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OXFORD

Oxford Institute of Technology

5530 Corbin Ave #120,
Tarzana, CA 91356
Office: (818) 457- 4662
www.oittech.com

Catalog of Courses
January 1, 2024, to December 31, 2024

Program Name	Tuition	Registration Fee	Books & Materials	Total Program Charges
Cisco Networking Specialist	1,390.00	100.00	510.00	$2,000.00
Computer Network Administrator/A+, Network+	2,520.00	100.00	1,320.00	$3,940.00
Database Administrator/Oracle Specialist /MCSE SQL	3,500.00	100.00	1,200.00	$4800.00
Information System Technology	4,900.00	100.00	2,150.00	$7,150.00
Microsoft .Net MCSD Solution Developer / C# and VB	4,325.00	100.00	1,575.00	$6,000.00
Microsoft Office User Specialist/QuickBooks	2,000.00	100.00	900.00	$3,000.00
Network Specialist 11 MCSE/MS Windows	2,175.00	100.00	1,725.00	$4,000.00
Project Management and Business Processes (Six Sigma/ITIL/PMP)	4,500.00	100.00	1,200.00	$5,800.00

Academic Program Syllabus

CISCO Networking Specialist

Training overview

Objectives

- **Identify the components of a computer network and describe their basic characteristics**

- **Understand the model of host-to-host communication**

- **Describe the features and functions of the Cisco Internetwork Operating System (IOS®) software**

- **Describe LANs and the role of switches within LANs**

- **Describe Ethernet as the network access layer of TCP/IP and describe the operation of switches**

- **Install a switch and perform the initial configuration**

- **Describe the TCP/IP Internet layer, IPv4, its addressing scheme, and subnetting**

- **Describe the TCP/IP Transport layer and Application layer**

- **Explore functions of routing**

- **Implement basic configuration on a Cisco router**

- **Explain host-to-host communications across switches and routers**

- **Identify and resolve common switched network issues and common problems associated with IPv4 addressing**

- **Describe IPv6 main features and addresses, and configure and verify basic IPv6 connectivity**

- **Describe the operation, benefits, and limitations of static routing**

- **Describe, implement, and verify Virtual Local Area Networks (VLANs) and trunks**

- **Describe the application and configuration of inter-VLAN routing**

- **Explain the basics of dynamic routing protocols and describe components and terms of Open Shortest Path First (OSPF)**

- **Explain how Spanning Tree Protocol (STP) and Rapid Spanning Tree Protocol (RSTP) work**

- **Configure link aggregation using EtherChannel**

- Describe the purpose of Layer 3 redundancy protocols

- Describe basic WAN and VPN concepts

- Describe the operation of Access Control Lists (ACLs) and their applications in the network

- Configure Internet access using Dynamic Host Configuration Protocol (DHCP) clients and explain and configure Network Address Translation (NAT) on Cisco routers

- Describe basic Quality of Service (QoS) concepts

- Describe the concepts of wireless networks, which types of wireless networks can be built, and how to use Wireless LAN Controllers (WLCs)

- Describe network and device architectures and introduce virtualization

- Introduce the concept of network programmability and Software-Defined Networking (SDN) and describe smart network management solutions such as Cisco DNA Center™, Software-Defined Access (SD-Access), and Software-Defined Wide Area Network (SD-WAN)

- Configure basic IOS system monitoring tools

- Describe the management of Cisco devices

- Describe the current security threat landscape

- Describe threat defense technologies

- Implement a basic security configuration of the device management plane

- Implement basic steps to harden network devices

Duration in Months	Clock Hours	Duration in Weeks	
2	120	6	
Cisco Networking Specialist	**1,390.00**	**100.00**	**510.00**	**$2,000.00**

Program Sequencing and Cycle Schedule
- This Course starts every 8 weeks.
- Morning: 9:00AM -2:00 PM
- Days of Instruction: M, T, W, TH, F
- Evening: 6:00PM - I0:00 PM*
- Days of Instruction: M, T, W, TH, F
- Saturday: 9:00AM - 5 :00 PM*
- *When Available
- Class schedules may vary Typical Schedule

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Prerequisites

Before taking this training, you should have:

- Basic computer literacy

- Basic PC operating system navigation skills

- Basic Internet usage skills

- Basic IP address knowledge

Instructional Materials
Books:
- CCNA Routing and Switching Complete Study Guide: Exam 200-301

Supplies: Simulation Software
Materials: Test Preparation Material for Exam
Handouts for projects will be provided to students on a project basis.
-

Employment Opportunities upon Completion:
Students who successfully complete this program will be prepared for entry to midlevel professional opportunities in the IT field with emphasis on installation, configuration and maintenance of Local Area Network (LAN) infrastructure. Although titles may vary by hiring organizations, students with these credentials are qualified to meet the requirements of positions such as

ONET	Position
15-1152.00	Technology Specialists
15-1152.00	IT field Engineers
15-1152.00	WAN Engineers
15-1152.00	WAN Administrators.
15-1152.00	Network Engineer
15-1152.00	Network Support Specialist
15-1152.00	Local Area Network Engineer
15-1152.00	Network Systems Engineer.

-

Requirements to Obtain Certification from Cisco:
Student may pass the following exams offered   Cisco to further their career:

Exam	Exam Description
200-301	Implementing and Administering Cisco Solutions (CCNA) v2.0

Program Policies
Attendance Policy
Students are required to attend more than 85% of the scheduled sessions throughout the entire program. When a student falls below 90% attendance, they will be given a verbal warning by their instructor. When a student falls below 85% attendance they will be placed on probation for the remainder of the program. The student will be notified of their probation status and they will be required to meet with the Program Director. The instructor tracks late arrival and early departures.

Attendance will be graded as follows:

No absences	A+
One absence	A
Two absences	B
Three absences	C
Four or more absences	F

Grade and Grading Standard for Student Achievement Policies

These classes are on a pass/fail basis.

To complete this program the student must:

Attending at least 85% of the scheduled hours of instruction.

Maintain at least 80% average on assigned quizzes or tests.

If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.

I Incomplete   If the course has not been completed, the instructor may grant I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress, and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

W Withdraw -- The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

Coursework will be weighted as follows:

1. Quizzes	45%		
2. Final exam	45%		
3. Attendance		10%	
	90%	10%	100%

Failure to Satisfactory Meet Academic Standards

Students on probation who fail to meet the schools satisfactory academic progress by the conclusion of the probationary period will be terminated at the discretion of the institution.

Failure to comply with the school's policies (attendance, tardiness, etc.) will result in termination of the student from the program and separation from Oxford Institute. However, any student who has been dismissed may appeal the action, in writing, to the Director. The appeal must contain supporting, verifiable documentation that the unacceptable performance was the result of mitigating circumstances.

Student Code of Conducts

To maintain an environment of social, moral and intellectual excellence, the OIT expects each student to behave in a mature and professional manner.

In essence, students need to display the following:

- Conduct that is orderly at all times
- Honesty and professionalism
- Respect for OIT and/or another student's property
- Professional attire Disciplinary Dismissal Any student who violates the following is liable for dismissal from her/his program:
- Student codes of conduct
- Cheating § Drug/alcohol abuse
- Failure to meet financial obligations

Teacher's expectations:

- Show respect to your teacher and schoolmates.
- Follow the classroom rules and procedures.
- Be prepared to learn daily.
- Participate in activities as directed.

