

MSi's Software Learning Center

**Licensed by the Florida Commission for Independent Education
Florida Department of Education
License # 2364**

**Additional Information regarding this institution may be obtained by contacting the
Commission at
325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400
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*A nonpublic career education school providing
technical training for people interested
in pursuing a career in computer science.*

***Moore Solutions Software Learning Center
1641-1645 SE Port S Lucie Blvd
Port St. Lucie, Florida 34952
(772) 337-4005***

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History

Moore Solutions Software Learning Centers is a division of Moore Solutions, Inc., (MSi) which was established on August 6, 1996, by Terrance Moore. Terrance and his wife, Jayne Moore, established Moore Solutions Software Learning Centers in order to provide accelerated computer training for local area businesses and individuals. The Learning Center was a result of an increased demand for quick and effective computer training with immediate results rather than a long drawn-out study program. Having worked for Ziff Davis Education in New York for five years, Jayne saw that the concept-based hands-on style of instruction increased productivity and knowledge of software.

Terrance, a native of New York and a born salesman, and Jayne, a graduate of Wolver Hampton University in England, combined their talents to promote the advancement of computer skills.

MSi Software Learning Centers is a Microsoft Certified Partner License # 622356, an authorized Microsoft Office Specialist Training and Testing center, and a Virtual University Enterprise (VUE) Testing Center. Moore Solutions, Inc. Software Learning Center holds an Annual license (#2364) from the Florida Commission for Independent Education and is a member of FAPSC (Florida Association of Postsecondary Schools and Colleges).

Philosophy

MSi's Software Learning Center believes that in this technological age every person has a right to computer education that teaches them how to use the software program efficiently for higher productivity and not just theory. Students leave our school in a timely manner with computer skills that are directly needed in the workplace. MSi's mission is to help bridge the gap between people and technology by providing expert training services and certification programs.

Ownership

Moore Solutions Software Learning Centers is a division of Moore Solutions, Inc., a privately held stock corporation formed under the laws of the State of Florida.

The following table sets forth certain information regarding ownership of MSi's common stock:

- By each person know by MSi to be the beneficial owner of more than 5% of MSi's outstanding common stock.
- By each director of MSi.
- By all executive officers and directors of MSi as a group. All persons named have sole voting and investment power with respect to such shares, subject to community property laws, and except as otherwise noted.

Name of Shareholder	Number of Shares Owned
Terrance Moore	2,500,000
L Jayne Moore	2,500,000
All executive officers and directors as a group	5,000,00

Terrance and L. Jayne Moore are husband and wife. The 2,500,000 shares represented as owned by them are held in separate accounts equally under their names. Each disclaims beneficial ownership of the other's shares.

Governing Body

MSi's Software Learning Center is governed by Moore Solutions, Inc., whose corporate headquarters are located at 1641-1645 SE Port St. Lucie Blvd, Port St Lucie, FL 34952. Moore Solutions, Inc. is at present a privately held stock corporation.

Faculty and Staff

Terrance Moore
C.E.O
C.O.O.

Chris Press
Applications/Technology Instructor
MCP 2000 MOS Access

Jayne Moore
President
Director of Training
Chief Administrative Officer
Chief Academic Officer
Technology Instructor
MCP MCT
BA (Hons) Humanities

John Spradlin
Technology Instructor
MCSE 2000& 4.0 MCT
CCNA

Brenda Baker
Application Instructor
MOS Proficient MOS Expert IC3

Toni Hymes
Receptionist

Kevin Ross
Technology Instructor
MCSE 2000 & 4.0 MCT 2000 & 4.0

Kathy Donnell
Applications Instructor
MOS Proficient

Description of School Facilities

MSi's Software Learning Center is located at 1641-1645 SE Port St. Lucie Blvd in Port St. Lucie, Florida. The school is conveniently situated on Port St. Lucie Boulevard 2 miles west of US.1 in St. Lucie County. Moore Solutions, Inc. encompasses approximately 2000 square feet of air-conditioned and well-lit classrooms, laboratories, testing rooms, and offices providing the students with confident teaching techniques. Our staff is fully equipped with the equipment and facilities to provide the most enjoyable and worthwhile experience available.

Policy Statement

Moore Solutions, Inc. prohibits discrimination and harassment on basis of race, color, sex, creed and/or religion, national origin, age, or disability.

