

AGENDA

**WORKFORCE ESCAROSA, INC.
BUSINESS COMPETITIVENESS COUNCIL
APRIL 3, 2013
11:00 a.m.**

- I. Call Meeting to Order Jay Overman
Chairperson
- II. Approval of Minutes: January 9, 2013
- III. Items for Consideration:
Action Items
Additional WIA Training Programs:
Pensacola State College
University of West Florida

Addition of New Eligible Training Provider – The Academy, Miami Campus
- IV. Other Business
- V. Adjournment

**WORKFORCE ESCAROSA, INC.
BUSINESS COMPETITIVENESS COUNCIL
JANUARY 9, 2013
MINUTES**

Members Present: Tina Stewart, Gretchen Clarke, Daniel Busse, Robin Punyko, Lesa Morgan, and Kelly Reeser

Others Present: Maggie Thomas, Susan Nelms, and Janay Sims – Workforce Escarosa, Inc.

Robin Punyko chaired the meeting in the absence of Chairperson, Jay Overman.

The meeting was called to order at 11:10 a.m., at Workforce Escarosa's administrative office.

MINUTES – OCTOBER 3, 2012

The minutes were reviewed.

Action Taken: Motion by Lesa Morgan, and seconded by Tina Stewart to approve the October 3, 2012 meeting minutes. Motion carried.

FUNDING OF WORKFORCE SERVICES POSITION – PENSACOLA CHAMBER OF COMMERCE

The Greater Pensacola Chamber is requesting financial assistance with a Director of Workforce Development position to assist with talent development and educational initiatives. This position would assist with the Next Generation Learning Council and the Advisory Councils associated with the program. NGLC is an initiative that links business leadership with educational programs to develop curriculum to better meet the needs of having a trained workforce for our employers. In addition, the position will assist with Career Academies and Career Academy University and also will promote Workforce Escarosa services and provide contacts for our Business Services Representatives. The Job Description was presented.

The Chamber is asking for \$12,500 for the remainder of our current fiscal year (June 30, 2013) and \$25,000 for FY 2013 – 2014, for a total of \$37,500 over 18 months.

The Committee discussed the above request and agreed the position could be of benefit to the area.

Action Taken: Motion by Tina Stewart, and seconded by Lesa Morgan to approve funding in the amount of \$37,500 to the Greater Pensacola Chamber of Commerce for the Director of Workforce Development position, to begin January 1, 2013 and end on June 30, 2014. Motion carried. Kelly Reeser abstained from discussion and voting.

ON-THE-JOB TRAINING CONTRACTS

A chart of the 2012 On-the-Job training (OJT) contracts was presented. An OJT contract can pay up to 80-90% of wages to a company with 50 or less employees. The contract cannot exceed 6 months of on-the-job training, and are all performance-based on completion. It was noted a new training vendor who will train individuals for national certifications is expected to enter into an OJT contract with Workforce Escarosa in the next two months.

There being no further business, the meeting adjourned.

Respectfully submitted,

Janay Sims
Recording Secretary

**WORKFORCE ESCAROSA, INC.
BUSINESS COMPETITIVENESS COUNCIL
ADDITIONAL TRAINING PROGRAMS UNDER WIA
ACTION ITEM**

Date: April 3, 2013

COMMITTEE MEMBERS: Jay Overman, Scott Ginnetti, Kelly Reeser, Dan Busse, Tina Stewart, Ferd Salomon, Robin Punyko, Randy Ramos, Gretchen Clarke and Lesa Morgan..

ITEMS FOR DISCUSSION:

Escarosa has received the following requests for addition to the WIA Approved Training Programs for FY 2012-2013. They are as follows:

University of West Florida	EKG Technician Dialysis Technician
Pensacola State College	Applied Welding Technology and Occupation Completion Points (OCP) embedded Plumbing and Pipefitting Design Technology which includes: National Center for Construction Education and Research (NCCER) Core, Welding Level 1, 2 and 3; and Advanced Welding

RECOMMENDATION:

To approve the addition of the above programs.

**WORKFORCE ESCAROSA, INC.
BUSINESS COMPETITIVENESS COUNCIL
NEW APPLICANT – THE ACADEMY, MIAMI CAMPUS
ACTION ITEM**

Date: April 3, 2013

COMMITTEE MEMBERS: Jay Overman, Scott Ginnetti, Kelly Reeser, Tina Stewart, Ferd Salomon, Dan Busse, Robin Punyko, Randy Ramos, Gretchen Clarke and Lesa Morgan.

ITEMS FOR DISCUSSION:

Workforce Escarosa received an application from The Academy – Miami Campus, to become an eligible training provider for two on-line courses. The two courses are Information Technology Professional and Application Architect Program. Attached are the courses information and also the school’s entry requirements. Our current Eligible Training Provider Policy (also attached) requires 70% of any course to have an on-site classroom setting for instruction should the participant chose or need face-to-face time. Escarosa’s policy also requires 3 letters from employers indicating that they accept certifications/diplomas from the school to show potential hiring of completers from the training vendor. No letters were included in the application package; however, a chart showing performance to the RWB in Miami was attached.

At the last Florida Workforce Development Association (FWDA) meeting which is composed of the 23 Executive Directors, on-line/virtual courses were again discussed. A few RWBs allow on-line/virtual courses, but limit the number of participants until a “track-record” can be accumulated to determine attrition rates versus completers. In addition, USDOL recently distributed a survey regarding on-line courses and why most WIBs do not use this delivery for training. The results haven’t been compiled; however, it appears to be performance outcomes and attrition in these programs that deter the WIBs from accepting on-line/virtual courses.

This application is being provided to the Council for discussion and a determination of how these will continue to be handled.

RECOMMENDATION:

Committee discussion

WORKFORCE ESCAROSA, INC.