Type of Document Received Upon Graduation

Upon successful completion of all program requirements, each student will be awarded a

Computer Network Administrator/A+, Network+

Program Description

This instructor led program student learn validates foundation-level knowledge and skills necessary for a career in PC support. It is the starting point for a career. The international, vendor-neutral certification proves competence in areas such as installation, preventative maintenance, networking, security, and troubleshooting. The exam covers maintenance of PCs, mobile devices, laptops, operating systems, and printers.

A+

Hardware

Identifying, using and connecting hardware components and devices, including the broad knowledge about different devices that is now necessary to support the remote workforce

Operating Systems

Install and support Windows OS including command line and client support, system configuration imaging and troubleshooting for Mac OS, Chrome OS, Android and Linux OS

Software Troubleshooting

Troubleshoot PC and mobile device issues including common OS, malware and security issues

Networking

Explain types of networks and connections including TCP/IP, WIFI and SOHO

Troubleshooting

Troubleshoot real-world device and network issues quickly and efficiently

Security

Identify and protect against security vulnerabilities for devices and their network connections

Mobile Devices

Install and configure laptops and other mobile devices and support applications to ensure connectivity for end users

Virtualization and Cloud Computing

Compare and contrast cloud computing concepts and set up client-side virtualization

Operational Procedures

Follow best practices for safety, environmental impacts, and communication and professionalism

Network+

Networking Concepts

Explain basic networking concepts, including the OSI model, network appliances, applications, cloud concepts, connectivity options and more.

Network Implementations

Understand routing technologies and important factors of physical installations; configure switching

technologies and wireless devices.

Network Operations

Monitor and optimize networks to ensure business continuity.

Network Security

Understand security concepts and network attacks to harden networks against threats.

Network Troubleshooting

Explain the troubleshooting methodology and address common issues related to networking, including

cable, connectivity, and software problems.

Duration in Months	Clock Hours	Duration in Weeks
2.1	175	8.75

Computer Network Administrator/A+, Network+	2,520.00	100.00	1,320.00	$3,940.00

Program Sequencing and Cycle Schedule
- This Course start every 8 weeks.
- Morning: 9:00AM -2:00 PM
- Days of Instruction: M, T, W, TH, F
- Evening: 6:00PM - I0:00 PM*
- Days of Instruction: M, T, W, TH, F
- Saturday: 9:00AM - 5 :00 PM*
- *When Available
- Class schedules may vary Typical Schedule

Graduation Requirements
Complete the requirements for graduation. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will be able to complete their program within the maximum time frame. If a student does not complete the program within the maximum time frame and pass each module with a passing grade. Students failing to meet these requirements will be placed on academic probation.

Maximum Allowable Completion Time for Programs
- A student is not allowed more than 1.5 times or 150% of the standard length of the program in which to
  - Complete the requirements for graduation. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will be able to complete their program within the maximum time frame. If a student does not complete the program within the maximum time frame, the student will be dropped from the program. See section List of Programs, Clock Hours and maximum completion times for each program.

Make-up Work / Grades and Percentage
- The students may be assigned additional make-up work to cover absences up to 2 days per month.
- Arrangements to take any tests missed because of absences must be made with the instructor: however,
- Absences will remain on record. This Re-Test Policy requires full student compliance. For more
- Information on Satisfactory Academic Progress Requirements, please contact Student Services.

Pre-requisites for this Program
There are no prerequisites required to attend this course.

Educational Goals and Objectives:
COMPUTER NETWORK ADMINISTRATOR/A+, NETWORK+ training is intended to provide the student a non–degree level of education. The program objectives are to enable students to seek an entry-level position as Computer Service Technician, Computer Repair Technician, and Desktop Support Technician and to gain the knowledge and understanding of computer operating systems, processors, memory, storage media, applications and peripherals.

This educational program is designed to prepare students for employment as Systems Administrator, Network Administrator, Network Engineer, Information Technology Specialist (IT Specialist), Local Area Network Administrator (LAN Administrator), Information Technology Manager (IT Manager), Information Technology Director (IT Director), Systems Engineer, Network Manager, Network Specialist. (ONET I5-II42.00)

You will learn to:
- Identify the hardware components of personal computers and mobile digital devices.
- Identify the basic components and functions of operating systems.
- Identify networking and security fundamentals.
- Identify the operational procedures that should be followed by professional PC technicians.
- Install, configure, and troubleshoot display devices.
- Install and configure peripheral components.
- Manage system components.
- Manage data storage.
- Install and configure Microsoft Windows.
- Optimize and maintain Microsoft Windows.
- Work with other operating systems.
- Identify the hardware and software requirements for client environment configurations.
- Identify network technologies.
- Install and configure networking capabilities.
- Support mobile digital devices.
- Support printers and multifunction devices.
- Identify security threats, vulnerabilities, and controls.
- Implement security controls.
- Troubleshoot system-wide issues.

Instructional Materials Books:
- CompTIA A+ Certification All-in-One Exam Guide, Ninth Edition (Exams 220-1101 & 220-1102)
- CompTIA Network+ All-In-One Exam Guide, Sixth Edition (Exam NI0-008)
- Supplies: PC Tool Kit, A+ Passport CD, Windows Operating system Evaluation Software, Windows operating system VMware Image on computers.
- Materials: Exam Simulation Question using Exam interface software.
- Handouts for projects will be provided to students on a project basis.

Students' Learning Outcomes:
At the completion of this program the student will be able:
- Identify the hardware components of personal computers and mobile digital devices.
- Identify the basic components and functions of operating systems.
- Identify networking and security fundamentals.

- Identify the operational procedures that should be followed by professional PC technicians.
- Install, configure, and troubleshoot display devices.
- Install and configure peripheral components.
- Manage system components.
- Manage data storage.
- Install and configure Microsoft Windows.
- Optimize and maintain Microsoft Windows.
- Work with other operating systems.
- Identify the hardware and software requirements for client environment configurations.
- Identify network technologies.
- Install and configure networking capabilities.
- Support mobile digital devices.
- Support printers and multifunction devices.
- Identify security threats, vulnerabilities, and controls.
- Implement security controls.
- Troubleshoot system-wide issues.
- Identify basic network theory concepts and major network communications methods.
- Describe bounded network media.
- Identify unbounded network media.
- Identify the major types of network implementations.
- Identify TCP/IP addressing and data delivery methods.
- Implement routing technologies.
- Identify the major services deployed on TCP/IP networks.
- Identify the infrastructure of a WAN implementation.
- Identify the components used in cloud computing and virtualization.
- Describe basic concepts related to network security.
- Prevent security breaches.
- Respond to security incidents.
- Identify the components of a remote network implementation.
- Identify the tools, methods, and techniques used in managing a network.
- Describe troubleshooting of issues on a network.

Employment Opportunities upon Completion:

Students who successfully complete this program will be prepared for entry to midlevel professional opportunities in the IT field with emphasis on client workstation or desktop hardware, software and operating system support. Although titles may vary by hiring organizations, students with these credentials are qualified to meet the requirements of positions such as:

ONET	Job Title
15-1142.00	Desktop Support Technician
15-1142.00	PC Technician
15-1142.00	Helpdesk Support
15-1142.00	Computer Hardware Engineer or similar designations.

In addition, A+ Certification is part of the certification track for corporations such as Microsoft, HP and Cisco. Other technology companies, including Dell, Intel, Lenovo and Ricoh, have made A+ certification mandatory for their service technicians. The U.S. Department of Defense recognizes A+ Certification and the Department of Homeland Security requires it as part of their computer forensics program.