Program Curriculum

IC³ (Internet & Computing Core Certification) **Program Test Prep**

Description

The IC3 program is the ideal starting point for anyone interested in learning computer and Internet basics. The program is designed to meet today's economic need for familiarity with computers and the Internet. Program provides understanding of core computer application skills for real world productivity.

Objective

The program gives individuals sufficient Internet and computing literacy skills to enter current job markets or begin higher education programs. The program covers three subjects; Computing fundamentals, Key applications, and Living online. Each subject has a related certification exam.

Prerequisites

Students enrolling in this program are not required to have any background knowledge or experience in computers. All courses are instructor led, group paced, classroom-delivery learning model, with structured hands on activities. All materials are vendor approved and provided for every student.

Program Title	Course	In Class Lecture	In Class Lab	Outside Prep or Practice	Total Hours
IC³ Program Test Prep	Computing Fundamentals: IC1001	6	14	8	80
	Key Applications: IC1002	6	14	8	
	Living Online: IC1003	6	14	8	
	TOTALS	18	42	20	
	CLASSROOM TIME	60			

**IC³ Plus is also available for successful completers that adds presentation and database features.
(28 additional hours)**

****An hour is defined as a minimum of 50 minutes of supervised or directed instruction with appropriate breaks.****

**** Outside Prep or Practice is Optional ****

Microsoft Office Proficient Program Test Prep

Description

The Microsoft Office program as a whole is versatile enough to cover a multitude of industries from the receptionist typing basic correspondence to the attorney preparing legal briefs, or the government employee handling database information.

Objective

The Microsoft Office proficiency level program is to give students the ability to demonstrate knowledge of software that would attract attention in a highly competitive job market.

Prerequisites

Students enrolling in this program must have IC³ certification. All courses are instructor led, group paced, and classroom-delivery learning model with structured hands on activities. All materials are vendor approved and provided for every student. Prior keyboarding skills are beneficial.

Program Title	Course	In Class Lecture	In Class Lab	Outside Prep or Practice	Total Hours
Microsoft Office Proficient program Test Prep	Windows Introduction : MOS2001	2	6	2	90
	Word Level 1: MOS2002	2	6	4	
	Word Level 2: MOS2003	4	8	4	
	Excel Level 1: MOS2005	2	6	4	
	Excel Level 2: MOS2006	4	8	4	
	Outlook Level 1: MOS2008	2	6	4	
	PowerPoint Level 1: MOS2010	2	6	4	
	TOTALS	18	46	26	
CLASSROOM TIME	64				

* Class time includes hands on experience during exercises

****An hour is defined as a minimum of 50 minutes of supervised or directed instruction with appropriate breaks.****

**** Outside Prep or Practice is Optional ****

Microsoft Office Expert Program Test Prep

Description

Students who excel in the Microsoft Office proficiency program may proceed to the expert level program below.

Objective

This program equips the student with the skills to advance further in the workplace. Or to enter at an office manager or supervisory role.

Prerequisites

Prerequisite for this program is the Microsoft Office Proficiency level program or valid Microsoft Office certification in Word Core and Excel Core. Students enrolled in this program should be comfortable working within a windows environment. In addition they should have knowledge on creating styles, templates, macros, copying data, and basic formulas and functions. All courses are instructor led, group paced, classroom-delivery learning model with structured hands on activities. All materials are vendor approved and provided for every student.

Program Title	Course	In Class Lecture	In Class Lab	Outside Prep or Practice	Total Hours
Microsoft Office Expert program Test Prep	Word Level 3: MOS2104	4	8	4	92
	Excel Level 3: MOS2107	4	8	4	
	Outlook Level 2: MOS2109	4	8	4	
	PowerPoint Level 2: MOS2111	4	8	4	
	Access Level 1: MOS2112	2	6	4	
	Access Level 2: MOS2113	4	8	4	
	TOTAL	22	46	24	
CLASSROOM TIME	68				

* Class time includes hands on experience during exercises

****An hour is defined as a minimum of 50 minutes of supervised or directed instruction with appropriate breaks.****

**** Outside Prep or Practice is Optional ****

MCP (Microsoft Certified Professional) Program Test Prep

Description

The Microsoft Certified Professional certification is a highly recognized industry qualification providing professionals with a credential that acknowledges their skills with Microsoft products and their ability to administer a network.

