISCO SYSTEMS

www.cisco.com

Total Hours: 40   Course Length: 2 Weeks

Note: Due to the prevalence of Cisco routers being used with Windows 2000 networks, graduates of EdNet's MCSE Program (or other networking professionals) are strongly encouraged to include this course as part of their professional development and credentials. Individuals holding their CCNA Certification along with their MCSE increase their marketability significantly.

Course Description: The CCNA Certification (Cisco Certified Network Associate) indicates a foundation in and apprentice knowledge of networking for the small office/home office (SOHO) market. CCNA certified professionals can install, configure, and operate LAN, WAN, and dial access services for small networks (100 nodes or fewer), including but not limited to use of these protocols: IP, IGRP, IPX, Serial, AppleTalk, Frame Relay, IP RIP, VLANs, RIP, Ethernet, Access Lists.

Possible job opportunities include Network Technician, Hardware Specialist, PC Network Support, LAN Manager, and other networking related positions. Starting salaries range from $15 to $20 per hour. This course will prepare the student to take the 640-607 CCNA Certification Exam.

COURSE TITLE / NUMBER	LECTURE HOURS	LABORATORY HOURS	TOTAL HOURS
	Clock	Clock	Clock
Cisco Certified Network Associate (CCNA)	30	10	40

CCNA – Students will be given an introduction to the OSI, MAC and ISO reference models, Cisco terminology and hardware. Students will learn to identify and describe the functions of the seven layers of the ISO/ OSI model, define and explain the five conversion steps of data encapsulation. Also covered will be an introduction to the different classes of IP addresses and subnetting, and students will learn to identify the functions of the TCP/IP network-layer protocols. Students are exposed to the important concepts of Cisco router configurations, router management, TCP/IP and the technologies used with routers. Managing the configurations files, identifying the functions of ICMP, and identifying the main Cisco IOS software commands for router startup are also included. This module will also be an introduction to IPX address and encapsulation types, configuring IPX access lists and SAP filters, enabling the Novell IPX protocol and configuring interfaces, advantages of LAN segmentation, using bridges, routers, switches with an introduction to the features of Ethernet operations and networking.

MICROSOFT CERTIFIED DATABASE ADMINISTRATOR (MCDBA) COURSES

Microsoft®
C E R T I F I E D
Database Administrator

Total Hours: 48 (each)   Course Length: 2 Weeks (each)

Prerequisite. Candidates must have their MCSA Certification or MCSE 2000 Certification.

Note: Students having completed EdNet's MCSE Program or who have previously taken Course #2072 as an elective to their MCSE Certification need only take Course #2073 for their MCDBA.

Course Descriptions: The MCDBA is one of the highest certifications offered by Microsoft and jobs in this discipline are increasingly more and more in demand.

Microsoft Certified Database Administrator (MCDBA) on Microsoft SQL Server™ 2000 candidates need to pass one exam that provides a valid and reliable measure of technical proficiency and expertise in the implementation and administration of SQL Server databases. Candidates will gain understanding of basic relational database concepts, including: Logical and physical database design, Data integrity concepts, Relationships between tables and columns (primary key and foreign key, one-to-one, one-to-many, and many-to-many). How data is stored in tables (rows and columns).

COURSE TITLE / NUMBER	LECTURE HOURS	LABORATORY HOURS	TOTAL HOURS
	Clock	**Clock**	**Clock**
#2072 Installing, Configuring, and Administration of SQL Server	30	18	48
#2073 Designing and Implementing Databases with SQL Server 2000	30	18	48

#2072 Installing, Configuring and Administration of SQL Server – This course provides students with the knowledge and skills required to install, configure, administer, and troubleshoot the client-server database management system of Microsoft SQL Server™ 2000.

#2073 Designing and Implementing Databases with SQL Server 2000 – The goal of this course is to provide students with the technical skills required to write basic Transact-SQL queries for Microsoft SQL Server™ 2000.

SECURITY OFFICER TRAINING

Total Hours: 96 hours   **PROGRAM LENGTH: 2.50 WEEKS**

Prerequisite Requirements:
This program leads to state licensure and following are eligibility criteria:

>   18 years of age
>   Must pass background check

Program Description: The Security Officer course prepares students for a career in the security field under the guidelines outlined in the Business and Professions Code 7853.5. At the conclusion of the course the students will receive a state recognized license , Security Officers patrol/inspect property to protect against fire, theft, vandalism, terrorism, etc.

