

COMPU TECH CONSULTANTS

(Professional Technical Training)

Mission Statement:

Compu Tech Consultants offers career-oriented, state of the industry programs to meet diverse needs of population. Promotes excellence in academic success and professional development to meet the challenging demands of global economy.



We currently offer the following powerful courses:

- ◆ **A+ Certification Training**
- ◆ **Network+ Certification Training**
- ◆ **CCNA Training**
- ◆ **Information Technology Support Training**
- ◆ **MCSE Windows 2000 Training**
- ◆ **Enterprise System Analyst Training**
- ◆ **MOUS Training**
- ◆ **Return to Work Executive Assistant**
- ◆ **Enterprise LAN Administration Training**

Website: www.computechus.com

**Compu Tech Consultants is also an authorized
*Prometric® and VUE® Microsoft®, Novell®, Cisco® and CompTIA®
Certification Testing Center***

Dear Prospective Student,

We appreciate your inquiry about our training program and we are glad to provide you with information on our training courses. Our quality education and training will help improve your existing skills to start a rewarding career. We have several seminar classes available to get your skills enhanced in your desired field of choice. Here are some of our popular seminars:

A+ Certification: The learning covenant included will be on detailed installation and configuration of PC Hardware, assembly and disassembly of computers, repair, maintenance, upgrade, printer installation and configuration.

Upon completion of this course you will be able to:

- Implement and Support a PC connecting to the Internet
- System administration, file maintenance and manage system resources
- Data transfer and file system backup.

Microsoft Certified Systems Engineer (MCSE): The course focuses on the fundamentals of different network configuration, how to design, build and create your first 2-PC network station. Terminology like Ethernet, Twisted Pair, various Protocols, Adapter, Client Hub, Router, Gateway etc., are broken down into easy to understand examples.

The course prepares you to succeed in:

- A valuable “real-world” hands-on approach for dealing with a network.
- To understand software drivers and research product information.
- In-depth understanding of core TCP/IP protocols and IP addressing.
- Understanding complex IP Sub-netting terminology.
- The knowledge applied for use with Microsoft, UNIX, and Novell products.

Cisco Certified Network Associate/Professional (CCNA): Designed for busy professionals who are seeking their first Cisco Career Certification, CCNA. CCNA Essentials allows individuals to take charge of their learning experiences, turning it into a personal competitive advantage in today's hot market for information technology skills.

The course prepares you to succeed in:

- Using Cisco IOS command for router start-up
- Using the RIP and IGRP routing protocols
- Configuring Frame Relay LMI, maps, and sub-interfaces
- Monitoring Frame Relay operation in the router

Return to Work Executive Assistant: program is developed as the standard for demonstrating office assistant skills with the Microsoft Office suite of business productivity applications (Microsoft Word®, Microsoft Excel®, Microsoft PowerPoint®, Microsoft Outlook®, and Microsoft Access®). With this program the students will be able to demonstrate enhanced productivity skills and will have proved their ability to utilize the advanced functionality of Microsoft applications in an office environment.

The course prepares you to succeed in:

- Inner Workings of a PC and Keyboarding skills
- Using MS Word for word processing
- Using MS Excel for spreadsheet skills
- Using MS PowerPoint for slide show presentation
- Using MS Outlook and Access for Data formatting

We, once again thank you for your interest in our courses. Please give us a call, meet with one of our training advisors and make a positive career change.

Best Wishes,

Ted Munselle
President

Compu Tech Consultants
214-570-0404 / 972-570-0593

A unique opportunity for you

Here are some distinguishing traits that keep us among the top choices in training guides.

Summary of School: Compu Tech Consultants came into effect in 1994 as a consulting firm started by Krishan Arora former employee of MCI WorldCom. The main line of business was Project Management, developing projects for companies and liaising between companies and unemployed persons. Placement of people was done all over U.S in various companies. Our first breakthrough was obtaining a contract with Brookhaven College, (a part of Dallas County Community College District) in 1998 to implement computer-training programs in their college. We implemented the following programs:

Information Support Technology, A+ Certification training and MCSE Certification Training

We had successful turnover of students enrolling and going through the computer training programs. With the successful implementation of computer training program Brookhaven was able to obtain more grants approved by the government.