Objective

The objective of the Microsoft Certified Professional program is to teach students to become system administrators of a small network. Students will learn how to install Windows Server and Windows Professional, add computers into a workgroup and then into the Active Directory domain. At the end of the program, students should be able to use all administrative tools i.e., add new users, secure shared resources, and identify major networking protocols.

Prerequisites

Students enrolling in this program must have IC³ certification. They should be comfortable using the Windows user interface and browsing a network & connection to shared resources. All courses are instructor led, group paced, classroom-delivery learning model with structured hands on activities. All materials are vendor approved and provided for every student.

Program Title	Course	In Class Lecture	In Class Lab	Outside Prep or Practice	Total Hours
MCP program Test Prep	Windows Introduction: MOS2001	2	6	2	110
	Windows 2003 Maintaining the Environment: MC4001	8	16	12	
	Windows 2003: Managing the Environment: MC4002	14	30	20	
	TOTAL	24	52	34	
	CLASSROOM TIME	76			

* Class time includes hands on experience during exercises

****An hour is defined as a minimum of 50 minutes of supervised or directed instruction with appropriate breaks.****

**** Outside Prep or Practice is Optional ****

MCSA (Microsoft Certified System Administrator) Program Test Prep

Description

The Microsoft Certified System Administrator certification is a med-level title. It offers more in depth coverage of Windows 2000 operating systems than the MCP program and is a solid stepping stone for the MCSE program.

Objective

The Microsoft Certified System Administrator program provides the skills to successfully implement, manage, and troubleshoot the ongoing needs of the Microsoft Windows 2000-based operating system environments, including Windows .NET Server.

Prerequisites

Students enrolling in this program must have IC³ certification. An MCSA candidate should have six to 12 months of experience working with a desktop operating system, a network operating system, and an existing network infrastructure. All courses are instructor led, group paced, classroom-delivery learning model with structured hands on activities. All materials are vendor approved and provided for every student.

Program Title	Course	In Class Lecture	In Class Lab	Outside Prep or Practice	Total Hours
MCSA program Test Prep	Windows 2003 Maintaining the Environment: MC4001	8	16	12	322
	Windows 2003: Managing the Environment : MC4002	14	30	20	
	Windows 2003: Network Infrastructure & Implementation : MC 4003	12	28	20	
	A+: A3000	24	48	30	
	Network +: N3100	12	28	20	
	TOTAL	70	150	102	
	CLASSROOM TIME	220			

* Class time includes hands on experience during exercises

****An hour is defined as a minimum of 50 minutes of supervised or directed instruction with appropriate breaks.****

**** Outside Prep or Practice is Optional ****

MCSE (Microsoft Certified System Engineer) Program Test Prep

Description

The MCSE program covers computer networking installation and protocols much deeper than the MCP. The Microsoft Certified System Engineer program is one of the most sought after of all advanced technology qualifications. The need for highly trained computer administrators has become critical and qualified computer individuals are in short supply.

Objective

The MCSE is program is designed to teach students how to install, configure, and troubleshoot a large or small network. They learn how to install and configure DHCP, DNS, WINS and RAS services. They implement Internet connection sharing and configure an Internet Information server. The Server networking package was designed at a C2 level of security and is used by government offices, banks, and corporations worldwide.

Prerequisites

Students enrolling in this program must have IC³ or MCP certification. Students enrolling in this program should be very familiar with computer terminology and protocols and must already understand Windows installation and administration topics. Access to a network is an advantage. All courses are instructor led, group paced, classroom-delivery learning model with structured hands on activities. All materials are vendor approved and provided for every student.

Program Title	Course	In Class Lecture	In Class Lab	Outside Prep or Practice	Total Hours
MCSE program Test Prep	Windows 2003 Maintaining the Environment: MC4001	16	8	12	336
	Windows 2003: Managing the Environment: MC4002	14	30	20	
	Windows 2003: Network Infrastructure & Implementation: MC4201	12	28	20	
	Windows 2003: Administering the Active Directory: MC4202	12	28	20	
	Windows 2003: Active Directory Design: MC4203	8	16	12	
	Windows 2003: Internet Acceleration Server: MC4204	8	16	8	
	Windows 2003: Designing Network Services: MC4205	10	22	16	
	TOTAL	80	148	108	
CLASSROOM TIME	228				

* Class time includes hands on experience during exercises

****An hour is defined as a minimum of 50 minutes of supervised or directed instruction with appropriate breaks.****

**** Outside Prep or Practice is Optional ****

MCS D (Microsoft Certified Solution Developer) Program Test Prep

Description

Microsoft Certified Solution Developers are usually needed to analyze business requirements and create software solutions. An MCS D is expected to pursue one of the following careers: Software Engineer, Application Engineer, Technical Consultant, or Developer.