These professionals protect their employer's assets and investments, enforce laws on the property, and deter criminal activity and other problems. They use radio and telephone communications to call for assistance from police, fire, or emergency medical services as the situation dictates. Security Officers write comprehensive reports outlining their observations and activities during their assigned shift. They may also interview witnesses or victims, prepare case reports, and testify in court.

Starting salaries range from $16.00 to $20.00 an hour.

COURSE TITLE AND COURSE NO.	LECTURE HOURS		LABORATORY HOURS		TOTAL HOURS	
	Clock	Credit	Clock	Credit	Clock	Credit
Power to Arrest	5	0.33	3	0.10	8	0.43
Report Writing / Observation & Doc.	8	0.53	8	0.26	16	0.79
Penal Codes / Legal Aspects & Liability	4	0.26	4	0.13	8	0.39
Communications and its Significance	4	0.26	4	0.13	8	0.39
Patrol Techniques/ Public Relations	4	0.26	4	0.13	8	0.39
Courts of California / Criminal Laws	4	0.26	0	0	4	0.26
Evacuation Procedures	2	0.13	0	0	2	0.13
Arrest, Search and Seizure	4	0.26	0	0	4	0.26
Anti-Terrorism Training	4	0.26	2	0.06	6	0.32
Sexual Harassment Training	4	0.26	4	0.13	8	0.39
First Aid/CPR	4	0.26	4	0.13	8	0.39
Introduction to Computers	8	0.53	8	0.26	16	0.79
TOTALS	55	3.6	41	1.33	96	4.93

Power to Arrest: This course provides the standards of instruction for security personnel. It is designed to educate the student in carrying out his/her duties as a Security Officer with caution and within the confines of the law. This course results in the obtainment of a California Guard Card. This credentials is the minimum requirement for employment in the position of Security Officer.

Report Writing Observations and Patrol Techniques:
This course will prepare the Security Officer in report writing using computer templates. Reports will include observations and evaluations. The Security Officer will be trained from the Security Officer Textbook "Principles of Security" 3rd Edition, Authors, Truett A. Ricks, Bill G. Tillett and Clifford W. Van Meter. Handouts will contain

various company logs, sample daily activity reports, vendors and vehicles logs.

Penal Codes / Legal Aspects/Liability: Criminal and Civil Liabilities will be taught from "Qwik-Code Penal Code" bridged Edition 2005 – Author, Robert S. Weaver, B.S., M.S.; Editorial Director. Student will learn Penal Codes directly related to Security Officers; handouts on Trespassing and Loitering, Disorderly Conduct, Loss Prevention, etc., will be utilized. Civil Liabilities and Court Procedures will also be taught using training material handouts.

Communications and its Significance: Security Officer will be trained on Standard Radio Codes for Security from handouts used by most city and county Law Enforcement Agencies. Security Officers will also be trained to use military time which is required by many security companies.

Public Relations/ Patrol Techniques: The Security Officer will be trained on Ethics & Professionalism, Appearance, and Proper Conduct, etc. Security Officers must maintain composure at all times and must behave respectfully while keeping within the confines of the law. This course will be taught using "The Power to Arrest Training Manual" published by BSIS, as well as handouts.

Courts of California/Criminal Laws: The Security Officer will learn the different courts of California such as Small Claims, Juvenile, Probate, Arraignment Procedures, preliminary hearing procedures and trial procedures.

Evacuation Procedures: Emergency procedures related to Safety, Patrol Procedures, Disturbances will be taught from handouts and the textbook, "Principles of Security", 3rd Edition.

Arest, Search and Seizure: The Security Officer will be trained on the techniques of handling a proper arrest, how to conduct a search and seizure operation. The process and procedures of making a legal arrest are presented and discussed.

Anti-Terrorism Training: This six-hour course will educate the Security Officer in how to identify possible "terrorist activities" and what response should be taken to deter such activities. An approved Bureau of Security and Investigative Services (BSIS) DVD will be utilized in addition to a student workbook.

Sexual Harrassment Trainingg -- Security Officer will be trained in accordance with state and Federal guidelines which regulate sexual harassment activities in the workplace.

First Aid / CPR: This training will be delivered by Red Cross of Southern California and will take an entire 8 hours. Students will learn the techniques required to administer first aid and to perform CPR (cardio pulmonary resuscitation).