Eligible Training Providers Policy

1. Escarosa will consider all out-of-area training applications and shall not deny those applications based on cost, location or past training history; however, approval will be contingent on meeting state licensing requirements; training areas as compared to Region 1's demand occupations listing; and employment capabilities of the training vendor to assist completers with employment within the Region 1 area.
2. All Training Vendor applicants, excluding those as defined by WIA and DEO as automatically approved providers, are required to provide at a minimum **3 letters of commitment from employers in Region 1's area** stipulating their working relationship with the training provider for placement opportunities for participants upon completion of training.
3. Escarosa may, at its discretion, accept training vendors already approved by another Regional Workforce Board within the State of Florida to be added to Escarosa's ETP List (ETPL) on a case-by-case basis, without going through the full application process. Example: A participant that lives in the eastern part of Santa Rosa may attend school in Ft. Walton (Region 2) as it is closer in proximity to the person's residency.
4. All ETPs which are not automatically approved training vendors must be licensed as required by Workforce Florida, Inc., and DEO to operate within the State of Florida.
5. Programs which may be approved for addition to the Demand Occupations – Eligible Training Provider list must be considered to be in-demand for the Region 1 area as identified on the Targeted Occupation List; or can be approved on a case-by-case basis for occupations within commuting distance of Region 1 as identified by neighboring Regional Workforce Boards. Commuting distance is defined as within a 100 mile radius of Pensacola/Milton.
6. Escarosa will not provide any travel, lodging, per diem or other costs which may be incurred by participants to attend training in or outside of the Region 1 area.
7. Escarosa's ITA amounts shall apply to all vendors approved for training services no matter their cost, location or past training history.
8. Escarosa accepts applications from training providers who are not currently on the Eligible Training Provider List during the months of **March and October only**, of each fiscal year. This allows staff the opportunity to review courses to be offered as compared to the Workforce Estimating Conference's issuance of the Demand Occupational Listing; issue and acquire signatures for ITAs; set up vendor accounts for payment; inform Case Managers of revisions; etc., for what courses will be included. as well as updating of our ETPL.
9. The Escarosa Business Competitiveness Council reviews all programs and training vendors to be added and/or deleted from the ETPL. The Council then recommends the additions and deletions to the full Board for final approval. The reviews occur at the next regularly scheduled Council meeting and Board meeting following March and October submission deadlines.
10. Once the Board has approved the ETPL, the updated list is posted to Escarosa's website within five (5) working days and becomes effective on the date approved by the Board.
11. All in-state Training Vendors agree to provider performance information through the Florida Education and Training Placement Information Program (FETPIP). Performance criteria will be reviewed annually by the Department of Economic Opportunity and may affect the vendor's ability to remain on the ETPL if poor performance is indicated.

On-Line/Virtual Training Vendors

1. Of on-line/virtual courses to be offered, at a minimum, a physical classroom setting for in-person instruction must be made available for 70% of the course curriculum should the participant require more personalized instruction.

How to Apply

1. The Eligible Training Provider application and the ETPL policy are available upon request at any office of Workforce Escarosa and are also available on Workforce Escarosa's website at www.workforceescarosa.com/WIA_Training%20Provider%20Training.html.

Applicants must read and adhere to Workforce Escarosa's Local Policy
Policy for Eligible Training Provider Applications

1. Escarosa will consider all out-of-area training applications and shall not deny those applications based on cost, location or past training history; however, approval will be contingent on meeting state licensing requirements; training areas as compared to Region 1's demand occupations listing; and employment capabilities of the training vendor to assist completers with employment within the Region 1 area.
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On-Line/Virtual Training Vendors

1. Of on-line/virtual courses to be offered, at a minimum, a **physical classroom setting for in-person instruction must be made available for 70% of the course curriculum should the participant require more personalized instruction**

PART II – SCHOOL/INSTITUTION INFORMATION

1. Name of Training Institution/School and any abbreviation or code number used to identify institution: The Academy -- Miami
Address: 3100 South Dixie Highway, Suite 100, Miami, FL, 33133

(Street, Suite#, City, State and Zip Code)
FEIN#: 65-0919361
2. Name of contact person for training program information? Contact telephone#:
Rev. 6.12

Andy Perez
(Name)

305-648-2000 ext 1002
(Telephone #)

3. Check the appropriate designation and provide documentation/license to support category:

Category (1) providers:

Postsecondary, public educational institution eligible to receive funds under Title IV of Higher Education Act (HEA)? _____

Registered Apprenticeship Program under National Apprenticeship Act? _____

Category (2) providers:

Independent ____ or Private ____ provider of training programs that result in two year or four year degrees.

(Must attach proof of licensure from the Florida SBICU)

Category (3) providers:

Non-Public _____ or Private X provider of training programs that result in industry accepted certifications or vocational skills certifications. (Must attach proof of licensure from the Florida SBNCE)

PART III – PROGRAM INFORMATION

If you have a catalog that contains the following information, please attach to the application and skip items #5 through #7.

4. Course description and code number of course if used:

Information Technology Professional: training focuses on preparing the student to achieve the Microsoft Certified Technology Specialist (Server 2008), Microsoft Certified Information Technology Professional (Server 2008) and Cisco Certified Network Associates certifications.

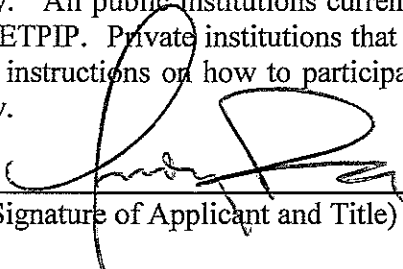
(Use back of application or additional sheets if needed.)

5. Attach a list of classes required to complete program (Attachment VII to the application). Please see catalog (Pgs 60-64)

6. Is a degree/certificate awarded for completion of program? (Select Category)
Associate's _____ Baccalaureate (B.S. /B.A.) _____ Vocational Certificate X Industry Accepted Certification _____ Other _____ (Please explain skills or competencies gained from program. Use separate sheet if needed.)

-
-
7. Program length 36 weeks (Weeks or Months)
 Month(s) that program begins for the current calendar year _____
8. Cost of Program (this should be the off-the-shelf cost charged to the general public):
 Tuition: \$6,885.00
 Books: \$135.00
 Exams: \$932.50
 Other Costs (please explain):

9. I hereby acknowledge that subsequent eligibility will be based on data reflecting favorable performance outcomes verified through the Florida Employment and Training Placement Information Program (FETPIP). Reporting to FETPIP is required for initial eligibility and to maintain subsequent eligibility. All public institutions currently supply data to FETPIP. A few private institutions report data to FETPIP. Private institutions that do not currently report data to FETPIP should call 850-487-1349 for instructions on how to participate in FETPIP reporting, a requirement for training provider eligibility.