Objective

This program is designed to teach programmers how to create database applications using Visual Basic & SQL components. Students will write applications that access data from a database, create Active X controls and create a COM component.

Prerequisites

The program assumes a student has a good working knowledge of the Visual Basic programming system. Before training, students should be able to create applications using multiple forms and be able to write a function procedure. These can be found in Introduction to Visual Basic class. Create an EXE file, design and use a relational database. They need to know how to add custom controls, run time errors, and describe the purpose of all the tools in the toolbox. Knowledge of Access databases or SQL is a plus. All courses are instructor led, group paced, classroom-delivery learning model with structured hands on activities. All materials are vendor approved and provided for every student.

Program Title	Course	In Class Lecture	In Class Lab	Outside Prep or Practice	Total Hours
MCS D program Test Prep	Mastering Visual Basic Development: MC4301	8	16	12	324
	Mastering Enterprise Development Using Visual Basic: MC4302	12	28	20	
	Mastering Distributed Application Design & Development Using Visual Studio: MC4303	8	16	12	
	Gathering & Analyzing Business Requirements: MC4304	8	16	12	
	Designing Business Solutions: MC4305	12	28	20	
	Designing Data Services & Data Models: MC4306	8	16	12	
	Implementing a Database in SQL Server: MC4307	12	28	20	
	TOTAL	68	148	108	
CLASSROOM TIME		216			

* Class time includes hands on experience during exercises

****An hour is defined as a minimum of 50 minutes of supervised or directed instruction with appropriate breaks.****

**** Outside Prep or Practice is Optional ****

MCDBA (Microsoft Certified Database Administrator) Program Test Prep

Description

The Microsoft Certified Database Administrator (MCDBA) program is for those who implement and administer Microsoft SQL Server™ databases. The MCDBA certification is for people seeking to be Database Administrators, Data Analysts, or Database Developers.

Objective

The program objective is for students to learn how to install, configure, administer an SQL server, and troubleshoot the Microsoft SQL Server client/server database management system. They will also create physical databases, create data services by using Transact-SQL, manage and maintain databases, configure and manage security, and monitor and optimize databases.

Prerequisites

Students enrolling in this program must have IC³ certification. Students enrolling in this program should be familiar with Windows server installation and have an understanding of basic relational database concepts. Preferably having experience as an end user as well as creation of databases. All courses are instructor led, group paced, classroom-delivery learning model with structured hands on activities. All materials are vendor approved and provided for every student.

Program Title	Course	In Class Lecture	In Class Lab	Outside Prep or Practice	Total Hours
MCDBA program Test Prep	Windows 2003: Managing the Environment: MC4002	12	28	20	240
	System Administration for SQL Server: MC4401	12	28	20	
	Implement a Database SQL Server: MC4402	12	28	20	
	Windows 2003: Network Infrastructure & Implementation: MC4201	12	28	20	
	TOTAL	48	112	80	
	CLASSROOM TIME	160			

* Class time includes hands on experience during exercises

****An hour is defined as a minimum of 50 minutes of supervised or directed instruction with appropriate breaks.****

**** Outside Prep or Practice is Optional ****

CCNA (Cisco Certified Network Associate) **Program Test Prep**

Description

During the CCNA program, students will be taught internetworking concepts and become prepared to support Cisco networks and devices. Upon completion of this program, students will be able to setup, configure, and support Cisco networks consisting of Cisco 2500 routers and 1900 switches.

Objective

The objective of this program is to teach the students the skills necessary to obtain their CCNA certification. CCNA training concentrates on how the process works, not just the specific product, which eliminates their learning becoming obsolete.

Prerequisites

Students enrolling in this program must have Network+ certification. All courses are instructor led, group paced, classroom-delivery learning model with structured hands on activities. All materials are vendor approved and provided for every student.