Description of the Equipment to be used During the Educational Program.

- Desktop Computer Dell Intel Core 4 GB RAM, 500GB DVD +/RW Intel HD Graphics, Microsoft Windows I0 Professional 64-bit
- Dell I7" Monitor/Keyboard

Requirements to Obtain Certification from CompTIA

Student may pass the following exams offered CompTIA to further their career:

Exam	Exam Name
220-1101	CompTIA A+

220-1102	CompTIA A+
NI0-008	CompTIA Network+,

Program Policies

Attendance Policy

Students are required to attend more than 85% of the scheduled sessions throughout the entire program. When a student falls below 90% attendance they will be given a verbal warning by their instructor. When a student falls below 85% attendance they will be placed on probation for the remainder of the program. The students will be notified of their probation status, and they will be required to meet with the Program Director. The instructor tracks late arrivals and early departures.

Attendance will be graded as follows:

No absences	A+
One absence	A
Two absences	B
Three absences	C
Four or more absences	F

Grade and Grading Standard for Student Achievement Policies

These classes are on pass/fail basis.

To complete this program the student must:

- Attend at least 85% of the scheduled hours of instruction
- Maintain at least 80% average on assigned quizzes or tests
- If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.
- I Incomplete   If the course has not been completed, the instructor may grant I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.
- W Withdraw -- The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

Coursework will be weighted as follows:

I. Quizzes	45%		
2. Final exam	45%		
3. Attendance		10%	
	90%	10%	I00%

Failure to Satisfactory Meet Academic Standards

Students on probation who fail to meet the schools satisfactory academic progress by the conclusion of the probationary period will be terminated at the discretion of the institution.

Failure to comply with the school's policies (attendance, tardiness, etc.) will result in termination of the student from the program and separation from Oxford Institute. However, any student who has been dismissed may appeal the action, in writing, to the Director. The appeal must contain supporting, verifiable documentation that the unacceptable performance was the result of mitigating circumstances.

Student Code of Conducts

To maintain an environment of social, moral and intellectual excellence, the OIT expects each student to behave in a mature and professional manner.

In essence, students need to display the following:

- Conduct that is always orderly
- Honesty and professionalism
- Respect for OIT and/or another student's property.
- Professional attire Disciplinary Dismissal Any student who violates the following is liable for dismissal from her/his program:
- Student codes of conduct
- Cheating § Drug/alcohol abuse
- Failure to meet financial obligations.

Teacher's expectations:
- Show respect to your teacher and schoolmates.
- Follow the classroom rules and procedures.
- Be prepared to learn daily.
- Participate in activities as directed.

Type of Document Received Upon Graduation
Upon successful completion of all program requirements, each student will be awarded a Certificate of Completion (CoC).

Database Administrator/Oracle Specialist /Microsoft SQL
Program Description

In this course, you will be introduced to databases and explore the modern ways in which they are used. Learn to distinguish between different types of database management systems then practice basic creation and data selection with the use of Structured Query Language (SQL) commands.

By the end of this course, you'll be able to: - Demonstrate a working knowledge of the concepts and principles that underpin how databases work - Identify and explain the different types of core technology and management systems used in databases - Identify and interpret basic SQL statements and commands - Manipulate records in a database with the use of SQL statements and commands - Outline alternatives to SQL - and plan and design a simple relational database system You'll also gain experience with the following: • Fundamental concepts in database • Basic MySQL syntax and commands • Database management systems • MySQL software • Relational databases

Duration in Months	Clock Hours	Duration in Weeks	
4	320	16	

Database Administrator/Specialist /MCSE SQL	3,500.00	100.00	1,200.00	$4800.00

Program Sequencing and Cycle Schedule
- This Course starts every 8 weeks.
- Morning: 9:00AM -2:00 PM
- Days of Instruction: M, T, W, TH, F
- Evening: 6:00PM - I0:00 PM*
- Days of Instruction: M, T, W, TH, F
- Saturday: 9:00AM - 5 :00 PM*
- *When Available
- Class schedules may vary Typical Schedule

Graduation Requirements
Complete the requirements for graduation. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will be able to complete their program within the maximum time frame. If a student does not complete the program within the maximum time frame and pass each module with a passing grade. Students failing to meet these requirements will be placed on academic probation.

Maximum Allowable Completion Time for Programs

- A student is not allowed more than I.5 times or I50% of the standard length of the program in which to
- Complete the requirements for graduation. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will be able to complete their program within the maximum time frame. If a student does not complete the program within the maximum time frame, the student will be dropped from the program. See section List of Programs, Clock Hours and maximum completion times for each program.

Make-up Work / Grades and Percentage
- The students may be assigned additional make-up work to cover absences up to 2 days per month.
- Arrangements to take any tests missed because of absences must be made with the instructor: however,
- Absences will remain on record. This Re-Test Policy that requires full student compliance. For more
- Information on Satisfactory Academic Progress Requirements, please contact Student Services.

Pre-requisites for this Program:
- Basic knowledge of the Microsoft Windows operating system and its core functionality.
- Working knowledge of Transact-SQL.
- Working knowledge of relational databases.
- Some experience with database design.

Module Overview

Module	Course No.	Course Name	Hours	Duration In Weeks
Module I	IZ0-051	Database SQL Fundamentals	110	5.5
Module II	IZ0-052	Database Administration I	110	5.5
Module III	IZ0-053	Database Administration I 1	100	5
		Total	**320**	**16**

Educational Goals and Objectives:

This program teaches students how to design and create a server using the Optimal Flexible Architecture (OFA), configure logical and physical structures, set up database and user security, add and administer users, monitor and tune main server areas, and handle issues in supporting Oracle® 8i and Oracle 9i databases. Students will develop the fundamental skills necessary to be an effective Oracle DBA.

Materials:

Handouts for projects will be provided to students on a project basis.

Students' Learning Outcomes:

At the completion of this program the student will be able:

- Install system, startup and shutdown an Oracle database.
- Explain the internal architecture of data, memory and process structures.
- Administer a security policy for the database. Configure a basic backup & recovery strategy.
- Control physical storage of tables and indexes. Build efficient databases with clusters and bitmap indexes.
- Back and recover a database (and its parts) with RMAN (command-line and Enterprise Manager).
- Use flashback technology to view past states of data and to revert either objects or the entire database back to a past state. Use an appropriate and flexible memory configuration for your database.
- Identify burdensome database sessions and poorly performing SQL o Configure the Oracle Database for optimal recovery.
- Configure the database instance such that resources are appropriately allocated among sessions and tasks. Schedule jobs to run inside or outside of the database. Use compression to optimize database storage and duplicate a database.

Upon successful completion of the program students will be able to seek gainful employment in the following positions

ONET	Job Title
15-1142.00	Database Administrator
15-1142.00	System Analyst
15-1142.00	Database Planner

-

Requirements to Obtain Certification from Oracle

Student may pass the following exams offered by Oracle: to become Oracle Database Administrator Certified Associate and Oracle Database Administrator Certified Professional to further their career:

Exam	Exam Name
IZ0-001	Introduction to SQL and PL/SQL
IZ0-052	Administration I
IZ0-053	Administration II

Program Policies

Attendance Policy

Students are required to attend more than 85% of the scheduled sessions throughout the entire program. When a student falls below 90% attendance, they will be given a verbal

warning by their instructor. When a student falls below 85% attendance they will be placed on probation for the remainder of the program. The student will be notified of their probation status and they will be required to meet with the Program Director. The instructor tracks late arrival and early departures.