Introduction to Computers: The Security Officer will learn the fundamental concepts of computers and the basics of Microsoft Word, Excel and Outlook. Students will manage files, spreadsheets and know the basics of the Internet. Students will be taught to open email accounts and to transmit reports electronically.

Academic Process

Enrollment

The Enrollment Agreement is processed on a non-term, credit hour basis. Enrollment always starts on the first day of scheduled classes.

Enrollment begins only after the applicant has been formally accepted by Admissions and has paid or made arrangements to pay the fees and tuition.

Faculty

Faculty members are selected on the basis of experience in their profession, expertise in teaching theoretical and applied subjects, as well as leadership and role model capabilities essential to student advisement and professional growth. EdNet's Microsoft Instructors are certified as MCTs. EdNet's Cisco Instructors are Cisco certified.

Grading System

All students of EdNet will have course work evaluated and reported by the faculty using letter grades or administrative symbols. Grades and symbols are listed below together with grade point values.

PERCENT	GRADE	DESCRIPTION	GRADE POINT
90 – 100	A	Excellent	4.00
80 – 89	B	Good	3.00
70 – 79	C	Average	2.00
60 – 69	D	Below Average	1.00
0 – 59	F	Failing	0.00
	I	Incomplete *	
	W	Withdrawal**	

**No grade points are awarded for an "incomplete". It must be made up at the discretion of the instructor. An incomplete is converted to a grade of "F" if not made up within 60 days.*
**Official withdrawal from program.

Academic Standards

All students are required to maintain the academic standards of EdNet.

In order to maintain Satisfactory Academic Progress (SAP), a student must meet three areas of criteria - *Qualitative Progress*, *Quantitative Progress* and *Attendance*. These are defined as follows:

❑ *Qualitative Progress* is defined as the student's cumulative grade point average. A student must maintain a minimum grade point average of 2.0 (70%) or higher. Weekly tests and module final exams will be used to calculate a student's GPA. If this standard is not met, the student will be placed on academic probation for thirty (30) days.

❑ *Quantitative Progress* is defined as the credit hours achieved divided by the credit hours attempted. To be making SAP, a student's quantitative progress must be at least 70%.

➢ Grades of "F" and "I" are counted as hours attempted but not achieved. They have a 0 value toward GPA. The lowest grade will be dropped and the highest will be used for GPA.

➢ Coursework repeated may adversely affect a student's academic progress in terms of the maximum time frame, which is 150% of the published length of the program.

➢ Make-up work is available for students after any absence. It is the responsibility of the student to obtain the work from his/her instructor and to complete all assignments.

➢ Students who withdraw from a program will receive a grade of "W", which has no impact on the GPA. The credit hours for the courses are counted as attempted but not achieved

❑ *Attendance* is defined as the student physically being in the classroom. To complete a successful program of training, the ratio of absences must not exceed 30% of total time. Students are encouraged to make up work missed during their absence and are given three days' time to make up each day of absence. Students who do not meet this standard will be placed on academic probation for a period of 30 days. Students absent more than 21 consecutive days without notice shall be withdrawn.

Maximum Time Frame

All program requirements must be completed within a **maximum time frame** of 150% of the published length of the program as measured in attempted credit hours. The programs offered by EdNet and their associated program credits in length, must be completed within the maximum attempted program credits.

Examples of programs offered at EdNet would be:

PROGRAM NAME	PROGRAM CREDITS	MAXIMUM ATTEMPTED PROGRAM CREDITS
MCSE (Microsoft Certified Systems Engineer)	29.72	44.58
LAN Administrator	25	37
Office Skills Specialist / Microsoft Office	24	36
WEB Master	24	36
Cisco VOIP	24	36
Medical Administrative Assistant	13.6	20.4
Security Officer Training	4.93	7.4

Academic Probation

Academic progress will be measured at two intervals - at the program's halfway point and at the conclusion. If a student fails to maintain the required academic progress at the end of either evaluation point, he/she will be placed on ACADEMIC PROBATION to be given an opportunity to restore their academic progress. The student must attain the required GPA and/or number of achieved credit hours during the probationary period. The probation period is set at thirty (30) days duration.