Program Title	Course	In Class Lecture	In Class Lab	Outside Prep or Practice	Total Hours
CCNA Program Test Prep	Cisco: Interconnecting Cisco Network Devices : CC5001	12	28	20	60
	TOTALS	12	28		
	CLASSROOM TIME	40			

* Class time includes hands on experience during exercises

****An hour is defined as a minimum of 50 minutes of supervised or directed instruction with appropriate breaks.****

**** Outside Prep or Practice is Optional ****

CCNP (Cisco certified Network Professional) **Program Test Prep**

Description

The CCNP program shows students how to build, administer, and maintain Cisco networks. After completion of this program, students will have learned how to install, configure, and operate Cisco LAN and WAN routers and switches.

Objective

The objective of this program is to teach the students the skills necessary to obtain their CCNP certification. Provides an in depth understanding of more advanced Cisco networking aspects. Students will be able to design and build scalable and secure Cisco networks.

Prerequisites

Students enrolling in this program must have CCNA certification. All courses are instructor led, group paced, classroom-delivery learning model with structured hands on activities. All materials are vendor approved and provided for every student.

Program Title	Course	In Class Lecture	In Class Lab	Outside Prep or Practice	Total Hours
CCNP Program Test Prep	BSCN: Building Scalable Cisco Networks: CC5101	12	28	20	240
	BCMSN: Building Cisco Multi-layer switched Networks: CC5102	12	28	20	
	BCRAN: Building Cisco Remote Access Networks: CC5103	12	28	20	
	CIT: Cisco Internet Troubleshooting: CC5104	12	28	20	
	TOTALS	48	112	80	
	CLASSROOM TIME	160			

* Class time includes hands on experience during exercises

****An hour is defined as a minimum of 50 minutes of supervised or directed instruction with appropriate breaks.****

**** Outside Prep or Practice is Optional ****

A+ Certification Program Test Prep

Description

Upon successful completion of this program, students should be able to identify basic hardware and software compatibility issues. Compare and contrast the use of IRQ's, DMAs, I/O addresses, memory addresses, describe the OSI networking model, understand the roles of clients servers and peers on a network as well as options for mass storage and computer optimization.

Objective

The objective of this program is to teach the students the skills and abilities to become a successful computer technician. The material covered focuses primarily on the CompTIA A + certification exam objectives.

Prerequisites

Students enrolling in this program must have IC³ certification. Requires minimal mechanical aptitude. All courses are instructor led, group paced, classroom-delivery learning model with structured hands on activities. All materials are vendor approved and provided for every student.

Program Title	Course	In Class Lecture	In Class Lab	Outside Prep or Practice	Total Hours
A+ Certification program Test Prep	A+ Certification: PC Hardware & PC Operating Systems: A3000	48	24	30	102
	TOTALS	48	24	30	
	CLASSROOM TIME	72			

* Class time includes hands on experience during exercises

****An hour is defined as a minimum of 50 minutes of supervised or directed instruction with appropriate breaks.****

**** Outside Prep or Practice is Optional ****

Network+ Certification Program Test Prep

Description

Upon successful completion of this program, students should be able to identify and work with the Network cables and devices, Network Protocols, Network Operating Systems, Network Design, and Implementation and Maintenance.

Objective

The objective of this program is to provide network technicians and support staff with the skills they need to plan, install, and troubleshoot a network in a corporate environment. The material covered focuses primarily on the CompTIA Network + certification exam objectives.

Prerequisites

Students enrolling in this program must have IC³ certification. The Network+ examination is targeted at technicians with 18-24 months of experience in the IT Industry. A typical candidate would have A+ certification or equivalent knowledge, but the A+ is not a prerequisite to take the Network + examination. All courses are instructor led, group paced, classroom-delivery learning model with structured hands on activities. All materials are vendor approved and provided for every student.

Program Title	Course	In Class Lecture	In Class Lab	Outside Prep or Practice	Total Hours
Network+ Certification program Test Prep	Network+ Certification: N3100	12	28	30	70
	TOTALS	12	28	30	
	CLASSROOM TIME	40			

* Class time includes hands on experience during exercises

****An hour is defined as a minimum of 50 minutes of supervised or directed instruction with appropriate breaks.****

**** Outside Prep or Practice is Optional ****

IT Project + Certification Program Test Prep

Description

This program examines the unique challenges of managing IT projects and offer solutions to successfully executing these projects. Projects need to be on time, on budget, and at the promised quality. Coordination of these factors of projects is vital to the success of the project.