 (Signature of Applicant and Title)

1/30/13

 (Date Signed)

PART IV

Training Providers must provide the following Certifications and submit with the application:

- I. License for Categories identified in Part II - #3, above
- II. Debarment, Suspension, Ineligibility and Voluntary Suspension
- III. Public Entity Crimes
- IV. Equal Employment Opportunity
- V. Anti-Lobbying
- VI. Drug-Free Workplace
- VII. ADA Facilities Attestation
- VIII. IRS Employer Identification Number Certificate(FEIN)
- IX. If an Out-of-Area Training Vendor – 3 Letters of commitment from employers

Training Providers must provide the following documentation for prior year program performance, and submit with the application unless you are a provider under category (1) under Part II - #3, above:

Percent of participants completing training; percent of participants placed into unsubsidized employment; percent of participants placed into training related occupations; percent of participants who did not complete training, percent of participants who defaulted on student loans (if applicable), and the average wage at placement.

This information must be included as Attachment X to the application.

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PART III – PROGRAM INFORMATION

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4. Course description and code number of course if used:

Application Architect Program: training focuses on preparing the student to achieve the Microsoft Certified Technology Specialist (MCTS) certifications in the .NET Application development, SQL Server 2010 Platform, and SharePoint 2010 Platform.

(Use back of application or additional sheets if needed.)

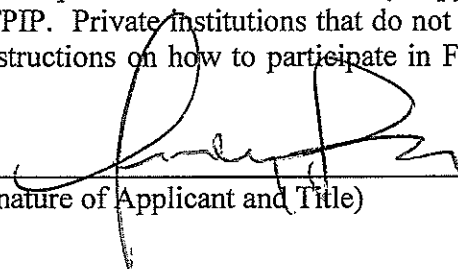
5. Attach a list of classes required to complete program (Attachment VII to the application). Please see catalog (Pgs 65-68)

6. Is a degree/certificate awarded for completion of program? (Select Category)
Associate's _____ Baccalaureate (B.S. /B.A.) _____ Vocational Certificate X Industry Accepted Certification _____ Other _____ (Please explain skills or competencies gained from program. Use separate sheet if needed.)

7. Program length 27 weeks (Weeks or Months)
Month(s) that program begins for the current calendar year _____

8. Cost of Program (this should be the off-the-shelf cost charged to the general public):
Tuition: \$6,500.00
Books: \$230.00
Exams: \$750.00
Other Costs (please explain):

9. I hereby acknowledge that subsequent eligibility will be based on data reflecting favorable performance outcomes verified through the Florida Employment and Training Placement Information Program (FETPIP). Reporting to FETPIP is required for initial eligibility and to maintain subsequent eligibility. All public institutions currently supply data to FETPIP. A few private institutions report data to FETPIP. Private institutions that do not currently report data to FETPIP should call 850-487-1349 for instructions on how to participate in FETPIP reporting, a requirement for training provider eligibility.



(Signature of Applicant and Title)

1/24/13
(Date Signed)

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Training Providers must provide the following documentation for prior year program performance, and submit with the application unless you are a provider under category (1) under Part II - #3, above:

Percent of participants completing training; percent of participants placed into unsubsidized employment; percent of participants placed into training related occupations; percent of participants who did not complete training, percent of participants who defaulted on student loans (if applicable), and the average wage at placement.

This information must be included as Attachment X to the application.

ADDENDUM: ADMISSIONS & STUDENT SERVICES PROCEDURES FOR ONLINE PROGRAMS

Acceptable modalities of communication

1. Students and Prospective Students of The Academy's online programs will be required to communicate with members of The Academy's staff via a limited number of communication modalities, in order to ensure validity and authenticity of communications.
2. Acceptable modalities of communication will include in-person meetings, telephone, video teleconference (i.e. Skype), and internet chat (only via The Academy's website: <http://www.itacademymiami.com>).
3. Email and written correspondence will not be considered legitimate forms of communication in the context of The Academy's Online Programs, due to the inability to confirm the identity of the party that is engaged in the communication.
4. Email correspondence may be used for informal communications between Students, Prospective Students, and Academy staff members. No formal actions may be taken nor formal requests made via email or written correspondence.

Admissions and Enrollment:

1. All prospective students wishing to enroll in any of The Academy's online programs must take The Academy Online Admissions Assessment Examination and obtain a minimum score of 70% in order to be considered eligible for enrollment.
2. Prospective students must meet with their assigned Academy admissions staff member using a modality listed within the "Acceptable modalities of communication" listed within The Academy Catalog (see above). During this meeting, the Prospective Student must obtain confirmation from their assigned Academy admissions staff member of their approval for their desired Online Program.
3. Prospective students who successfully complete The Academy Online Admissions Assessment Examination by obtaining a 70% score or better, and have obtained Online Program approval from their assigned Academy admissions representative, will meet with The Academy Registrar in order to review and discuss their Online Program Enrollment Agreement. The Prospective Student must provide a signed copy of their Online Program Enrollment Agreement to The Academy Registrar via fax, scan, or U.S. Postal Service correspondence.
4. Once a Prospective Student has completed the aforementioned steps, they will obtain the status of Student within The Academy. The Student will be enrolled for the appropriate course of their program and should begin work on their program at their earliest opportunity.

Academic Progress and Review

1. Each Course of The Academy's Online Programs is to be completed within a span of nine calendar weeks of initiation. During this time, a student's access to the materials of the Online Program will be reviewed on a weekly basis by The Academy staff. A student's access to the contents of their enrolled Online Program will constitute their attendance to their respective course. This span of nine weeks will be referred to as the Student's "Term".
2. Each week, Students of The Academy's Online Programs will be contacted by members of The Academy staff to review and discuss their attendance for the preceding week, as well as their upcoming

attendance expectations. Students must attend and complete the full complement of assigned Course materials within the Term of their enrolled Online Program Course.