In 1999 Compu Tech went into a contract with Bill J. Priest Institute to implement the following programs:

Information Support Technology, A+ Certification, Network+ Certification, MCSE and CCNA

So far, till date we have trained 100s of students at Bill J. Priest in various programs mentioned above.

Training Focus: Our main focus is providing affordable certification training with an emphasis on 'real world' hands-on instruction. From entry-level beginners to experienced industry veterans our advisors evaluate each student on an individual basis to formulate and recommend suitable training program.

Flexible Schedules: To suit the various needs of students our classes start every month. With day & evening classes our training programs are designed to accommodate busy schedules, allowing each student time to study, work and spend time with his or her family.

Training Facilities & Trainers: We have training facilities featuring large multi-media displays, fully networked and Internet equipped computers with individual workstations assigned to each student.

Training Staff: Our training staff is supported by broad array of certifications and accreditation. Our trainers bring their hands-on experience in the real world situations to the interactive classroom setting

Reserve Your Space: To make sure we keep your visit personable, we require reservations. Please call in advance to confirm your visit. If you or others coming with you have disability related needs, please let us know in advance.

Financial Assistance: We are committed to helping you. We have several payment plans to suit your needs and have student loans available with approved credits. We accept payments by Visa, MC, Discover and Amex cards.

Job Placement Assistance: Any students who successfully complete any of the courses will be helped in job placement. When students have completed these courses they will not only have gained the essential knowledge but also the extremely valuable "Been there, done that" hands on experience.

Class Timings: For student's convenience, we offer morning (8:30AM to 12:30PM), afternoon (1:30PM to 5:30PM) and evening (6:00PM to 10:00PM) classes on Mondays, Wednesdays and Fridays Schedules and Tuesdays and Thursdays Schedules. Generally the classes are four hours long and a 10-minute break is given at the end of every class hour.

Instructional Methods:

- **Instructor Led:** Certified instructors teach this continuing education training program. They have practical experience having worked in the industry and bringing real world experience to the students.
- **Hands On Lab:** Every student gets an opportunity to learn the relevant topics with hands on experience guided by the instructor during the course structure. Troubleshooting case scenarios are set up to enable students to apply what they have learned in classroom.
- **Study Notes:** Students are provided with extra study notes and material and reference copies throughout the program. Providing industry-updated information to the students is critical who are at the brink of emerging into the job market.
- **Worksheet Manuals:** Students are provided with worksheet manuals to guide them towards taking the certifications exams.

Testing Methods:

- **Exams:** Students are provided with periodic exams to track their progress in the program.
- **Quizzes:** Surprise quizzes are provided during the course of the program to keep track of students' commitment to go through the programs.

Completion Certificate: Students will be provided with completion certificate from the school after completing the program with good attendance and obtaining passing score in class tests and quizzes.



A+ Certification Training

Duration: 120 Hours

With thousands of PCs in the home and workplace, there is a need for qualified technicians to service those machines when they need the occasional maintenance check-up. At the end of this course, students will be able to install, configure, troubleshoot, and use DOS, the Windows 9x operating system and basic administration skills for Windows NT Workstation 4.0 and Windows 2000. The student will also be able to assemble, configure, boot and troubleshoot a PC. The A+ course is divided into 2 main sections: Operating Systems and Hardware. A+ Certification qualifies the technician to effectively diagnose, repair, upgrade, and install microcomputers and the associated technologies.

Pre-requisites:

- High School Diploma / GED or passing the school' in-house computer literacy test with a score of 70% or greater.
- Six months experience in a computer hardware environment with familiarity in PC DOS, Windows 95, and Windows 98.