Attendance will be graded as follows:

No absences	A+
One absence	A
Two absences	B
Three absences	C
Four or more absences	F

Grade and Grading Standard for Student Achievement Policies

These classes are on pass/fail basis.

To complete this program the student must:

- Attend at least 85% of the scheduled hours of instruction
- Maintain at least 80% average on assigned quizzes or tests
- If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.
- **I Incomplete**   If the course has not been completed, the instructor may grant I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.
- **W Withdraw --** The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

Coursework will be weighted as follows:

I. Quizzes	45%		
2. Final exam	45%		
3. Attendance		10%	
	90%	10%	100%

Failure to Satisfactory Meet Academic Standards

Students on probation who fail to meet the schools satisfactory academic progress by the conclusion of the probationary period will be terminated at the discretion of the institution.

Failure to comply with the School's policies (attendance, tardiness, etc.) will result in termination of the student from the program and separation from Oxford Institute. However, any student who has been dismissed may appeal the action, in writing, to the Director. The appeal must contain supporting, verifiable documentation that the unacceptable performance was the result of mitigating circumstances.

Student Code of Conducts

To maintain an environment of social, moral and intellectual excellence, the OIT expects each student to behave in a mature and professional manner**.**

In essence, students need to display the following:

- Conduct that is orderly at all times
- Honesty and professionalism
- Respect for OIT and/or another student's property
- Professional attire Disciplinary Dismissal Any student who violates the following is liable for dismissal from her/his program:
- Student codes of conduct
- Cheating § Drug/alcohol abuse
- Failure to meet financial obligations

Teacher's expectations:
- Show respect to your teacher and schoolmates.

- Follow the classroom rules and procedures.
- Be prepared to learn daily.
- Participate in activities as directed.

Type of Document Received Upon Graduation

Upon successful completion of all program requirements, each student will be awarded a Certificate of Completion (CoC).

ONET	Job Title
15-1141.00	Data Administrator
15-1141.00	Data Analyst -
15-1141.00	Data Mining Analyst
15-1141.00	Data Processing Specialist
15-1141.00	Data Warehouse Analyst
15-1141.00	Database Administrator (DBA)
15-1141.00	Database Analyst
15-1141.00	Database Analyst
15-1141.00	Database Architect
15-1141.00	Database Architect (DBA)
15-1141.00	Database Designer
15-1141.00	EDP Analyst
15-1141.00	EDP Data Analyst

Information System Technology

Program Description

This instructor-led program with a combination of lecture and hands-on laboratory exercises covers the new features and enhancements for transforming virtualization and cloud computing, which have been made available with Windows Server. It is designed to assist the student in gaining a level of proficiency that can only be taught through hands-on labs, simulations, and the real-world application of skills.

Design for students interested in pursuing a career in networking fundamental computer knowledge is a prerequisite. The course is designed around the job-related tasks a support specialist must perform.

Using Microsoft Azure/cloud. The course covers the latest networking topics in Microsoft and Cisco Technologies.

Duration in Months	Clock Hours	Duration in Weeks
9	720	36

Information System Technology	4,900.00	100.00	2,150.00	$7,150.00

Program Sequencing and Cycle Schedule

- This Course starts every 8 weeks.
- Morning: 9:00AM -2:00 PM
- Days of Instruction: M, T, W, TH, F
- Evening: 6:00PM - I0:00 PM*
- Days of Instruction: M, T, W, TH, F
- Saturday: 9:00AM - 5 :00 PM*
- *When Available
- Class schedules may vary Typical Schedule

Graduation Requirements

Complete the requirements for graduation. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will be able to complete their program within the maximum time frame. If a student does not complete the program within the maximum time frame and pass each module with a passing grade. Students failing to meet these requirements will be placed on academic probation.

Maximum Allowable Completion Time for Programs

- A student is not allowed more than 1.5 times or 150% of the standard length of the program in which to
- Complete the requirements for graduation. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will be able to complete their program within the maximum time frame. If a student does not complete the program within the maximum time frame, the student will be dropped from the program. See section List of Programs, Clock Hours, and maximum completion times for each program.

Make-up Work / Grades and Percentage
- The students may be assigned additional make-up work to cover absences up to 2 days per month.
- Arrangements to take any tests missed because of absences must be made with the instructor: however,
- Absences will remain on record. This Re-Test Policy that requires full student compliance. For more
- Information on Satisfactory Academic Progress Requirements, please contact Student Services.

Pre-requisites for this Program:
- An understanding of networking fundamentals.
- An understanding of basic AD DS concepts.
- An awareness and understanding of security best practices.
- Basic knowledge of server hardware

Employment Opportunities upon Completion:
Upon successful completion of the program students will be able to seek gainful employment in the following ONET I5-II42.00 positions: Systems Administrator, Network Administrator, "Network Engineer,", Information Technology Specialist (IT Specialist),Local Area Network Administrator (LAN Administrator),"Information Technology Manager (IT Manager),",Information Technology Director (IT Director),Systems Engineer, and Network Manager, Network Specialist.

Program Policies

Attendance Policy
Students are required to attend more than 85% of the scheduled sessions throughout the entire program. When a student falls below 90% attendance, they will be given a verbal warning by their instructor. When a student falls below 85% attendance they will be placed on probation for the remainder of the program. The student will be notified of their probation status and they will be required to meet with the Program Director. The instructor tracks late arrival and early departures.

Attendance will be graded as follows:

No absences	A+
One absence	A
Two absences	B
Three absences	C
Four or more absences	F

Grade and Grading Standard for Student Achievement Policies

These classes are on pass/fail basis.

To complete this program the student must:
- Attend at least 85% of the scheduled hours of instruction
- Maintain at least 80% average on assigned quizzes or tests
- If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.
- **I Incomplete** If the course has not been completed, the instructor may grant I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.
- **W Withdraw --** The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

Coursework will be weighted as follows:

I. Quizzes	45%		
2. Final exam	45%		

3. Attendance		10%	
	90%	10%	100%

Failure to Satisfactory Meet Academic Standards

Students on probation who fail to meet the schools satisfactory academic progress by the conclusion of the probationary period will be terminated at the discretion of the institution.

Failure to comply with the School's policies (attendance, tardiness, etc.) will result in termination of the student from the program and separation from Oxford Institute. However, any student who has been dismissed may appeal the action, in writing, to the Director. The appeal must contain supporting, verifiable documentation that the unacceptable performance was the result of mitigating circumstances.

Student Code of Conducts

To maintain an environment of social, moral and intellectual excellence, the OIT expects each student to behave in a mature and professional manner**.**

In essence, students need to display the following:

- Conduct that is orderly at all times
- Honesty and professionalism
- Respect for OIT and/or another student's property
- Professional attire Disciplinary Dismissal Any student who violates the following is liable for dismissal from her/his program:
- Student codes of conduct
- Cheating § Drug/alcohol abuse
- Failure to meet financial obligations

Teacher's expectations:
- Show respect to your teacher and schoolmates.
- Follow the classroom rules and procedures.
- Be prepared to learn daily.
- Participate in activities as directed.

Type of Document Received Upon Graduation

Upon successful completion of all program requirements, each student will be awarded a Certificate of Completion (CoC).