3. Students who fail to complete the full complement of assigned Course materials within the designated Term will be considered to have failed the Course for that given Term and shall receive a 0.0 Grade Point Average for that Term. In accordance with the established Academy Policy for Satisfactory Academic Progress, Students must maintain a Cumulative Grade Point Average (CGPA) of 2.0 in order to remain in Good Academic Standing and, as such, be allowed to continue their Enrolled Program at The Academy.
4. Satisfactory Academic Progress and Academic Probation practices for Students enrolled in any of The Academy's online programs will be subject to the same rules and practices as those of Students enrolled in any of The Academy's on-campus programs.

ADDENDUM: ONLINE PROGRAM – APPLICATION ARCHITECT PROGRAM

Application Architect Program – Online

Certificate of Completion

227.5 Clock Hours

27 Weeks

Program Objective:

The objective for the Application Architect Program is to teach individuals how to design and implement Microsoft.NET applications for a PC running a Microsoft Windows® operating system. The student will also learn how to write applications which access data from a SQL database using Microsoft ActiveX® data objects to access and manipulate data sources and display information on the SharePoint Server Platform.

Upon completion of the program requirements, student should be prepared to complete the following third-party, information technology certification exams:

Microsoft

Exam: 70-433 MCTS: SQL Server 2008 R2 Implementation and Maintenance

Exam: 70-511 MCTS: Windows Applications Development with Microsoft .NET Framework 4

Exam: 70-515 MCTS: Web Applications Development with Microsoft .NET Framework

Exam: 70-667 MCTS: Microsoft SharePoint Server 2010, Configuring

Exam: 70-668 MCITP: Microsoft SharePoint Server 2010, Administrator

Course Number	Course Title	Clock Hours
	Orientation	1.5
[es mssu a01 it enus]	SHAREPOINT 2010 SP1: INSTALLATION AND CONFIGURATION – (1.5 Hours Lab)	3.0
[es mssu a02 it enus]	SHAREPOINT 2010 SP1: CORE CONFIGURATION - (1.5 Hours Lab)	2.0
[es mssu a03 it enus]	SHAREPOINT 2010 SP1: UPGRADING TO SHAREPOINT 2010 SP1 - (1.75 Hours Lab)	3.0
[es mssu a04 it enus]	SHAREPOINT 2010 SP1: CONFIGURING AND ADMINISTERING SEARCH -(1.75 Hours Lab)	3.0
[es mssu a05 it enus]	SHAREPOINT 2010 SP1: CONFIGURING WEB APPLICATIONS - (1.5 Hours Lab)	2.0
[es mssu a06 it enus]	SHAREPOINT 2010 SP1: AUTHENTICATION AND WEB APPLICATION SECURITY CONFIGURATION - (2 Hours Lab)	1.5
[es mssu a07 it enus]	SHAREPOINT 2010 SP1: CONFIGURING SITE COLLECTIONS - (1.25 Hours Lab)	2.5
[es mssu a08 it enus]	SHAREPOINT 2010 SP1: MANAGING FEATURES AND SOLUTIONS - (1 Hour Lab)	2.0
[es mssu a09 it enus]	SHAREPOINT 2010 SP1: OPERATIONAL HEALTH -(1.75 Hours Lab)	3.0
[es mssu a10 it enus]	SHAREPOINT 2010 SP1: PERFORMANCE - (1 Hour Lab)	2.0
ES_MSST_A01_TP_ENUS	TESTPREP 70-667 TS: MICROSOFT SHAREPOINT 2010, CONFIGURING	2.5

mmt70667	MENTORING 70-667 TS: MICROSOFT SHAREPOINT 2010, CONFIGURING	24.0
[es_mssb_a01_it_enus]	SHAREPOINT 2010 SP1: DESIGNING THE PHYSICAL ARCHITECTURE - (1.25 Hours Lab)	2.5
[es_mssb_a02_it_enus]	SHAREPOINT 2010 SP1: LOGICAL DESIGN AND SANDBOX SOLUTIONS - (1 Hour Lab)	2.0
[es_mssb_a03_it_enus]	SHAREPOINT 2010 SP1: DEPLOYMENT TOPOLOGY AND AVAILABILITY - (1.5 Hours Lab)	2.5
[es_mssb_a04_it_enus]	SHAREPOINT 2010 SP1: PLANNING SERVICE APPLICATIONS AND COMPONENT STRATEGY - (1.5 Hours Lab)	2.5
[es_mssb_a05_it_enus]	SHAREPOINT 2010 SP1: PLANNING A SHAREPOINT 2010 SP1 UPGRADE - (1 Hour Lab)	2.0
[es_mssb_a06_it_enus]	SHAREPOINT 2010 SP1: DESIGNING SECURITY - (1.75 Hours Lab)	2.5
[es_mssb_a07_it_enus]	SHAREPOINT 2010 SP1: MAINTENANCE AND PROVISIONING - (1 Hour Lab)	2.0
[es_mssb_a08_it_enus]	SHAREPOINT 2010 SP1: BACKING UP, RESTORING, AND MONITORING - (1 Hour Lab)	2.0
[es_mssb_a09_it_enus]	SHAREPOINT 2010 SP1: PLANNING FOR SEARCH - (1 Hour Lab)	2.0
[es_mssb_a10_it_enus]	SHAREPOINT 2010 SP1: CONTENT MANAGEMENT, SOCIAL COMPUTING, AND COLLABORATION - (2 Hours Lab)	3.0
ES_MSSA_A01_TP_ENUS	TESTPREP 70-668 PRO: MICROSOFT SHAREPOINT 2010, ADMINISTRATOR	3.0
mmt70668	Mentoring 70-668 PRO: Microsoft SharePoint 2010, Administrator	23.0
[md_msdr_a01_it_enus]	SQL SERVER 2008 R2: CREATING AND IMPLEMENTING DATABASE OBJECTS - (2 Hours Lab)	3.0
[md_msdr_a02_it_enus]	SQL SERVER 2008 R2: CREATING AND ALTERING PARTITIONS - (0.75 Hours Lab)	1.5
[md_msdr_a03_it_enus]	SQL SERVER 2008 R2: RUNNING QUERIES AND MANIPULATING DATA - (1.25 Hours Lab)	2.0
[md_msdr_a04_it_enus]	SQL SERVER 2008 R2: PERFORMING AVANCED QUERY TECHNIQUES - (1 Hour Lab)	1.5
[md_msdr_a05_it_enus]	SQL SERVER 2008 R2: IMPLEMENTING PROGRAMMING OBJECTS - (2 Hours Lab)	2.5
[md_msdr_a06_it_enus]	SQL SERVER 2008 R2: QUERYING AND MANAGING XML DATA - (2 Hours Lab)	2.5
[md_msdr_a07_it_enus]	SQL SERVER 2008 R2: MESSAGING, FULL-TEXT SEARCH, SCRIPTS, AND TRACK CHANGES - (2.5 Hours Lab)	3.0
[md_msdr_a08_it_enus]	SQL SERVER 2008 R2: GATHERING PERFORMANCE DATA - (1 Hour Lab)	2.0
md_msdd_a01_tp_enus	TestPrep 70-433 TS: Microsoft SQL Server 2008, Database Development	3.0
mmt70433	Mentoring 70-433 TS: Microsoft SQL Server 2008, Database Development	18.0
[sd_masc_a01_it_enus]	MICROSOFT .NET FRAMEWORK 4: WEB APPLICATIONS WITH VISUAL STUDIO 2010 AND VISUAL C# 2010 - (2 Hours Lab)	2.5
[sd_masc_a02_it_enus]	MICROSOFT.NET FRAMEWORK 4: WEB FORM CONTROLS WITH C# 2010 - (2 Hours Lab)	3.5