Curriculum Topics:

- Module 1: PC Architecture Computer Concepts
- Module 2: Introduction to DOS
- Module 3: Hardware Installation, Configuration and Upgrading
- Module 4: Windows 95/98
- Module 5: Windows NT 4.0/2000
- Module 6: Networks
- Module 7: Printers
- Module 8: Disassembly and Re-assembly
- Module 9: Preventive Maintenance

Outcome:

The Program helps candidates in passing the following certification exams:

- A+ Hardware
- A+ Operating System

Network+ Certification Training

Duration: 90 Hours



To meet the objectives of this course, students will be required to complete work above and beyond their regular course hours. For every five hours in the class, students should consider two additional hours of personal work to review what they have learned, and complete supplementary exercises. After the completion of the course student will be able to understand LAN - local area network and WAN – Wide area network topologies and configurations, will be able to gain networking experience in a variety of network operating systems, will be able to prepare for Network+ Certification as an Industry-Certified Network Service Tech or Network Administrator, sponsored by the Computing Technology Industry Association (CompTIA®) and will be able to build professional confidence using a reliable set of basic troubleshooting procedures and communication skills to troubleshoot REAL WORLD NETWORK SERVICE problems.

Pre-requisites:

- High School Diploma / GED or passing the school' in-house computer literacy test with a score of 70% or greater.
- 6 months experience in computer hardware and network operating system environment.
- Certification in A+ or Computer literacy in PC DOS, Windows 95, and Windows 98.

Curriculum Topics:

- Module 1: Network Fundamentals
- Module 2: The OSI Model
- Module 3: Major Network Operating Systems (NOS)
- Module 4: TCP/IP Fundamentals
- Module 5: Network Installation and Upgrades
- Module 6: Network Remote Access
- Module 7: Network Security & Disaster Recovery

Outcome:

The Program helps candidates in passing the following certification exam:

- Network+ Certification



Microsoft Certified Systems Engineer Certification (MCSE) Training

Duration: 300 Hours

The Microsoft Certified Systems Engineer (MCSE) credential is the premier certification for professionals who analyze the business requirements for system architecture; design solutions; deploy, install, and configure Network architecture components; and troubleshoot Local Area Network (LAN) problems.

To meet the objectives of this course, students will be required to complete work above and beyond their regular course hours. For every five hours in the class, students should consider two additional hours of personal work to review what they have learned, and complete supplementary exercises.

Pre-requisites:

- High School Diploma / GED or passing the school' in-house computer literacy test with a score of 70% or greater.
- 6 months experience in computer hardware and network operating system environment.
- Certification in A+ and/or Network+.

Curriculum Topics:

- Module 1: Windows2000 Pro
- Module 2: Windows2000 Server
- Module 3: Windows2000 Network Infrastructure
- Module 4: Windows2000 Directory Services Infrastructure
- Module 5: Windows2000 Design Elective
- Module 6: Microsoft Elective 1
- Module 7: Microsoft Elective 2

Outcome:

The Program helps candidates in passing the following certification exams:

- Win 2000 Pro
- Win 2000 Server
- Win 2000 Network Inf.
- Win 2000 AD
- Win 2000 Design Elective
- MS Elective 1
- MS Elective 2

Cisco Certified Network Associate (CCNA) Training

Duration: 90 Hours



The focus of the seminar is on both Routing & Switching across the disciplines of network support to help students configure Routers and Switches for the Internetworking. The overall goal is to guide and instruct the students towards taking the certification exams. The seminar provides for team competition, problem solving, critical thinking and troubleshooting skills in a friendly classroom scenario. The students will be able to acquire positions in fields such as Computer Hardware, Help Desk, and Tech Support etc. To meet the objectives of this course, students will be required to complete work above and beyond their regular course hours. For every five hours in the class, students should consider two additional hours of personal work to review what they have learned, and complete supplementary exercises.

Pre-requisites:

- High School Diploma / GED or passing the school' in-house computer literacy test with a score of 70% or greater.
- 6 months experience in computer hardware and network operating system environment.
- Certification in A+ and/or Network+.

Curriculum Topics:

- OSI Model and Networking Basics
- Routers and Switches
- Router Configuration and Network Design
- Wide Area Network (WAN) Configuration

Outcome:

The Program helps candidates in passing the following certification exam:

- Cisco Certified Network Associate



Microsoft Office User Specialist (MOUS) Training

Duration: 100 Hours

The Microsoft® Office User Specialist (MOUS) seminar is globally recognized as the standard for demonstrating desktop skills with the Microsoft Office suite of business productivity applications (Microsoft Word®, Microsoft Excel®, Microsoft PowerPoint®, and Microsoft Outlook®). With a MOUS training, many have demonstrated increased productivity and have proved their ability to utilize the advanced functionality of these Microsoft applications.