Microsoft .net MCSD Solution Developer C# and VB

Program Description

This instructor-led program with a combination of lecture and hands-on laboratory exercises comprehensive set of skills necessary to deploy, build, optimize, and operate applications successfully The student learning outcomes are consistent with the skills requirements and objectives of the program as stated by Microsoft and several employers within the community. They reflect the required occupational and academic knowledge, skills and competencies.

Python is one of the top programming languages in the world, widely used in fields such as AI, machine learning, data science, and web development.

HTML (HyperText Markup Language) is a language used for creating webpages which is the fundamental building block of the Web.

One thing to remember about HTML is that it is a markup language with no programming constructs. Instead, the language provides us with a structure to build web pages.

Using HTML, we can define web page elements such as paragraphs, headings, links, and images. Our HTML tutorials will teach you everything you need to know about HTML5 (modern HTML) step-by-step.

Java is a platform-independent language that runs on 3 billion devices worldwide. It is widely used in enterprise applications, android development, big data, and legacy software, where reliability and security are crucial.

SQL, or Structured Query Language, is the standard language to access and manage data. It is used in different industries like IT, finance, healthcare, and research.

Data is a valuable commodity, and learning SQL gives you a deeper understanding of how data is stored and manipulated. This gives you an edge in your professional career.

Due to its heavy use in backend development and data science, there is a high demand for SQL professionals with a competitive salary.

Duration in Months	Clock Hours	Duration in Weeks	
4	320	16	
Microsoft .Net MCSD Solution Developer / C# and VB	4,325.00	100.00	1,575.00	$6,000.00

Program Sequencing and Cycle Schedule
- This Course starts every 8 weeks.
- Morning: 9:00AM -2:00 PM
- Days of Instruction: M, T, W, TH, F

- Evening: 6:00PM - I0:00 PM*
- Days of Instruction: M, T, W, TH, F
- Saturday: 9:00AM - 5 :00 PM*
- *When Available
- Class schedules may vary Typical Schedule

Graduation Requirements

Complete the requirements for graduation. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will be able to complete their program within the maximum time frame. If a student does not complete the program within the maximum time frame and pass each module with a passing grade. Students failing to meet these requirements will be placed on academic probation.

Maximum Allowable Completion Time for Programs

- A student is not allowed more than 1.5 times or 150% of the standard length of the program in which to Complete the requirements for graduation. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will be able to complete their program within the maximum time frame. If a student does not complete the program within the maximum time frame, the student will be dropped from the program. See section List of Programs, Clock Hours and maximum completion times for each program.

Make-up Work / Grades and Percentage

- The students may be assigned additional make-up work to cover absences up to 2 days per month.
- Arrangements to take any tests missed because of absences must be made with the instructor: however,
- Absences will remain on record. This Re-Test Policy that requires full student compliance. For more
- Information on Satisfactory Academic Progress Requirements, please contact Student Services.

Pre-requisites for this Program:

Students who attend this training should have a combination of practical and conceptual knowledge related to HTML5 programming.

Educational Goals and Objectives:

Students will have the skills to complete the Microsoft Certified Professional Developer exams and earn the credential therewith. Students may seek entry-level positions as Computer Programmers, Web Programmers, Software Developers, Program Designers and Web Developers.

MCSD: Web Applications certification validates the ability to build innovative solutions across multiple technologies, both on-premises and in the cloud, with expertise in creating and deploying modern web applications and services.

This educational program is designed to prepare students for employment as: Programmer Analyst, Programmer, Analyst Programmer, Computer Programmer, Software Developer, Applications Developer, Computer Programmer Analyst, Internet Programmer, Java Developer, Web Programmer

Employment Opportunities upon Completion:

Upon successful completion of the program students will be able to seek gainful employment in the following positions:

ONET	Job Title	
I5-II3I.00	Computer Programmer	
I5-II3I.00	Software Developer Web Developer	
I5-II3I.00	Software Developer, Database	
I5-II3I.00	Software Developer / Business Analyst, Database	
I5-II3I.00	NET Software Developer / Programmer	
I5-II3I.00	Software Developer, Client Applications	
I5-II3I.00	Software Developer / Business Analyst, Web Applications	
15-II3I.00	Application Developer	

-
-

Program Policies

Attendance Policy

Students are required to attend more than 85% of the scheduled sessions throughout the entire program. When a student falls below 90% attendance, they will be given a verbal warning by their instructor. When a student falls below 85% attendance they will be placed on probation for the remainder of the program. The student will be notified of their probation status and they will be required to meet with the Program Director. The instructor tracks late arrival and early departures.

Attendance will be graded as follows:

No absences	A+
One absence	A
Two absences	B
Three absences	C
Four or more absences	F

Grade and Grading Standard for Student Achievement Policies

These classes are on pass/fail basis.

To complete this program the student must:

- Attend at least 85% of the scheduled hours of instruction
- Maintain at least 80% average on assigned quizzes or tests
- If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.
- **I Incomplete** If the course has not been completed, the instructor may grant I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.
- **W Withdraw --** The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is

administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

Coursework will be weighted as follows:

I. Quizzes	45%		
2. Final exam	45%		
3. Attendance		10%	
	90%	10%	100%

Failure to Satisfactory Meet Academic Standards

Students on probation who fail to meet the schools satisfactory academic progress by the conclusion of the probationary period will be terminated at the discretion of the institution.

Failure to comply with the School's policies (attendance, tardiness, etc.) will result in termination of the student from the program and separation from Oxford Institute. However, any student who has been dismissed may appeal the action, in writing, to the Director. The appeal must contain supporting, verifiable documentation that the unacceptable performance was the result of mitigating circumstances.

Student Code of Conducts

To maintain an environment of social, moral and intellectual excellence, the OIT expects each student to behave in a mature and professional manner.

In essence, students need to display the following:

- Conduct that is orderly at all times
- Honesty and professionalism
- Respect for OIT and/or another student's property
- Professional attire Disciplinary Dismissal Any student who violates the following is liable for dismissal from her/his program:
- Student codes of conduct
- Cheating § Drug/alcohol abuse
- Failure to meet financial obligations

Teacher's expectations:

- Show respect to your teacher and schoolmates.
- Follow the classroom rules and procedures.
- Be prepared to learn daily.
- Participate in activities as directed.

Type of Document Received Upon Graduation

Upon successful completion of all program requirements, each student will be awarded a Certificate of Completion (CoC).

Microsoft Office User Specialist/QuickBooks/Computerized *Accounting*

Program Description

This instructor led program with a combination of lecture and hands on laboratory exercises is designed to learn Microsoft Office from a beginner level to an advanced level. The student will become proficient using MS Word, Excel, Access, PowerPoint, and Outlook. In addition, this **program provides basic training in QuickBooks.**

Duration in Months	Clock Hours	Duration in Weeks	
2	120	6	
Microsoft Office User Specialist/QuickBooks	**2,000.00**	**100.00**	**900.00**	**$3,000.00**

Program Sequencing and Cycle Schedule

- This Course start every 8 weeks.
- Morning: 9:00AM -2:00 PM
- Days of Instruction: M, T, W, TH, F
- Evening: 6:00PM - I0:00 PM*
- Days of Instruction: M, T, W, TH, F
- Saturday: 9:00AM - 5 :00 PM*
- *When Available
- Class schedules may vary Typical Schedule

Graduation Requirements

Complete the requirements for graduation. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will be able to complete their program within the maximum time frame. If a student does not complete the program within the maximum time frame and pass each module with a passing grade. Students failing to meet these requirements will be placed on academic probation.