[sd masc a03 it enus]	MICROSOFT .NET FRAMEWORK 4: DATA INTEGRATION WITH C# 2010 - (2 Hours Lab)	3.5
[sd masc a04 it enus]	MICROSOFT .NET FRAMEWORK 4: CLIENT-SIDE SCRIPTING AND AJAX WITH C# 2010 - (2 Hours Lab)	2.5
[sd masc a05 it enus]	MICROSOFT .NET FRAMEWORK 4: ASP.NET MVC 2 WITH C# 2010 - (1.75 Hours Lab)	2.0
[sd masc a06 it enus]	MICROSOFT .NET FRAMEWORK 4: CONFIGURING AND DEPLOYING WEB APPLICATIONS WITH C# 2010 - (1.25 Hours Lab)	3.0
[sd masc a07 it enus]	MICROSOFT .NET FRAMEWORK 4: DEBUGGING, TRACING AND MONITORING WEB APPLICATIONS WITH C# 2010 - (1.5 Hours Lab)	2.5
[sd masc a08 it enus]	MICROSOFT .NET FRAMEWORK 4: WEB APPLICATION OPTIMIZATION AND CUSTOMIZATION WITH C# 2010 - (1.75 Hours Lab)	2.5
sd_masc_a01_tp_enus	TestPrep 70-515 C# - TS: Web Applications Development with .NET 4	3.0
mmt70515cs	Mentoring 70-515 C# - TS: Web Applications Development with .NET 4	22.0
[sd wdcs a01 it enus]	CREATING WINDOWS APPLICATIONS WITH C# 2010 - (1.75 Hours Lab)	2.5
[sd wdcs a02 it enus]	CREATING USER INTERFACES FOR WINDOWS APPLICATIONS WITH C# 2010 - (1.25 Hours Lab)	3.5
[sd wdcs a03 it enus]	WINDOWS APPLICATIONS CONTENT CREATION AND MANAGEMENT WITH C# 2010 - (1.75 Hours Lab)	3.0
[sd wdcs a04 it enus]	WINDOWS APPLICATIONS DATABINDING WITH C# 2010 - (1.5 Hours Lab)	3.0
[sd wdcs a05 it enus]	CUSTOMIZING AND MANAGING MULTITHREADED APPLICATIONS WITH C# 2010 - (2.5 Hours Lab)	4.0
[sd wdcs a06 it enus]	SECURING AND DEPLOYING WPF APPLICATIONS WITH C# 2010 - (1.5 Hours Lab)	3.0
sd_wdcs_a01_tp_enus	TestPrep 70-511 C# - TS: Windows Applications Development with .NET 4	2.5
mmt70511cs	Mentoring 70-511 C# - TS: Windows Applications Development with .NET 4	19.0
TOTAL:		227.5

INVENTORY OF EQUIPMENT:

Quantity	Equipment Item	Brief Description Of Equipment
1	PC	The PC should run Windows operating system (Windows XP, Windows Vista, Windows 7, or Windows 8) and have a connection to the internet

Program Book List:**Application Architect Program – Online**

- **MCTS Microsoft SharePoint 2010 Configuration Study Guide (Exam 70-667).** Pyles, James. Sybex. 2011 (ISBN 9780470627013)
- **Microsoft SharePoint 2010 Administration: Real World Skills for MCITP Certification and Beyond (Exam 70-668).** Carpenter, Tom. Sybex. 2011 (ISBN 9780470643983)
- **The Real MCTS SQL Server 2008 Exam 70-433 Prep Kit: Database Design.** Horninger, Mike. Syngress. 2009 (ISBN 9781597494212)
- **MCTS Self-Paced Training Kit (Exam 70-511): Windows® Application Development with Microsoft® .NET Framework 4.** Stoecker, Matthew. Microsoft Press. 2011 (ISBN 9780735627420)
- **MCTS Self-Paced Training Kit (Exam 70-515): Web Applications Development with Microsoft® .NET Framework 4.** Northrup, Tony. Microsoft Press. 2010 (ISBN 9780735627406)

PROGRAM COST:	
Tuition	\$6,500.00
Books & Supplies Fee	\$230.00
Exam Fee	\$750.00
Total Program Cost	\$7480.00

ADDENDUM: ADMISSIONS & STUDENT SERVICES PROCEDURES FOR ONLINE PROGRAMS

Acceptable modalities of communication

1. Students and Prospective Students of The Academy's online programs will be required to communicate with members of The Academy's staff via a limited number of communication modalities, in order to ensure validity and authenticity of communications.
2. Acceptable modalities of communication will include in-person meetings, telephone, video teleconference (i.e. Skype), and internet chat (only via The Academy's website: <http://www.itacademymiami.com>).
3. Email and written correspondence will not be considered legitimate forms of communication in the context of The Academy's Online Programs, due to the inability to confirm the identity of the party that is engaged in the communication.
4. Email correspondence may be used for informal communications between Students, Prospective Students, and Academy staff members. No formal actions may be taken nor formal requests made via email or written correspondence.