Pre-requisites:

- High School Diploma / GED or passing the school' in-house computer literacy test with a score of 70% or greater.
- Awareness and knowledge of computers and 10-15 wpm typing skills.

Curriculum Topics:

- MS Word: Getting Started
- MS Word: Formatting Documents
- MS Word: Using Productivity Tools
- MS Excel: Getting Started
- MS Excel: Modifying Worksheets
- MS Excel: Using Excel Tools
- MS PowerPoint: Creating Presentations
- MS PowerPoint: Modifying Presentations

Outcome:

After completing the training course and passing all the quizzes and exams students will receive a **MOUS Completion Certificate**

Enterprise LAN Administration Training

Duration: 300 Hours

This program provides students with the basics of Local Area Network Administration in a small to medium size enterprise environment. In this program students will be exposed to a diverse group of technologies required for LAN administration. In this program students will be learning the inner workings of a personal computer and workstations, most popular operating systems for workstations and PCs as well as managing and administering a Microsoft Windows 2000 server in a client-server environment.

Pre-requisites:

- High School Diploma / GED or passing the school' in-house computer literacy test with a score of 70% or greater.
- 6 months experience in computer hardware and network operating system environment.

Curriculum Topics:

- PC Architecture Computer Concepts
- Introduction to DOS
- Hardware Installation, Configuration and Upgrading
- Windows 95/98/N.T/2000
- Networks and Printers
- Disassembly and Re-assembly
- Preventive Maintenance
- Administering Windows 2000 Professional
- Administering Windows 2000 Server
- Implementing and Administering Windows 2000 Network
- Implementing and Administering Windows 2000 Directory

Outcome:

The Program helps candidates in passing the following certification exam:

- A+ Hardware
- A+ Operating Systems
- Win 2000 Pro
- Win 2000 Server
- Win 2000 Network
- Win 2000 AD

Information Technology Support Training

Duration: 300 Hours

Network Expert is a program, which addresses the growing hunger for a variety of skill sets. In this program students will be exposed to not only just PC architecture and operating systems but networking hardware, networking operating systems and proprietary Cisco routers and switches as well. Students will be asked to implement and manages IP traffic and different security protocols for a network.

Pre-requisites:

- High School Diploma / GED or passing the school' in-house computer literacy test with a score of 70% or greater.
- Six months experience in a computer hardware environment with familiarity in PC DOS, Windows 95, and Windows 98.

Curriculum Topics:

- PC Architecture Computer Concepts
- Introduction to DOS
- Hardware Installation, Configuration and Upgrading
- Windows 95/98
- Windows NT 4.0/2000
- Networks
- Printers
- Disassembly and Re-assembly
- Preventive Maintenance
- Network Fundamentals
- The OSI Model
- Major Network Operating Systems (NOS)
- TCP/IP Fundamentals
- Network Installation and Upgrades
- Network Remote Access
- Network Admin & Troubleshooting
- Network Security & Disaster Recovery
- OSI Model and Networking Basics
- Routers and Switches
- Router Configuration and Network Design
- Wide Area Network (WAN) Configuration

Outcome:

The Program helps candidates in passing the following certification exam:

- A+ Hardware
 - A+ Operating Systems
 - Network+
 - CCNA
-

Enterprise System Analyst Training

Duration: 300 Hours

The added value placed upon you as a technician may enhance your job opportunities, as many employers recognize that Network technician and analysts have what it takes to competently and professionally services their systems. The student will be able to understand and converse about Network Systems and using correct terminology by completing Network exams. In addition they will also be able to configure routers and switches in a enterprise environment. They will also be able to analyze the business requirements and propose solutions based on a set budget; as well as work in a design team to layout an enterprise network infrastructure. The program also provides for team competition, problem solving, critical thinking and trouble-shooting skills in a friendly classroom scenario.