Objective

The objective of this program is to provide students the knowledge to meet the challenges of project management. Students are taught the best practices for bringing in projects under budget and on time.

Prerequisites

Students enrolling in this program must have IC³ certification or equivalent knowledge. All courses are instructor led, group paced, classroom-delivery learning model with structured hands on activities. All materials are vendor approved and provided for every student.

Program Title	Course	In Class Lecture	In Class Lab	Outside Prep or Practice	Total Hours
IT Project + Certification program Test Prep	Project Management Fundamentals: IT3201	4	12	8	84
	IT Project +: IT3202	12	28	20	
	TOTALS	16	40	28	
	CLASSROOM TIME	56			

* Class time includes hands on experience during exercises

****An hour is defined as a minimum of 50 minutes of supervised or directed instruction with appropriate breaks.****

**** Outside Prep or Practice is Optional ****

Web Site Designer Program

Description

Students will learn about Web Design with a concentration on Page Layout. This program covers designing a web site structure, developing a user interface, using style sheets, and creating Web documents.

Objective

The objective of the web site development program is to teach students to be prepared for a career in Web page layout design.

Prerequisites

Students enrolling in this program should be IC³ certified. All courses are instructor led, group paced, classroom-delivery learning model with structured hands on activities. All materials are vendor approved and provided for every student.

Program Title	Course	In Class Lecture	In class Lab	Outside Prep or Practice	Total Hours
Web Site Designer program	Technical Introduction to the Internet: WB3301	2	6	4	108
	HTML Web Authoring Level 1: WB3302	2	6	4	
	HTML Web Authoring Level 2: WB3303	2	6	4	
	Web Development with Cascading Style Sheets: WB3304	4	12	8	
	Web Design and Usability Techniques: WB3305	4	12	8	
	FrontPage Introduction: WB3306	2	6	4	
	FrontPage Advanced: WB3307	2	6	4	
	TOTAL	18	54	36	
CLASSROOM TIME	72				

* Class time includes hands on experience during exercises

****An hour is defined as a minimum of 50 minutes of supervised or directed instruction with appropriate breaks.****

**** Outside Prep or Practice is Optional ****

Course Descriptions

A+ Certification: PC Hardware & PC Operating Systems Test Prep: A3000 72 Hours

This course focuses on the material covered in CompTIA's A+ Certification exams. It is a very hardware- and software-intensive program covering the functions of a computer and the complete assembly and disassembly of a computer. Topics for this course range from the purpose of an operating system to management of an operating system.

Access Introduction (Level 1) Test Prep: MOS2112 8 Hours

Students are introduced to database terminology and concepts, how to design, create and use database objects including tables, queries, forms, reports, and working with data.

Access Intermediate Test Prep (Level 2): MOS2113 12 Hours

Students learn how to enhance their database designs by using the principles of normalization and table relationships. Also, they will be taught how to query multiple tables for data that is used in customized forms and reports. Additionally, students learn how to create data access pages to share data over an intranet or the Internet.

BCMSN: Building Cisco Multi-layer switched Networks Test Prep: CC5102 40 Hours

This course explores how new routing and switching technologies have evolved to meet the growing needs of the campus environment, brought about by the explosion of network use for mission-critical operations and services, as well as increasingly sophisticated applications, such as voice and video conferencing. Through an examination of multi-layer switching, we see how Cisco products and services can provide solutions for today's campus network design challenges.

BCRAN: Building Cisco Remote Access Networks Test Prep: CC5103 40 Hours

Students learn the essential and real world knowledge that is required to implement Cisco Remote Access Node environments.

BSCN: Building Scalable Cisco Networks Test Prep: CC5101 40 Hours

Students review complex routing protocols to gain an in depth understanding of internetworking and be able to design and build scalable and secure Cisco networks.

Cisco: Internetworking Cisco Network Devices Test Prep: CC5001 40 Hours

Students receive hands-on instruction that teaches internetworking concepts to prepare students to support Cisco networks and devices.

CIT: Cisco Internet Troubleshooting Test Prep: CC5104 40 Hours

Students learn how to handle problems commonly associated with a Cisco internetworking environment. Debugging a Cisco Network is included in lab situations.