Admissions and Enrollment:

1. All prospective students wishing to enroll in any of The Academy's online programs must take The Academy Online Admissions Assessment Examination and obtain a minimum score of 70% in order to be considered eligible for enrollment.
2. Prospective students must meet with their assigned Academy admissions staff member using a modality listed within the "Acceptable modalities of communication" listed within The Academy Catalog (see above). During this meeting, the Prospective Student must obtain confirmation from their assigned Academy admissions staff member of their approval for their desired Online Program.
3. Prospective students who successfully complete The Academy Online Admissions Assessment Examination by obtaining a 70% score or better, and have obtained Online Program approval from their assigned Academy admissions representative, will meet with The Academy Registrar in order to review and discuss their Online Program Enrollment Agreement. The Prospective Student must provide a signed copy of their Online Program Enrollment Agreement to The Academy Registrar via fax, scan, or U.S. Postal Service correspondence.
4. Once a Prospective Student has completed the aforementioned steps, they will obtain the status of Student within The Academy. The Student will be enrolled for the appropriate course of their program and should begin work on their program at their earliest opportunity.

Academic Progress and Review

1. Each Course of The Academy's Online Programs is to be completed within a span of nine calendar weeks of initiation. During this time, a student's access to the materials of the Online Program will be reviewed on a weekly basis by The Academy staff. A student's access to the contents of their enrolled Online Program will constitute their attendance to their respective course. This span of nine weeks will be referred to as the Student's "Term".
2. Each week, Students of The Academy's Online Programs will be contacted by members of The Academy staff to review and discuss their attendance for the preceding week, as well as their upcoming

attendance expectations. Students must attend and complete the full complement of assigned Course materials within the Term of their enrolled Online Program Course.

3. Students who fail to complete the full complement of assigned Course materials within the designated Term will be considered to have failed the Course for that given Term and shall receive a 0.0 Grade Point Average for that Term. In accordance with the established Academy Policy for Satisfactory Academic Progress, Students must maintain a Cumulative Grade Point Average (CGPA) of 2.0 in order to remain in Good Academic Standing and, as such, be allowed to continue their Enrolled Program at The Academy.
4. Satisfactory Academic Progress and Academic Probation practices for Students enrolled in any of The Academy's online programs will be subject to the same rules and practices as those of Students enrolled in any of The Academy's on-campus programs.

ADDENDUM: ONLINE PROGRAM – INFORMATION TECHNOLOGY PROFESSIONAL

Information Technology Professional – Online

Certificate of Completion

284 Clock Hours

36 Weeks

Program Objective:

The objective of the Information Technology Professional Program is to prepare students with the skills necessary for the design, implementation and administration of the Microsoft Windows Server 2008 Operating System/Server Platform and the administration of Cisco Hardware. Upon successful program completion, graduates will possess the education and skills necessary to obtain an entry-level information technology administration position in a medium to large sized organization.

Upon completion of the program requirements, student should be prepared to complete the following third-party, information technology certification exams:

Microsoft

Exam:70-680 MCTS: WIN7 Windows 7 Configuration

Exam:70-640 MCTS: Windows Server 2008 - Active Directory Configuration

Exam:70-642 MCTS: Windows Server 2008 - Network Infrastructure Configuration

Exam:70-643MCTS: Application Infrastructure Configuration

Exam:70-647 MCITP: Enterprise Administrator Windows Server 2008

Cisco

Exam 640-802: Cisco Certified Network Associate

PROGRAM BREAKDOWN BY COURSE		
Course Number	Course Title	Clock Hours
Orientation	Orientation	1.5
[mw_mwcg_a01_it_enu]	INSTALLING, UPGRADING, AND MIGRATING TO WINDOWS 7 – (0.75 Hours LAB)	2.0
[mw_mwcg_a02_it_enu]	DEPLOYING WINDOWS 7 - (0.75 Hours LAB)	2.0
[mw_mwcg_a03_it_enu]	CONFIGURING HARDWARE AND APPLICATIONS IN WINDOWS 7 - (0.75 Hours LAB)	2.0
[mw_mwcg_a04_it_enu]	CONFIGURING NETWORK CONNECTIVITY IN WINDOWS 7 - (0.75 Hours LAB)	2.0
[mw_mwcg_a05_it_enu]	CONFIGURING ACCESS TO RESOURCES IN WINDOWS 7 - (0.75 Hours LAB)	2.0
[mw_mwcg_a06_it_enu]	CONFIGURING MOBILE COMPUTING IN WINDOWS 7 - (0.75 Hours LAB)	2.0
[mw_mwcg_a07_it_enu]	MONITORING, BACKING UP, AND RESTORING WINDOWS 7 SYSTEMS - (0.75 Hours LAB)	2.0
mw_mwcg_a01_tp_enu	TESTPREP 70-680 TS: WINDOWS 7, CONFIGURING -	2.5
mnt70680	MENTORING 70-680 TS: WINDOWS 7, CONFIGURING	7.0
[ws_mwci_a01_it_enu]	CONFIGURE IP ADDRESSING AND WINDOWS SERVICES IN WINDOWS SERVER 2008 - (1.75 Hours LAB)	2.5