Appeal Process

Any student not attaining the required GPA or achieved hours during the probationary period will receive a written dismissal notice. The student may submit a written appeal of his/her dismissal within five calendar days of their receipt of the dismissal notice. The appeal should be addressed to EdNet's President, Sandra Hamilton. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family.

The Appeals Committee comprised of the President, CIO, and the Staff Accountant, will examine all appeals. The student will be sent the committee's written decision within 5 days of the receipt of the appeal. The decision of the committee is final.

Students reinstated upon appeal are on a probationary status for the next 30 days, during which time they must meet the terms and conditions set out in the committee's letter granting the appeal. At the end of 30 days, and for every 30 days thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the probation, until such time as satisfactory academic progress status is regained.

Transfer and Readmitted Students

Transfer students from outside of EdNet will be evaluated qualitatively only on the work completed while at EdNet. Students transferring from one program to another within EdNet will have their GPA calculated on a cumulative basis, including all coursework attempted while at the institution.

The quantitative requirement remains 70% for all students, but the maximum time frame is based on the number of credit hours the student must complete in the current EdNet program.

Example: If a student transfers in 4 semester (or 6 quarter) credits, and therefore must complete 20 credits in the current program at EdNet, the maximum time frame is 20 x 150%, or 30 attempted credits.

Leave of Absence

A student may petition for a leave of absence. Circumstances requiring a leave of absence are documented by the student in writing, signed by the student, and then submitted to and evaluated by the Admissions and Financial Aid Offices. A leave of absence may be granted for a maximum of seventy-five days and must include an anticipated date of return.

Administrative Withdrawal

A student may be administratively withdrawn from the program or a course because of excessive class absence, absence of 21 consecutive days, disruptive behavior, inappropriate professional or ethical conduct, unfulfilled academic requirements, or unpaid tuition or fees. Refunds will be made in accordance with EdNet's policy.

Students have the right to appeal certain disciplinary actions taken by appropriate school authorities. Regulations governing original hearings and appeal rights and procedures are provided to give maximum protection to both the individual charged and the EdNet community.

Student Grievance Procedure

EdNet encourages its students to resolve problems or complaints with their instructor. If no resolution is reached, the student may elevate their concerns to the Chief Instructional Officer (CIO) for resolution. The CIO will seek to resolve the problem in a fair and timely manner. No student will be discriminated against because he/she has sought resolution of a problem.

If a student is not able to resolve a dispute with the CIO, the student must give the President, Sandra Hamilton, a signed grievance letter within ten days from the initial meeting with the instructor. The grievance statement must describe the nature of the grievance and a possible remedy or relief requested.

The President is responsible for giving fair consideration to all the facts and for providing the student with a written response within seven working days of receipt of the grievance statement.

The written response of the President will be the final decision.

Provisional Status

A student may enter EdNet as a provisional student and take up to 3 credits. Upon completion of the 3rd credit, a student must have met all requirements for full admission before any credit may be applied toward the certification.

Evaluation of Faculty

Students will be requested to evaluate the quality of instruction provided by each faculty member with whom a class is taken. This evaluation is confidential, but will be made a part of the administrative record.

Graduation Requirements

Graduation requires that a student successfully complete all coursework and achieve a final GPA of 2.0 or better. Students must also have met the attendance requirements to receive a Certificate. Students are required to clear their financial obligations before any certificate can be issued.

Arbitration

Any controversy or claim arising out of or relating to EdNet's Enrollment Agreement, or breach thereof, no matter how pleaded or styled, shall be settled by arbitration in accordance with the Commercial Rules of the American Arbitration Association, and judgment upon the award rendered by the Arbitrator may be entered in any court having jurisdiction.

General Information

State Approval

EdNet Career Institute has been granted approval status as a non-degree granting institution by the **Bureau for Private Postsecondary and Vocational Education** in accordance with all regulatory guidelines posted by the California Education Code 94900.

EdNet provides training for individuals through the **Federal Workforce Investment Act (WIA) and the GAIN** programs which assist individuals who have been laid off due to the economic downturn or who are receiving AFDC benefits. EdNet is one of the approved schools on the **Eligible Training Provider List (ETPL)** in the State of California.

EdNet is approved by the **State Department of Rehabilitation** and has worked closely with organizations such as **Southern California Rehabilitation Exchange (SCRE)** and **California Association of Rehabilitation & Reemployment Professionals (CARRP)** in providing training and support to individuals faced with necessary career changes. In addition, EdNet provides training to individuals through **Workers' Compensation Insurance Companies**, as well as with the **Employment Development Department (EDD)** for tuition assistance.