Maximum Allowable Completion Time for Programs

- A student is not allowed more than I.5 times or I50% of the standard length of the program in which to
- Complete the requirements for graduation. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will be able to complete their program within the maximum time frame. If a student does not complete the program within the maximum time frame, the student will be dropped from the program. See section List of Programs, Clock Hours and maximum completion times for each program.

Make-up Work / Grades and Percentage

- The students may be assigned additional make-up work to cover absences up to 2 days per month.
- Arrangements to take any tests missed because of absences must be made with the instructor: however,
- Absences will remain on record. This Re-Test Policy that requires full student compliance. For more
- Information on Satisfactory Academic Progress Requirements, please contact Student Services.

Pre-requisites for this Program:

To ensure your success in this course, you should have end-user skills with any current version of Windows®, including being able to start programs, switch between programs, locate saved files, close programs, and access websites using a web browser

Module Overview

Module	Course No.	Course Name	Hours	Duration in Weeks
Module I	Word 101	Microsoft Word	20	1
Module II	Excel 101	Microsoft Excel	20	I
Module III	PowerPoint 101	Microsoft PowerPoint	20	I
Module IV	Outlook 101	Microsoft Outlook	20	I
Module V	Access 101	Microsoft Access	20	I
Module VI	QuickBooks 101	QuickBooks	20	I
		Total	**120**	**6**

Educational Goals and Objectives:

This educational program is designed to prepare students for employment entry level position, accounts, medical billing, insurance agents etc. However, the primary objective of the program is to enable students to seek employment as Administrative Assistants, Executive Assistants, Computer Operators, General Office Supervisors, and Microsoft Office Specialists.

Upon successful completion of the program students will be able to seek gainful employment in the following positions:

ONET	Job Title
43-303l.00	Administration Assistant,
43-303l.00	Clerk, Office Manager,
43-3031.00	Receptionist, Secretary,
43-303l.00	Office Assistant,
43-303l.00	Customer Service Representative,
43-303l.00	Office Coordinator,
43-303l.00	Accounting Assistant,
43-303l.00	Accounts Payables Clerk,
43-303l.00	Bookkeeper,
43-303l.00	Accounts Payable Clerk,
43-303l.00	Accounts Receivable Clerk,
43-303l.00	Accounts Payable Specialist.

Instructional Materials
Books:
- Microsoft Word 20I6 Step by Step
- Microsoft Excel 20I6 Step by Step
- Microsoft PowerPoint 20I6 Step by Step
- Microsoft Access 20I6 Step by Step
- QuickBooks Step by Step

Supplies: Microsoft Office CD-ROM Academic version

Handouts for projects will be provided to students on a project basis.

Students' Learning Outcomes:
At the completion of this program the student will be able confidently

- Review and practice basic MS Office features
- Schedule appointments, request meetings, and filter incoming messages.
- Develop charts to meet audience request.
- Employ features to automatically update chart content from the internet.
- Adopt practice of creating, sorting, and querying tables.
- Demonstrate knowledge and understanding of form and report creation.
- Use macros, switchboards, pivot tables, and pivot charts to produce easily accessible and retrievable reports.
- Employ graphics and work art features to create professional newsletters.
- Create data sources to set up mail merge.
- Build keyboarding speed and accuracy techniques.
- Continue development of document editing and revising.
- Create presentations to aid in audience understanding.
- Devise advanced Excel formulas for creating and maintains significant, easy-to-digest data for diverse audiences.
- Construct financial and logical functions in Excel to calculate office expenses, costs, and earnings.
- Integrate internet research into easily digested Excel worksheets, charts, and graphs to aid in audience understanding.
- Combine Excel functions to link to outside sources and calculate presentation data
- Formulate advanced Access functions to create and maintain significant, easy-to-digest data.
  - Formulate analysis techniques to differentiate and assign data in Access to create specialized reports to aid in audience understanding.
  - Synthesize and link data imported from external sources into Access documents to create and maintain continual updates.
  - Integrate data from Word, Excel, Access, and PowerPoint in case studies to prepare students for "real world" scenarios.
  - Refine proofreading, editing, and revising techniques.

- Improve communication skills.
- Prioritize workload to accomplice goals and meet deadlines.
- Develop "solutions" that utilize office management skills to produce quality "solutions".

Employment Opportunities upon Completion:
Upon successful completion of the program students will be able to seek gainful employment in the following positions:

ONET	Job Title
43-303I.00	Administration Assistant,
43-303I.00	Clerk, Office Manager,
43-303I.00	Receptionist, Secretary,
43-303I.00	Office Assistant,
43-303I.00	Customer Service Representative,
43-303I.00	Office Coordinator,
43-303I.00	Accounting Assistant,
43-303I.00	Accounts Payables Clerk,
43-303I.00	Bookkeeper,
43-303I.00	Accounts Payable Clerk,
43-303I.00	Accounts Receivable Clerk,
43-303I.00	Accounts Payable Specialist.

Description of the Equipment to be Used During the Educational Program.
- Desktop Computer Dell Intel Core 4 GB RAM, 500GB DVD +/RW Intel HD Graphics, Microsoft Windows I0 Professional 64-bit
- Microsoft Word, Excel, PowerPoint, Access, Outlook, QuickBooks

Program Policies

Attendance Policy

Students are required to attend more than 85% of the scheduled sessions throughout the entire program. When a student falls below 90% attendance, they will be given a verbal warning by their instructor. When a student falls below 85% attendance they will be placed on probation for the remainder of the program. The student will be notified of their probation status and they will be required to meet with the Program Director. The instructor tracks late arrival and early departures.

Attendance will be graded as follows:

No absences	A+
One absence	A
Two absences	B
Three absences	C
Four or more absences	F

Grade and Grading Standard for Student Achievement Policies

These classes are on pass/fail basis.

To complete this program the student must:

- Attend at least 85% of the scheduled hours of instruction
- Maintain at least 80% average on assigned quizzes or tests
- If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.
- **I Incomplete**   If the course has not been completed, the instructor may grant I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.
- **W Withdraw --** The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's

progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

Coursework will be weighted as follows:

I. Quizzes	45%		
2. Final exam	45%		
3. Attendance		10%	
	90%	10%	100%

Failure to Satisfactory Meet Academic Standards

Students on probation who fail to meet the schools satisfactory academic progress by the conclusion of the probationary period will be terminated at the discretion of the institution.

Failure to comply with the School's policies (attendance, tardiness, etc.) will result in termination of the student from the program and separation from Oxford Institute. However, any student who has been dismissed may appeal the action, in writing, to the Director. The appeal must contain supporting, verifiable documentation that the unacceptable performance was the result of mitigating circumstances.

Student Code of Conducts

To maintain an environment of social, moral and intellectual excellence, the OIT expects each student to behave in a mature and professional manner.

In essence, students need to display the following:

- Conduct that is orderly at all times
- Honesty and professionalism
- Respect for OIT and/or another student's property
- Professional attire Disciplinary Dismissal Any student who violates the following is liable for dismissal from her/his program:
- Student codes of conduct
- Cheating § Drug/alcohol abuse
- Failure to meet financial obligations

Teacher's expectations:

- Show respect to your teacher and schoolmates.
- Follow the classroom rules and procedures.
- Be prepared to learn daily.
- Participate in activities as directed.