[ws_mwci_a02_it_enus]	CONFIGURE, MANAGE, AND MAINTAIN IP SERVICES IN WINDOWS SERVER 2008 - (1.75 Hours LAB)	2.5
[ws_mwci_a03_it_enus]	NAME RESOLUTION IN WINDOWS SERVER 2008 - (0.75 Hours LAB)	2.0
[ws_mwci_a05_it_enus]	CONFIGURE NETWORK ACCESS IN WINDOWS SERVER 2008 - (1.75 Hours LAB)	2.5
[ws_mwci_a04_it_enus]	DNS ZONES AND REPLICATION IN WINDOWS SERVER 2008 - (1.75 Hours LAB)	2.5
[ws_mwci_a06_it_enus]	NETWORK ACCESS SECURITY IN WINDOWS SERVER 2008 - (0.75 Hours LAB)	2.0
[ws_mwci_a07_it_enus]	CONFIGURE FILE AND PRINT SERVICES IN WINDOWS SERVER 2008 - (1.75 Hours LAB)	2.5
[ws_mwci_a08_it_enus]	MONITOR NETWORK INFRASTRUCTURE IN WINDOWS SERVER 2008 - (1.75 Hours LAB)	2.5
ws_mwci_a01_tp_enus	TESTPREP 70-642 TS: WINDOWS SERVER 2008 NETWORK INFRASTRUCTURE, CONFIGURING	2.5
mnt70642	MENTORING 70-642 TS: WINDOWS SERVER 2008 NETWORK INFRASTRUCTURE, CONFIGURING	9.5
[ws_mwcd_a01_it_enus]	THE ACTIVE DIRECTORY INFRASTRUCTURE IN WINDOWS SERVER 2008 - (1.75 Hours LAB)	3.5
[ws_mwcd_a02_it_enus]	ADDITIONAL ACTIVE DIRECTORY SERVER ROLES IN WINDOWS SERVER 2008 - (1.75 Hours LAB)	2.5
[ws_mwcd_a03_it_enus]	ACTIVE DIRECTORY OBJECTS IN WINDOWS SERVER 2008 - (1.75 Hours LAB)	2.5
[ws_mwcd_a04_it_enus]	GROUP POLICY OBJECTS STRATEGY IN WINDOWS SERVER 2008 - (1.75 Hours LAB)	2.5
[ws_mwcd_a05_it_enus]	CONFIGURING DNS IN WINDOWS SERVER 2008 - (1.75 Hours LAB)	2.5
[ws_mwcd_a06_it_enus]	ACTIVE DIRECTORY CERTIFICATE SERVICES IN WINDOWS SERVER 2008 - (2.5 Hours LAB)	3.0
[ws_mwcd_a07_it_enus]	COMMUNICATIONS AND SECURITY IN WINDOWS SERVER 2008 - (0.75 Hours LAB)	2.0
[ws_mwcd_a08_it_enus]	MONITORING, BACKUPS, AND RECOVERY IN WINDOWS SERVER 2008 - (1.75 Hours LAB)	2.5
ws_mwur_a01_it_enus	ACTIVE DIRECTORY DOMAIN SERVICES IN WINDOWS SERVER 2008 R2 - (0.75 Hours LAB)	2.0
ws_mwur_a04_it_enus	ACCESS CONTROL IN WINDOWS SERVER 2008 R2 - (0.75 Hours LAB)	1.5
ws_mwur_a02_it_enus	MANAGEMENT IMPROVEMENTS IN WINDOWS SERVER 2008 R2 - (1.75 Hours LAB)	2.5
ws_mwur_a03_it_enus	IMPROVEMENTS TO ROLE SERVICES IN WINDOWS SERVER 2008 R2 - (2.5 Hours LAB)	3.0
WS_MWCD_A01_TP_ENUS	TESTPREP 70-640 TS: WINDOWS SERVER 2008 ACTIVE DIRECTORY, CONFIGURING	3.0
mnt70640	MENTORING 70-640 TS: WINDOWS SERVER 2008 ACTIVE DIRECTORY, CONFIGURING	15.0
[ws_mwcf_a01_it_enus]	DEPLOYING WINDOWS SERVER 2008 SERVERS - (0.75 Hours LAB)	1.5
[ws_mwcf_a02_it_enus]	CONFIGURING WINDOWS SERVER 2008 AVAILABILITY - (0.75 Hours LAB)	2.0

[ws mwcf a03 it enus]	CONFIGURE TERMINAL SERVICES IN WINDOWS 2008 - (1.75 Hours LAB)	3.0
[ws mwcf a04 it enus]	TERMINAL SERVICES RESOURCE ACCESS IN WINDOWS 2008 - (0.75 Hours LAB)	2.0
[ws mwcf a05 it enus]	CONFIGURING WINDOWS SERVER HYPER-V AND VIRTUAL MACHINES - (0.75 Hours LAB)	2.0
[ws mwcf a06 it enus]	CONFIGURING WEB SERVICES AND SECURITY IN WINDOWS SERVER 2008 - (0.75 Hours LAB)	2.5
[ws mwcf a07 it enus]	MANAGING IIS IN WINDOWS SERVER 2008 - (0.75 Hours LAB)	2.0
[ws mwcf a08 it enus]	CONFIGURING WEB SERVICE PROTOCOLS IN WINDOWS SERVER 2008 -(0.75 Hours LAB)	2.5
[ws mwcf a09 it enus]	CONFIGURING NETWORK APPLICATION SERVICES IN WINDOWS SERVER 2008 - (1.75 Hours LAB)	3.0
WS_MWCF_A01_TP_ENUS	TESTPREP 70-643 TS: WINDOWS SERVER 2008 APPLICATIONS INFRASTRUCTURE, CONFIGURING	2.5
mnt70643	MENTORING 70-643 TS: WINDOWS SERVER 2008 APPLICATIONS INFRASTRUCTURE, CONFIGURING	10.5
[ws mwse a01 it enus]	PLANNING NAME RESOLUTION AND IP ADDRESSING IN MICROSOFT WINDOWS SERVER 2008 - (1.75 Hours LAB)	3.0
[ws mwse a02 it enus]	NETWORK ACCESS IN MICROSOFT WINDOWS SERVER 2008 - (0.75 Hours LAB)	2.5
[ws mwse a03 it enus]	APPLICATION ACCESS AND DELIVERY IN MICROSOFT WINDOWS SERVER 2008 - (0.75 Hours LAB)	2.5
[ws mwse a04 it enus]	SERVER AND APPLICATION VIRTUALIZATION IN MICROSOFT WINDOWS SERVER 2008 - (0.75 Hours LAB)	2.5
[ws mwse a05 it enus]	DESIGNING THE ACTIVE DIRECTORY INFRASTRUCTURE IN MICROSOFT WINDOWS SERVER 2008 - (1.75 Hours LAB)	3.0
[ws mwse a06 it enus]	ACTIVE DIRECTORY ADMINISTRATION IN MICROSOFT WINDOWS SERVER 2008 - (1.75 Hours LAB)	3.0
[ws mwse a07 it enus]	EXISTING INFRASTRUCTURES AND BRANCH DEPLOYMENTS IN MICROSOFT WINDOWS SERVER 2008 - (1.75 Hours LAB)	3.5
[ws mwse a08 it enus]	THE CERTIFICATE SERVICES INFRASTRUCTURE IN MICROSOFT WINDOWS SERVER 2008 - (1.75 Hours LAB)	3.0
[ws mwse a09 it enus]	SOFTWARE UPDATES AND COMPLIANCE MANAGEMENT IN MICROSOFT WINDOWS SERVER 2008 - (0.75 Hours LAB)	2.0
[ws mwse a10 it enus]	DESIGNING DATA SECURITY AND HIGH AVAILABILITY IN MICROSOFT WINDOWS SERVER 2008 - (0.75 Hours LAB)	2.5
ws mwse a01 tp enus	TESTPREP 70-647 PRO: WINDOWS SERVER 2008, ENTERPRISE ADMINISTRATOR	3.5
mnt70647	MENTORING 70-647 PRO: WINDOWS SERVER 2008, ENTERPRISE ADMINISTRATOR	14.0
[cc cond a01 it enus]	CISCO ICND1 1.1: FUNDAMENTALS OF NETWORKING - (1.75 Hours LAB)	3.0
[cc cond a02 it enus]	CISCO ICND1 1.1: NETWORK CONNECTIONS AND COMMUNICATIONS - (1.75 Hours LAB)	3.5
[cc cond a03 it enus]	CISCO ICND1 1.1: SWITCHING IN LANS - (1.75 Hours LAB)	3.0
[cc cond a04 it enus]	CISCO ICND1 1.1: OPTIMIZING AND TROUBLESHOOTING SWITCH SECURITY - (1.75 Hours LAB)	3.0
[cc cond a05 it enus]	CISCO ICND1 1.1: IMPLEMENTING WIRELESS LANS - (0.75 Hours LAB)	2.0