The **Veteran's Administration** has also authorized EdNet to process funding through the government's **Montgomery G.I. Bill**. EdNet is an active member of the **California Association of Private Postsecondary Schools (CAPPS)** - the oldest and largest association of private postsecondary schools in California.

EdNet supports CAPPS efforts in maintaining the highest standards in private postsecondary education.

Authorizations

EdNet is approved by the Bureau of Security and Investigative Services (BSIS) as a Training Facility authorized to provide Security Officer Training and Firearms Training.

MICROSOFT CERTIFIED TECHNICAL EDUCATION CENTER (CTEC)

As a **Microsoft Certified Technical Education Center (CTEC)**, EdNet delivers the highest quality of Microsoft instruction using state of the art hardware prescribed by Microsoft. Only Microsoft Certified Trainers (MCTs) will instruct in the certification programs utilizing the Microsoft Official Curriculum (MOC).

SYLVAN PROMETRIC AND VUE AUTHORIZED TESTING CENTERS

EdNet is an authorized **Sylvan Prometric Testing Center** and a **VUE Testing Center** offering students the convenience of taking certification exams on site and enhancing their ability to attain certification. The Testing Center is open Monday – Friday 8:00 a.m. – 9:00 p.m. and on Saturdays and Sundays 10:00 a.m. – 5:00 p.m. EdNet is the 2nd largest VUE testing center in the Western Region.

Non-Term, Credit Hour System

Programs at EdNet are based on a non- term program of 30-weeks providing 720 hours of lecture/lab and 36 credit hours for a full academic year.

EdNet programs are offered on a rolling calendar basis. New tracks start every two months.

Programs range from 24 credits (part-time) to 36 credits (full-time). Each course (or module) within a program offers the student from 1.5 to 6 credits.

Unit of Credit

A unit of academic credit is given for each fifteen (15) hours of lecture or thirty (30) hours of lab instruction completed by the student. Each student will be expected to spend a reasonable period of time outside of instruction to devote to preparation for planned learning experiences, such as preparation for instruction, study of course material, or completion of educational projects.

Tutoring

EdNet realizes that the curriculum is rigorous and may require additional instructional assistance for individuals with limited computer background. Individual or small group tutoring assistance can be arranged.

Office Hours and Class Schedule

School hours are from 8:30 a.m. to 5:00 p.m. Monday through Friday. Saturday and Sunday hours are from 10:00 am to 1:00 pm for labs and makeup work as needed. Classes form approximately every three weeks.

Calendar and Holidays

➢ New Year's Day
➢ Memorial Day
➢ Labor Day
➢ Christmas and the day after
➢ Independence Day – July 4th
➢ Thanksgiving Day and the day after

Job Placement Assistance

EdNet maintains a policy of assisting students to find gainful employment upon graduation. EdNet assists its graduates with resume writing, grooming tips, interviewing techniques, job search skills, arranging appointments for job interviews and subsequent follow-up. However, no institution or training center can ethically promise or guarantee a job. EdNet graduates are welcome to utilize the placement services for life.

Special Programs

A function of EdNet Career Institute is the provision and sponsorship of occasional weekend workshops and/or seminar series.

Housing

EdNet does not have dormitory facilities, nor do we provide assistance in locating housing for students who wish to relocate to Canoga Park.

Professional Continuing Education Courses

EdNet Career Institute is a State approved continuing education provider. EdNet's responsibility for providing C.E.U. courses of the highest caliber to licensed professionals is fulfilled by the routine development and scheduling of specialized education and training services, designed to meet the needs of licensed professionals with respect to education involving information technology. Therefore, the Institute's approved C.E.U. courses are typically offered on weekends to accommodate the schedules of working professionals. We currently are conducting C.E.U. courses for security officers who must attend 8 hours of continuing education annually.

Library/Resource Center

The EdNet library contains various technology-related books and a selection of scholarly journals. The computer terminals in the library/resource center provide Internet access to many sources of information of use to student-scholars. Students are encouraged to utilize the library/resource center to supplement their learning experience.