Computer Fundamentals Test Prep: IC1001 20 Hours

Students learn computer history and terminology. Topics such as hardware and software, internet and networking are covered in a basic format.

Deploy & Manage Internet Security & Acceleration Server Test Prep: MC4204 24 Hours

Students learn to install, configure and monitor Internet Security & Acceleration (ISA) Server as a cache server, a virtual private network, and an enterprise firewall.

Designing A Windows Directory Services Infrastructure Test Prep: MC4203 24 Hours

Windows Active Directory Design is designed to meet the needs of current Windows systems administrators who need to learn how to design an Active Directory structure for their organizations based on business, management, and network factors.

Designing A Windows Network Services Infrastructure Test Prep: MC4205 32 Hours

Students learn how to design and manage the components that make up the Windows network infrastructure, including IP address and routing, DHCP, DNS, configure WINS for NETBios, Remote access, proxy server.

Designing Business Solutions Test Prep: MC4305 40 Hours

This course teaches participants to use the appropriate models and processes to analyze, create conceptual, logical, and physical designs using a systematic approach for a business solution. Participants will also learn how to select suitable technologies and architectures for their solution, based on trade-off analysis.

Designing Data Services & Data Models Test Prep: MC4306 24 Hours

Students examine business requirements to present conceptual, physical, and logical designs of solutions architecture. Using methods presented, students learn to select appropriate solutions for data services and data access requirements.

Excel Introduction (Level 1) Test Prep: MOS2005 8 Hours

Students learn basic worksheets skills and how to work with data in worksheets. They explore the advantages and disadvantages of electronic spreadsheets and use formulas and built-in functions while moving, copying, and formatting spreadsheet data.

Excel Intermediate (Level 2) Test Prep: MOS2006 12 Hours

Students learn the skills and concepts necessary to create, modify, format charts, use drawing tools, and employ list-management capabilities. Including; sorting, filtering, and subtotals.

Excel Advanced (Level 3) Test Prep: MOS2107 12 Hours

Students learn various advanced techniques for analyzing and manipulating data such as toolbar customizations, styles, templates, decision-making functions, linking, consolidation, scenarios, and worksheet protection.

FrontPage Introduction: WB3306 8 Hours

Students learn how to create and edit web pages, apply paragraph and character formatting to web pages, build links between and within pages, create links to the World Wide Web, construct a Navigation bar, insert and create links from images, insert and format tables, and import, rename, delete, and publish a web.

FrontPage Advanced: WB3307 8 Hours

Students learn how to design, build, and manage web pages and web sites while creating frame-based web pages. They use FrontPage to add media and functionality to web pages, create a form to collect visitor information, and format web pages with animation and style sheets.

Gathering and Analyzing Business Requirements: MC4304 24 Hours

This course teaches appropriate data collection and analysis models, effective presentation of business requirements, and solutions. It focuses on examining business challenges from the business and user perspective rather than a technology perspective.

HTML Introduction Web Authoring (Level 1) : WB3302 8 Hours

Students learn to implement good HTML coding practices in creating Web pages that work and will remain effective in the ever-changing world of Web development.

HTML Advanced Web Authoring (Level 2) : WB3303 8 Hours

Students will learn how to create Web sites with a variety of HTML elements and attributes along with well-formed code that complies with the XHTML standard.

Implement & Administer Windows Directory Services Test Prep: MC4202 40 Hours

This course is designed to teach the fundamental skills necessary to setup and administer an Active Directory domain in Windows. Topics will cover installing, configuring, management, and security issues.

Implementing Windows Professional & Server Test Prep: MC4002 44 hours

Students learn how to install and manage the Windows Server and Windows Professional operating systems. Students are also taught the basics of dealing with configuring hardware, add/remove software, partitions, managing users and groups, and security.

Implementing a Windows Network Infrastructure Test Prep: MC4201 40 Hours

Students learn how to implement the components that make up the Windows network infrastructure. Such as designing, installing, and configuring DHCP, DNS, WINS, NetBIOS, RAS and TCP/IP.

Implementing a Database in SQL Test Prep: MC4307 40 Hours

Students learn how to design and implement databases in Microsoft SQL Server using techniques for multiple tables, queries, sub-queries, aggregate functions, views, and triggers.

IT Project +Test Prep: IT3200 56 Hours

This course delves into the challenges faced by project managers and offers solutions to assist with the success of the project using Microsoft Project to analyze, plan and track projects of any size.