[cc cond a06 it enus]	CISCO ICND1 1.1: ROUTING AND CISCO ROUTERS - (0.75 Hours LAB)	2.0
[cc cond a07 it enus]	CISCO ICND1 1.1: THE PACKET DELIVERY PROCESS, ROUTER SECURITY, AND REMOTE ACCESS - (0.75 Hours LAB)	2.5
[cc cond a08 it enus]	CISCO ICND1 1.1: WAN TECHNOLOGIES - (1.75 Hours LAB)	3.0
[cc cond a09 it enus]	CISCO ICND1 1.1: WAN ENCAPSULATION AND RIP ROUTING - (1.75 Hours LAB)	3.5
[cc cond a10 it enus]	CISCO ICND1 1.1: MANAGING THE NETWORK ENVIRONMENT - (2 Hours LAB)	4.5
[cc cond a11 it enus]	CISCO ICND1 1.1: LAN ADDRESSING - (1.75 Hours LAB)	4.0
mmt640822	MENTORING 640-822 INTERCONNECTING CISCO NETWORKING DEVICES PART 1 (ICND1)	17.0
[cc cont a01 it enus]	CISCO ICND2 1.1: IMPLEMENTING VLANS AND TRUNKS - (1.75 Hours LAB)	3.5
[cc cont a02 it enus]	CISCO ICND2 1.1: SPANNING-TREE PROTOCOL AND INTER-VLAN ROUTING - (1.75 Hours LAB)	3.5
[cc cont a03 it enus]	CISCO ICND2 1.1: SECURING AND TROUBLESHOOTING THE SWITCHED NETWORK - (0.75 Hours LAB)	2.5
[cc cont a04 it enus]	CISCO ICND2 1.1: MEDIUM-SIZED ROUTED NETWORK CONSTRUCTION - (1.75 Hours LAB)	3.5
[cc cont a05 it enus]	CISCO ICND2 1.1: SINGLE-AREA OSPF IMPLEMENTATION - (1.75 Hours LAB)	3.0
[cc cont a06 it enus]	CISCO ICND2 1.1: EIGRP IMPLEMENTATION - (1.75 Hours LAB)	3.5
[cc cont a07 it enus]	CISCO ICND2 1.1: INTRODUCING ACL OPERATION	1.5
[cc cont a08 it enus]	CISCO ICND2 1.1: CONFIGURING AND TROUBLESHOOTING ACLS - (0.75 Hours LAB)	2.5
[cc cont a09 it enus]	CISCO ICND2 1.1: SCALING THE NETWORK WITH NAT AND PAT - (0.75 Hours LAB)	2.0
[cc cont a10 it enus]	CISCO ICND2 1.1: TRANSITIONING TO IPV6 - (0.75 Hours LAB)	2.0
[cc cont a11 it enus]	CISCO ICND2 1.1: VPN AND POINT-TO-POINT WAN CONNECTIONS - (0.75 Hours LAB)	2.0
[cc cont a12 it enus]	CISCO ICND2 1.1: FRAME RELAY CONNECTIONS - (1 Hour LAB)	3.0
mmt640816	MENTORING 640-816 INTERCONNECTING CISCO NETWORKING DEVICES PART 2 (ICND2)	16.0
CC_CCNA_A01_TP_ENUS	TESTPREP 640-802 CISCO CERTIFIED NETWORK ASSOCIATE (CCNA)	2.0
TOTAL:		284

INVENTORY OF EQUIPMENT (to be provided by student):		
Quantity	Equipment Item	Brief Description Of Equipment
1	PC	The PC should run Windows operating system (Windows XP, Windows Vista, Windows 7, or Windows 8) and have a connection to the internet

Program Book List:**Information Technology Professional - Online:**

- MCTS Microsoft Windows 7 Configuration Study Guide; Second Edition (Exam 70-680). Sybex. 2012 (ISBN 9780470948453).
- MCTS: Windows Server 2008 R2 Complete Study Guide (Exams 70-640; 70-642 and 70-643). Sybex, 2011 (ISBN 9780470948460).
- CCNA Cisco Certified Network Associate Study Guide; Seventh Edition (Exam 640-802). Lammle, Todd. Sybex. 2011 (ISBN 9780470901076).

PROGRAM COST:	
Tuition	\$6,885.00
Books & Supplies Fee	\$135.00
Exam Fee	\$932.50
Total Program Cost	\$7,952.50