Facilities and Equipment

EdNet's facilities are designed for IT training in addition to other occupational training for demand occupations such as security officer training and medical assistance. Our IT programs meet the standards of Microsoft Certified Technical Education Centers (CTEC). Facilities are clean and simulate a professional environment in which students would work in the computer field.

EdNet's training facility is located at 7301 Topanga Canyon Blvd. #350, Canoga Park, California, and is easily accessible off the 101 Freeway.

Description of Equipment – EdNet owns all computers, routers, and other peripheral equipment. Each computer room has fully equipped state-of-the art equipment and accommodates one student per workstation.

Accessible Facilities

EdNet facilities are accessible to physically disabled persons. Persons who have special needs are invited to visit to determine if the facilities meet their requirements.

Transcripts and Records

Each student's file is complete with copies of records, reports and grades. Copies of transcripts are available to the student at a fee of $10.00 upon request. Written consent from the student will be necessary to release copies of records to a third party. Transcripts and records may be requested at the Admissions Office.

State laws require this educational institution to maintain school and student records for a five- year period.

Safety Compliance & Enrollment Limitation

This institution, the facilities it occupies, fully comply with any and all federal, state, and local ordinances and regulations, including those requirements as to fire safety, building safety, and health.

EdNet strictly limits the size of its classes to maintain the educational soundness of its programs. Class size may vary from time to time but will range from 10 to 14.

Dress Code

Students must remember that they represent the School at all times during their course of study. All students should, therefore, come to school neat and in appropriate attire.

Smoking Policy

Smoking is not permitted in any of the training facilities.

Conduct

Students are expected to follow all the rules and regulations of EdNet and to conduct themselves within the bounds of professional behavior at all times. Any infraction will result in termination. At the discretion of the school administration, a student may be dismissed from school for serious incident or repeated incidents of an intoxicated or drugged state of behavior; possession of drugs or alcohol upon school premises; possession of weapons upon school premises; disobedient or disrespectful behavior to another student, administrator or faculty member; or any other stated or determined infraction of the rules on conduct.

Suspension and Termination

Students may be suspended or terminated by the School Director or designee for any of the following reasons:

- ➢ Excessive absenteeism or tardiness
- ➢ Cheating
- ➢ Conduct that reflects poorly upon the School
- ➢ Failure to meet financial obligations
- ➢ Use or possession of drugs, alcohol or weapons on school premises
- ➢ Behavior creating a safety hazard to other persons
- ➢ Disruption of classroom activities or interfering with other students' ability to study
- ➢ Any other determined infraction of conduct
- ➢ Failure to meet the terms of the probationary agreement

Tuition and Fees

The types and amounts of tuition and fees charged students are established by the Administration. The Administration reserves the right to make changes without advance notice whenever conditions make changes necessary and to apply such revision to present and new students alike.

ITEM	COST
Enrollment Fee (nonrefundable)	$ 75*
Student I.D. card	$ 10
Transcript Request	$ 5
Rush Transcript	$ 15
Books and Supplies (Est. cost per program)	$200 -$1,500
Testing Vouchers (each)	$ 125 - $145
Security Live Scan and Fees	$125 - $175
*The enrollment fee not subject to refund	

Tuition for all programs is payable upon enrollment. Students may utilize the School's tuition payment plan.

Total Program Costs (Estimated)

Program costs will vary based on the number of tests needed to pass a specific certification level and the specific certification attempted.

Listed is a guideline for estimated total program costs for the programs and individual courses.

Total Program Costs (Estimated (Includes books, test vouchers & lab materials)

PROGRAM	TUITION
A+ Certification (40 Hours)	$ 3,850
Office Skills Specialist / Microsoft Office (240 Hours)	$ 3,750
LAN Administrator (480 Hours)	$ 6,950
Microsoft Certified Database Administrator (MCDBA) (48 Hours) *(Requires MCSE 2000 Certification)*	$ 1,695
MCSE/Microsoft Certified Systems Engineer 2000 (540 Hours)	$ 7,500
Web Master (480 Hours)	$ 6,950
Cisco (Per class) (40 Hours)	$ 895
Security Officer Training	$ 2,350
Medical Administrative Assistant	$ 3,995
Cisco Voice Over IP CCVP	$ 7,500

Delinquent Tuition Collection Policy

It is understood that all students utilizing the School's payment plan will ensure their tuition is current. Any student delinquent thirty (30) days or more will be subject to suspension or termination. Arrangements to bring tuition current can be made with the President.