Type of Document Received Upon Graduation

Upon successful completion of all program requirements, each student will be awarded a Certificate of Completion (CoC).

Network Specialist II MCSE/MS Windows
Program Description

Microsoft Certified: Azure Fundamentals
Demonstrate foundational knowledge of cloud concepts, core Azure services, plus Azure management and governance features and tools.

Overview

As a candidate for this certification, you're a technology professional who wants to demonstrate foundational knowledge of cloud concepts in general and Microsoft Azure in particular. This certification is a common starting point in a journey towards a career in Azure.

You can describe Azure architectural components and Azure services, such as:

- Compute
- Networking
- Storage

You can also describe features and tools to secure, govern, and administer Azure.

You should have skills and experience working with an area of IT, such as:

- Infrastructure management
- Database management
- Software development

Skills measured

- Describe cloud concepts
- Describe Azure architecture and services
- Describe Azure management and governance

Microsoft Certified: Azure Administrator Associate
Overview

As a candidate for this certification, you should have subject matter expertise in implementing, managing, and monitoring an organization's Azure environment, including:

- Virtual networks
- Storage
- Compute
- Identity
- Security
- Governance

As an Azure administrator, you often serve as part of a larger team dedicated to implementing an organization's cloud infrastructure. You also coordinate with other roles to deliver Azure networking, security, database, application development, and DevOps solutions.

You should be familiar with:

- Operating systems
- Networking
- Servers
- Virtualization

In addition, you should have experience with:

- PowerShell
- Azure CLI
- The Azure portal
- Azure Resource Manager templates
- Microsoft Entra ID

Skills measured

- Manage Azure identities and governance
- Implement and manage storage
- Deploy and manage Azure compute resources
- Implement and manage virtual networking
- Monitor and maintain Azure resources

Duration in Months	Clock Hours	Duration In Weeks	
4	320	16	
Network Specialist 11 MCSE/MS Windows	**2,175.00**	**100.00**	**1,725.00** ‖ **$4,000.00**

Program Sequencing and Cycle Schedule
- This Course start every 8 weeks.
- Morning: 9:00AM -2:00 PM
- Days of Instruction: M, T, W, TH, F
- Evening: 6:00PM - I0:00 PM*

- Days of Instruction: M, T, W, TH, F
- Saturday: 9:00AM - 5 :00 PM*

*When Available

Class schedules may vary Typical Schedule

Graduation Requirements

Complete the requirements for graduation. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will be able to complete their program within the maximum time frame. If a student does not complete the program within the maximum time frame and pass each module with a passing grade. Students failing to meet these requirements will be placed on academic probation.

Maximum Allowable Completion Time for Programs

- A student is not allowed more than I.5 times or I50% of the standard length of the program in which to
- Complete the requirements for graduation. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will be able to complete their program within the maximum time frame. If a student does not complete the program within the maximum time frame, the student will be dropped from the program. See section List of Programs, Clock Hours and maximum completion times for each program.

Make-up Work / Grades and Percentage

- The students may be assigned additional make-up work to cover absences up to 2 days per month.
- Arrangements to take any tests missed because of absences must be made with the instructor: however,
- Absences will remain on record. This Re-Test Policy that requires full student compliance. For more
- Information on Satisfactory Academic Progress Requirements, please contact Student Services.

Pre-requisites for this Program:

- An understanding of networking fundamentals.
- Understanding of basic AD DS concepts.
- An awareness and understanding of security best practices.
- Basic knowledge of server hardware.

Module Overview

Educational Goals and Objectives:

Students who successfully complete this program will be prepared for entry to midlevel professional opportunities in the IT field with emphasis on planning, installation, and maintenance of client workstation as well as server operating system, applications and network infrastructure services using Microsoft technologies.

This instructor led course provides students with deploying, building, designing, optimizing, and operating technologies for a particular job role. They can the design and technology decisions necessary to ensure successful technology implementation projects.

Students' Learning Outcomes:

At the completion of this program the student will be able confidently plan, deliver, operate, and manage Microsoft server infrastructure solutions across multiple solution areas in a business environment that includes planning, installing, administering, configuring and managing Windows Server 2012 environments, including advanced design and implementation concepts.

At the completion

At the completion of this program the student will be able confidently plan, deliver, operate, and manage Microsoft server infrastructure solutions across multiple solution areas in a business environment that includes planning, installing, administering, configuring and managing Windows Server 2012 environments, including advanced design and implementation concepts.

Employment Opportunities upon Completion:

This educational program is designed to prepare students for employment as:

ONET	Job Title

I5-II52.00	Network Administrator,
I5-II52.00	Windows System Administrator, Network Support Specialist
I5-II52.00	System Administrator, Desktop Support Engineer
I5-II52.00	Computer Network Support Specialist.

Description of the Equipment to be used During the Educational Program.

- Desktop Computer Dell Intel Core 4 GB RAM, 500GB DVD +/RW Intel HD Graphics, Microsoft Windows I0 Professional 64-bit
- Dell I7" Monitor/Keyboard
- Microsoft Server
-

Requirements to Obtain Certification from Microsoft MCSE/Azure

Student may pass the following exams offered Cisco to further their career:

AZ-900	Microsoft Certified: Azure Fundamentals
AZ-104	Microsoft Certified: Azure Administrator Associate

Program Policies

Attendance Policy

Students are required to attend more than 85% of the scheduled sessions throughout the entire program. When a student falls below 90% attendance, they will be given a verbal warning by their instructor. When a student falls below 85% attendance they will be placed on probation for the remainder of the program. The student will be notified of their probation status and they will be required to meet with the Program Director. The instructor tracks late arrival and early departures.

Attendance will be graded as follows:

No absences	A+
One absence	A
Two absences	B
Three absences	C
Four or more absences	F

Grade and Grading Standard for Student Achievement Policies

These classes are on pass/fail basis.

To complete this program the student must:

- Attend at least 85% of the scheduled hours of instruction
- Maintain at least 80% average on assigned quizzes or tests
- If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.
- **I Incomplete** If the course has not been completed, the instructor may grant I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.
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is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

Coursework will be weighted as follows:

I. Quizzes	45%		
2. Final exam	45%		
3. Attendance		10%	
	90%	10%	I00%

Failure to Satisfactory Meet Academic Standards

Students on probation who fail to meet the schools satisfactory academic progress by the conclusion of the probationary period will be terminated at the discretion of the institution.

Failure to comply with the School's policies (attendance, tardiness, etc.) will result in termination of the student from the program and separation from Oxford Institute. However, any student who has been dismissed may appeal the action, in writing, to the Director. The appeal must contain supporting, verifiable documentation that the unacceptable performance was the result of mitigating circumstances.

Student Code of Conducts

To maintain an environment of social, moral and intellectual excellence, the OIT expects each student to behave in a mature and professional manner.

In essence, students need to display the following:

- Conduct that is orderly at all times
- Honesty and professionalism
- Respect for OIT and/or another student's property
- Professional attire Disciplinary Dismissal Any student who violates the following is liable for dismissal from her/his program:
- Student codes of conduct
- Cheating § Drug/alcohol abuse
- Failure to meet financial obligations

Teacher's expectations:

- Show respect to your teacher and schoolmates.
- Follow the classroom rules and procedures.
- Be prepared to learn daily.
- Participate in activities as directed.

Type of Document Received Upon Graduation

Upon successful completion of all program requirements, each student will be awarded a Certificate of Completion (CoC).