Pre-requisites:

- High School Diploma / GED or passing the school' in-house computer literacy test with a score of 70% or greater.
- Six months experience in a computer hardware environment with familiarity in PC DOS, Windows 95, and Windows 98, or A+ Certification

Curriculum Topics:

- PC Architecture Computer Concepts
- Disk Operating System (DOS)
- Hardware Installation, Configuration
- Windows 98/N.T/2000
- Network Fundamentals
- Printers
- Disassembly and Re-assembly
- The OSI Model
- Major Network Operating Systems (NOS)
- TCP/IP Fundamentals
- Network Installation and Upgrades & Preventive Maintenance
- Network Remote Access
- Network Administration, Troubleshooting, Security & Disaster Recovery
- Security Policies
- Administering Windows 2000 Professional
- Administering Windows 2000 Server

Outcome:

The Program helps candidates in passing the following certification exam:

- Network+
 - CCNA
 - Windows 2000 Professional
 - Windows 2000 Server
-

Return to Work Executive Assistant

Duration: 660 Hours

Return to Work Executive Assistant program is developed as the standard for demonstrating office assistant skills with the Microsoft Office suite of business productivity applications (Microsoft Word®, Microsoft Excel®, Microsoft PowerPoint®, Microsoft Outlook®, and Microsoft Access®). With this program the students will be able to demonstrate enhanced productivity skills and will have proved their ability to utilize the advanced functionality of Microsoft applications in an office environment.

By encouraging individuals to develop advanced skills with Microsoft's leading business desktop applications, the program helps fill the demand for qualified, knowledgeable people in the modern workplace. At the same time, this program helps satisfy an organization's need for a qualitative assessment of employee skills.

Pre-requisites:

- High School Diploma / GED or passing the school' in-house computer literacy test with a score of 70% or greater.

Curriculum Topics:

- Module 1: Into to Computers and Keyboarding
- Module 2: Computer Support Technology
- Module 3: MS Word Basics
- Module 4: MS Word Formatting and Editing
- Module 5: MS Excel Basics
- Module 6: MS Excel Formatting and Editing
- Module 7: MS PowerPoint Basics
- Module 8: MS PowerPoint Editing
- Module 9: MS Outlook Getting Organize
- Module 10: MS Outlook Tables
- Module 11: MS Access Tools

Outcome:

After completing the training course and passing all the quizzes and exams students will receive a **Completion Certificate**

School Calendar 2005

Dates

Jan. 17 (M)
 May 30(M)
 Jul. 4 (M)
 Sep. 5 (M)
 Nov. 24 – 27
 Dec. 23– 26
 Jan. 1 '06 (Su)