Refund Policy

EdNet's refund policy is set forth to make sure that the refund is made no later than 30 days after the student's last day of official withdrawal. A refund is made normally when a student drops from a program of study before he/she has completed the course. The amount of the refund is calculated based on the hours of instruction not completed by the student. This is referred to as a pro rata refund (See Withdrawal from Program).

After the refund has been calculated, the request will be sent to the President for approval and a check will be issued.

Cancellation From Program

Students have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the 7th day after enrollment, whichever is later.

Cancellation shall occur when the student gives written notice at the School. The student can do this by mail, hand delivery or email. The written notice of cancellation, if sent by mail, is effective when postmarked.

EdNet's refund policy is set forth to make sure the refund is made no later than 30 days after the student's last day of official withdrawal. A refund is made normally when a student drops from a program of study before he/she has completed the course. The amount of the refund is calculated based on the hours of instruction not

completed by the student. This is referred to as pro rata refund (see Withdrawal From Program).

Withdrawal From Program
The student has the right to withdraw from a course of instruction at any time. If the student withdraws after the period allowed for cancellation of the Enrollment Agreement, the School will remit a refund less an enrollment fee within 30 days.

In addition, the student may withdraw from a course after instruction has started and receive a pro rata refund for the unused portion of the tuition and other refundable charges. The refund shall be the amount the student paid for instruction multiplied by a fraction--the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid.

A grade of "W" will not be recorded if you drop within the first 10% of the course. A grade of "W" means only withdrawn, and caries no impact on GPA.

If equipment received is returned it in good condition within 30 days following the date of withdrawal, the School shall refund the charge. The documented cost of the equipment may be less than the amount the school has charged. In any event, charges for more than the equipment is worth will not occur.

Re-entry Policy
A student must be counseled by an Administrator, or designee, prior to being allowed to re-enter after a leave of absence, drop or suspension. If the school official determines that the cause for the training interruption has been resolved, then the School will determine if the student will be allowed to return. All counseling must be documented and placed in the student's file.

Deferred Tuition Plan
For most programs that are over 100 hrs in length, tuition is due in full prior to each term during registration. An alternate payment plan can be arranged in which 1/2 of the tuition is paid at the time of enrollment, the balance at the mid-point of the program. A student who has not fulfilled financial obligations will not receive grades or transcripts or be allowed to continue.

Financial Aid
EdNet Career Institute does not participate in Federal or State financial aid programs. Some students may qualify for Federal funds if they are determined eligible under the Workforce Investment Act (WIA).

W.I.A. grants are available for dislocated workers seeking training and other individuals who meet the criteria established under the U. S. Department of Labor.

Financial Obligations
Students who have financial obligations/loans incurred at EdNet and who fail to satisfactorily meet these

obligations will be dropped from the program and considered "Withdrawn Not in Good Standing." Re-admission to EdNet will not be considered until these obligations are met, at which time students will be subject to the re-admission requirement for withdrawn students. Students must repay any loans.

Student Tuition Recovery Fund
California law requires that, upon enrollment, a fee be assessed in relation to the cost of tuition. This fee is $0.50 per $1,000 of tuition student paid. These fees support the Student Tuition Recovery Fund   established by the California Legislature to reimburse students who might experience a financial loss as a result of untimely school closure. Institutional participation is mandatory. There are exemptions in some cases where tuition is paid by a third party. It is important that enrollees keep a copy of any enrollment agreement, contract, or application to document enrollment; tuition receipts or canceled checks to document the total amount of tuition paid; and records which will show the percentage of the course which has been completed. Such records would substantiate a claim for reimbursement from the STRF, which, to be considered, must be filed within 60 days following school closure.

Students must pay the state-imposed assessment for the STRF if all of the following applies to you:
1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:
1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

For further information or instructions on eligibility for STRF and details regarding claims, contact:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, #400
Sacramento, California 95798-0818
(916) 263-1897

WHY EDNET CAREER INSTITUTE?
STUDENT SERVICES -- VALUE ADDED BENEFITS

Student success depends upon many influencing factors in addition to personal commitment and classroom performance. EdNet Career Institute believes that a supportive environment is a key component to student success. We are student centered and make the learning experience a supportive one for our valued customers by providing added student services in the following ways:

➢ Computer workstations are available for use by students who wish to prepare resumes, reports, review software applications, build-keyboarding skills, and to utilize Internet services.