Project Management and Business Processes (Six Sigma/ITIL/PMP)

Program Description

This instructor-led program with a combination of lecture and hands-on laboratory exercises in this And Business Processes program, the student will learn the skills to successfully manage projects in different organizational structures. Students will learn how to apply statistical methods for business process improvements including: * communicating a business strategy across the organization * integrating with lean manufacturing, TOC, and other improvement methods * applying the DMAIC improvement process, selecting successful six sigma projects and project teams * planning and executing projects Foundation program introduces the student to the fundamentals of IT Service Management as described in version 3 of the IT Infrastructure Library. Accredited by ISEB and EXIN, the course helps students prepare for acquiring valuable insights from instructors with extensive practical experience in managing IT organizations and deploying successful ITIL-based Service Management

You will learn Lean Six Sigma Practitioner skills, to lead and implement business process improvement projects. This course will help you to solve specific problems, develop and / or implement plans, and address specific opportunities.

Months	Hours	Weeks
4	320	I6

Project Management and Business Processes (Six Sigma/ITIL/PMP)	4,500.00	100.00	1,200.00	$5,800.00

Program Sequencing and Cycle Schedule

- This Course starts every 8 weeks.
- Morning: 9:00AM -2:00 PM
- Days of Instruction: M, T, W, TH, F
- Evening: 6:00PM - I0:00 PM*
- Days of Instruction: M, T, W, TH, F
- Saturday: 9:00AM - 5 :00 PM*
  When Available

  Class schedules may vary Typical Schedule

Graduation Requirements

Complete the requirements for graduation. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will be able to complete their program within the maximum time frame. If a student does not complete the program within the maximum time frame and pass each module with a passing grade. Students failing to meet these requirements will be placed on academic probation.

Maximum Allowable Completion Time for Programs

- A student is not allowed more than I.5 times or I50% of the standard length of the program in which to
- Complete the requirements for graduation. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will be able to complete

their program within the maximum time frame. If a student does not complete the program within the maximum time frame, the student will be dropped from the program. See section List of Programs, Clock Hours and maximum completion times for each program.

Make-up Work / Grades and Percentage
- The students may be assigned additional make-up work to cover absences up to 2 days per month.
- Arrangements to take any tests missed because of absences must be made with the instructor: however,
- Absences will remain on record. This Re-Test Policy that requires full student compliance. For more
- Information on Satisfactory Academic Progress Requirements, please contact Student Services.

Pre-requisites for this Program:
Students taking this class should have at least I2 months of cumulative experience in leading, managing, and participating in small to medium scale projects

Module Overview

Module	Course No.	Course Name	Hour	Weeks
Module I	PMP-101	PMP	110	5.5
Module II	ITIL-101	ITIL Foundation	110	5.5
Module III	SIXSIGMA -101	Six Sigma	100	5.
		Total	**320**	**16**

Educational Goals and Objectives:
This educational program is designed to prepare students for employment as IT Manager, IT Project Manager, Manager of IT, Program Manager, Project Manager, Project Manager/Team Coach, Senior Lead Project Manager, Senior Project Leader/Team Lead, Technical Project Lead (Project Manager), Transition Program Manager. (ONET I5-II99.00)

Upon successful completion
Upon successful completion of this course, students will be able to:

- Identify the fundamentals of And Business Processes.
- Perform the pre-project setup.
- Initiate a project.
- Plan project strategies.
- Develop project schedules.
- Plan project staffing, communications, and quality.
- Plan project risk management.
- Plan project costs.
- Plan project procurements.
- Plan for change management and transitions.
- Manage project execution.
- Manage project procurement.
- Monitor project performance.
- Monitor and control project constraints.
- Monitor project risks and procurements.
- Perform project closure.
- Communication a business strategy across the organization
- Integrating with Lean Manufacturing, TOC, and other improvement methods
- Applying the DMAIC improvement process
- Selecting successful six sigma projects and project teams
- Planning and Executing projects
- Significantly increasing profitability through Six Sigma projects
- Selecting the right statistical tools
- Version 2
- Compare V2 to V3

Instructional Materials
Books:

- A Guide to the And Business Processes Body of Knowledge (PMBOK® Guide)–Fifth Edition
- ITIL Foundation Study Guide
- The Six Sigma Handbook, Fourth Edition

Handouts for projects will be provided to students on a project basis.

Students' Learning Outcomes:

At the completion of this program the student will be able to install, manage, and maintain the project server software as well as to work with project flow management and support.

Employment Opportunities upon Completion:

Upon successful completion of the program students will be able to seek gainful employment in the following positions

ONET	Job Title
I5-II99.00	IT Manager,
I5-II99.00	IT Project Manager,
I5-II99.00	Manager of IT,
I5-II99.00	Program Manager,
I5-II99.00	Project Manager,
I5-II99.00	Project Manager/Team Coach,
I5-II99.00	Senior Lead Project Manager,
I5-II99.00	Senior Project Leader/Team Lead,
I5-II99.00	Technical Project Lead (Project Manager),
I5-II99.00	Transition Program Manager.

Description of the Equipment to be used During the Educational Program.

- Desktop Computer Dell Intel Core 4 GB RAM, 500GB DVD +/RW Intel HD Graphics, Microsoft Windows I0 Professional 64-bit
- Microsoft Office

Program Policies

Attendance Policy

Students are required to attend more than 85% of the scheduled sessions throughout the entire program. When a student falls below 90% attendance, they will be given a verbal warning by their instructor. When a student falls below 85% attendance they will be placed on probation for the remainder of the program. The student will be notified of their probation status and they will be required to meet with the Program Director. The instructor tracks late arrival and early departures.

Attendance will be graded as follows:

No absences	A+
One absence	A
Two absences	B
Three absences	C
Four or more absences	F

Grade and Grading Standard for Student Achievement Policies

These classes are on pass/fail basis.

To complete this program the student must:

- Attend at least 85% of the scheduled hours of instruction
- Maintain at least 80% average on assigned quizzes or tests
- If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.
- **I Incomplete** If the course has not been completed, the instructor may grant I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an

extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

- **W Withdraw --** The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

Coursework will be weighted as follows:

I. Quizzes	45%		
2. Final exam	45%		
3. Attendance		10%	
	90%	10%	I00%

Failure to Satisfactory Meet Academic Standards

Students on probation who fail to meet the schools satisfactory academic progress by the conclusion of the probationary period will be terminated at the discretion of the institution.

Failure to comply with the School's policies (attendance, tardiness, etc.) will result in termination of the student from the program and separation from Oxford Institute. However, any student who has been dismissed may appeal the action, in writing, to the Director. The appeal must contain supporting, verifiable documentation that the unacceptable performance was the result of mitigating circumstances.

Student Code of Conducts

To maintain an environment of social, moral and intellectual excellence, the OIT expects each student to behave in a mature and professional manner**.**

In essence, students need to display the following:

- Conduct that is orderly at all times
- Honesty and professionalism
- Respect for OIT and/or other student's property
- Professional attire Disciplinary Dismissal Any student who violates the following is liable for dismissal from her/his program:
- Student codes of conduct
- Cheating § Drug/alcohol abuse
- Failure to meet financial obligations

Teacher's expectations:

- Show respect to your teacher and schoolmates.
- Follow the classroom rules and procedures.
- Be prepared to learn daily.
- Participate in activities as directed.

Type of Document Received Upon Graduation

Upon successful completion of all program requirements, each student will be awarded a Certificate of Completion (CoC)