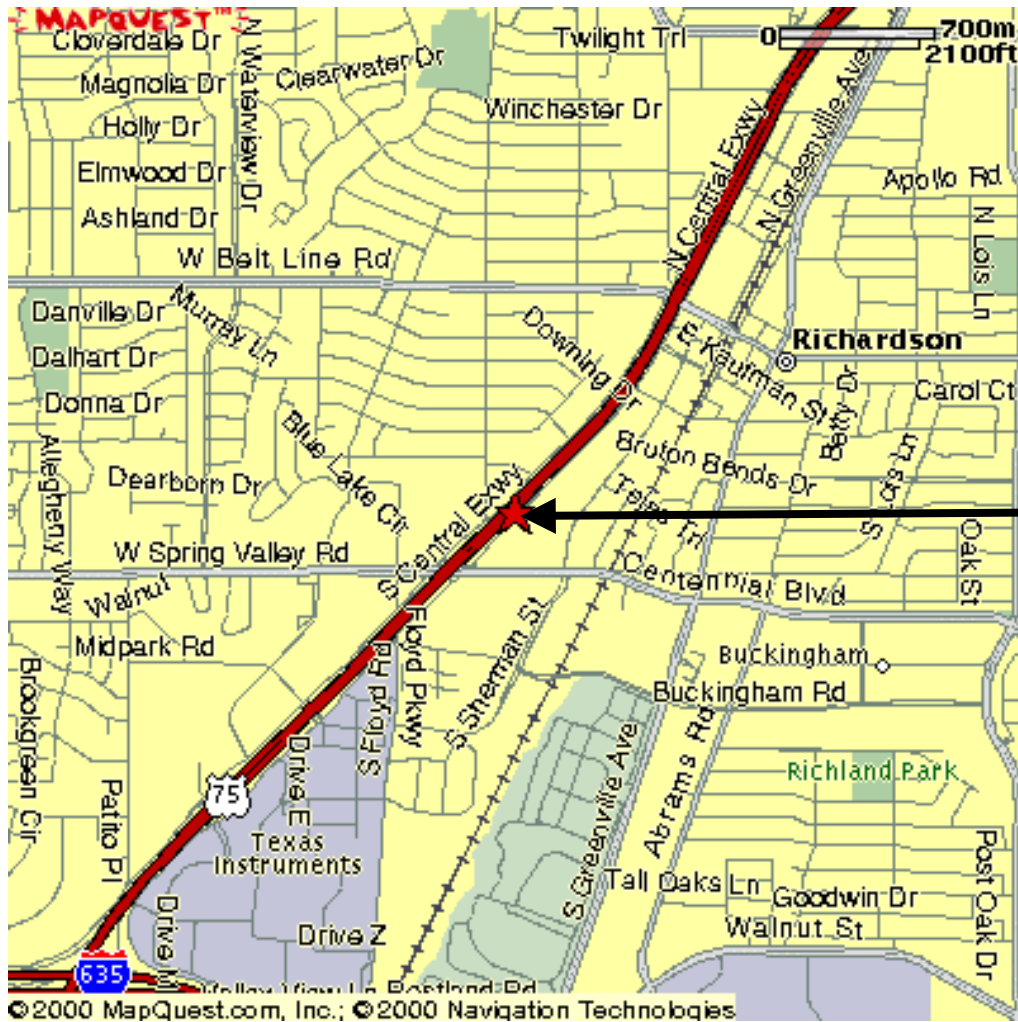
Official School Holidays

MLK Jr. Day (Holiday)
 Memorial Day (Holiday)
 Independence Day
 Labor Day
 Thanksgiving
 Christmas (Holidays)
 New Years Day (Holiday)

Classes Start Every Month with a Minimum of five (5) Students

Cost Basis for Seminar Courses

Training Seminars	Hours	Admin Fee	Tuition	Text Books	Tool Kit/ Computer	Lab Fee	Exams	Total Cost
A+ Training	120	\$100	\$2274	\$85	\$30	\$1420	\$290	\$4199
Network+ Training	90	\$100	\$1745	\$89	\$30	\$1024	\$207	\$3195
CCNA Training	90	\$100	\$1945	\$102	\$30	\$1797	\$125	\$4099
MOUS Training	100	\$100	\$1939	\$78	N/A	\$382	N/A	\$2499
MCSE Training	300	\$100	\$3766	\$520	\$850	\$2888	\$875	\$8999
Enterprise LAN Admin	300	\$100	\$3698	\$311	\$850	\$3250	\$790	\$8999
IT Support Training	300	\$100	\$4250	\$276	\$850	\$3897	\$622	\$9995
Enterprise System Analyst	300	\$100	\$4055	\$390	\$850	\$3522	\$582	\$9499
UNIX Fundamentals and Shell Programming	100	\$100	\$2998	\$132	N/A	\$330	N/A	\$3560
Enterprise Web Development Training	168	\$100	\$2998	\$452	N/A	\$2449	N/A	\$5999



Richardson
Training Center

Richardson Training Center:

811 S. Central Expressway, Suite 500
 Richardson, Texas 75080
 Ph: 214-570-0404
 Fax: 972-235-1903
 Email: info@compu techus.com
 Office Hours: 9:00am – 6:30pm

Corporate Office:

1132 Wilderness Trail
 Richardson, TX 75080
 Email: info@compu techus.com
 Office Hours: 9:00am – 5:00pm

Class Timings: Morning Classes: 8:30am – 12:30pm
 Evening Classes: 6:00pm – 10:00pm

Visit us at www.compu techus.com

A+ Certification® & Network+® Certification Logos are the Copy Right Trade Marks of CompTIA® Computing Technology Industry Association.
 Cisco Systems® Logo is the Copy Right Trade Mark of Cisco Systems, Inc.
 MCSE®, MOUS®, and Windows 2000® are Copy Right Trade Marks of Microsoft Corporation.
 Copyright © 2005, Compu Tech Consultants All rights reserved.