➢ Telephones are provided for student use in making interview appointments, job search contacts, and other necessary calls.

➢ **Sylvan and VUE Testing Centers** on-site allow students the convenience of taking their MCSE exams at EdNet any time they feel prepared to test. EdNet will schedule appointments upon request.

➢ An *Internet Area* is available, which includes a refrigerator and microwave for students' use, and complimentary coffee throughout the day.

➢ Student parking is free of charge.

➢ Lab hours may extend past normal classroom hours until 7:00 p.m. daily and, in some cases, will be open for 24 hours, 7 days per week.

➢ Tutoring services can be arranged after hours or weekends. Exam prep classes are offered.

➢ Repeat classes are free to students who require additional instruction in order to pass exams. Graduates may repeat courses at no charge.

➢ Placement assistance is provided to graduates on a continuous basis.

A.D.E.P.T. INTERNSHIP PROGRAM FOR MCSE

The Instructors at EdNet Career Institute are proud to offer a unique hands-on computer learning system called A.D.E.P.T. (Actual Demonstration of Expertise in Practical Technology). This is an in-house program for all EdNet students.

After completing each Microsoft module and passing the associated exam, students prove their competency by performing the tasks for which they are certified. Through rigorous exercises in a monitored environment, students gain practical ability as they progress through our intern residency. Developed by Cliff Myers, the Lead Microsoft Certified Trainer and highly regarded IT instructor, EdNet's Intern Program not only aids students in self-assessment, but also enables them to demonstrate their newly acquired skills and expertise. Additionally, employers recognize these skills as being equal to real-world experience, and are assured of employee excellence.

A stepped approach to hands-on proficiency

The A.D.E.P.T. Internship Program is designed after the Kenpo Karate Belt System whereby one must acquire a certain level of skill in order to achieve the belt "color" associated with that level. As students progress through the stages of skill levels, they achieve the subsequent belt color and receive a certificate of attainment upon their progress to the ultimate level of "black belt". The Internship program allows students to discuss and describe their skills and abilities when being interviewed by prospective employers.

The A.D.E.P.T. program equates book knowledge with actual hands-on experience. Our multi-tiered approach builds the latter in a concrete way, lending itself to each student's individual pace. The program starts with the issuance of a white badge to be worn while on campus. This badge displays the student's name and class number, as well as the name of the primary instructor. As the student passes a series of lab exams, the color of the badge will be upgraded. This lets the instructors and fellow students know where each candidate stands within the program. It is important to note that this is not a contest, but rather an exercise where everyone learns from, and is encouraged by, each other. To qualify for a lab exam, a student must first pass the associated Microsoft exam. After successful completion of both the Microsoft exam and EdNet lab exam, the identification badge will upgrade in color, and the students agree to accept all privileges and responsibilities thereto.

The next step is to continue to EdNet's A.D.E.P.T. Internship Program, where Expert and Master level degrees in Windows 2000 Systems Design and Engineering may be earned. While more difficult to obtain, these advanced certifications will enhance the résumé beyond that of any other MCSE program.
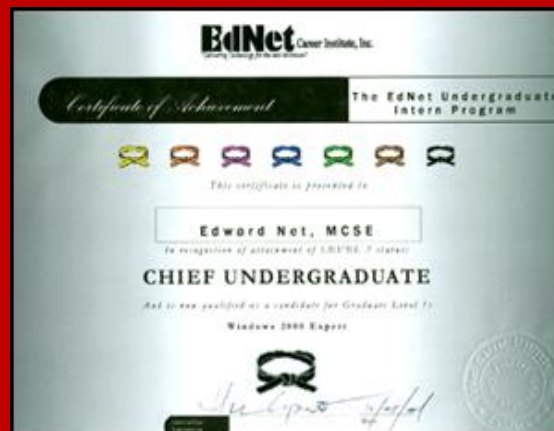
Faculty and Staff

Administration

President / CEO / CAO	**Sandra Hamilton**
Operations	Harold Stancle
Marketing/ Business Development	Adilene Godinez
Office Manager	Sandy Mendez
Network Support	Chad Hamilton
Job Placement	Jazmin Martinez

Instructors

Security Officer Training	Angel Clark
Firearms and Baton Training	Mike Rowan
CPR / First Aid / AED	Ginny Chamberlain