Key Applications Test Prep: IC1002 20 Hours

Students learn the basics of word processing and spreadsheets. These applications are the most widely used in computers and are a great foundation for furthering computer usage.

Living Online Test Prep: IC1003 20 Hours

Students are taught the fundamentals of using the Internet. The possibilities of the Internet are examined and e-commerce is introduced. Students will have hands-on experience with browsing and e-mail.

Managing a Microsoft Windows Network Environment Test Prep: MC4003 40 Hours

This course provides the knowledge required by System Administrators, Network Administrators, and IT professionals who implement, manage, and troubleshoot existing network and server environments based on the Microsoft Windows platform.

Master Distributed Application Design & Development Using Visual Studio Test Prep: MC4303 24 Hours

This course introduces developers to the opportunities and challenges of creating enterprise-level applications. Students will see how creating such flexible and scalable applications can be challenging, but they will learn how to address these challenges by employing appropriate design, tools, and technology.

Mastering Enterprise Development Using Visual Basic Test Prep: MC4302 40 Hours

This course teaches Microsoft® Visual Basic® programmers, who currently build desktop applications and access corporate databases, the basics of how to build three-tier client/server solutions.

Mastering Visual Basic Development Test Prep: MC4301 24 Hours

In this course, students learn to use class modules to define and create an instance of a component. Students will also be provided the basic instruction on the ActiveX Controls feature of Visual Basic.

Network+ Certification Test Prep: N3100 40 Hours

This course is designed to provide network technicians and support staff with the skills they need to plan, install, and troubleshoot a network in a corporate environment.

Outlook Introduction (Level 1) Test Prep: MOS2008 8 Hours

Students learn the fundamentals of how to send and receive mail, organize messages, schedule appointments, insert events, schedule meetings, create and manage tasks, and create and organize contacts.

Outlook Advanced (Level 2) Test Prep: MOS2109 12 Hours

Students learn how to sort, filter, group items, use and create Outlook templates and forms, share information by using public folders and Net Folders, share and fax contacts, automatically record activities in the Journal, and customize the Outlook environment.

PowerPoint Introduction (Level 1): MOS2010 8 Hours

Students learn basic skills necessary to begin effectively creating presentations such as; how to create and edit bullet slides, use drawing tools, incorporate clip art and WordArt, create and enhance organization charts, and create and edit charts by using Microsoft Graph, and running a presentation.

PowerPoint Advanced (Level 2): MOS2111 12 hours

Students learn advanced features of PowerPoint including; customizing templates, the PowerPoint environment, and making a presentation interactive through hyperlinks and action buttons.

Project Management Fundamentals Test Prep: IT3201 16 Hours

Students are taught how Project Management tools and techniques are used to establish a foundation for a project, create a plan, and schedule, organize, and close the project.

System Administration for SQL Server Test Prep: MC4401 40 Hours

Students learn how to install, configure, administer, and troubleshoot Microsoft SQL Server in a Windows environment with focus on table management, security, backups, and optimizing performance.

Technical Introduction to the Internet Test Prep: WB3301 8 Hours

Students learn introductory technical concepts underlying the Internet and the World Wide Web. This course is suitable for anyone who has used a Web browser to access the World Wide Web and is now looking to learn more about how the Internet and the Web work.

Web Design and Usability Techniques: WB3305 16 Hours

This course is designed for anyone interested in learning some important principles of Web design that apply to just about any purpose or theme. You will explore several pitfalls of Web design and how to avoid them, and a variety of design tips and guidelines that you can use no matter what your Web site project entails.

Web Development with Cascading Style Sheets: WB3304 16 Hours

Students learn to identify style sheets of various types, customize styles, apply positioning properties, control background appearance, and create styles that break down gracefully.

Windows Introduction Test Prep: MOS200 8 Hours

Students learn basic computer concepts and skills related to IBM and compatible computers. Students receive a thorough introduction to the domain environment and become acquainted with applications.

Windows 2003 Maintaining the Environment Test Prep: MC4001 24 Hours

Students learn basic Windows network and operating system administration and configuration such as using all the administrative tools provided with Windows, create and manage shares, identify elements of a computer network, configure Microsoft TCP/IP, and use Windows network services.

Word Introduction (Level 1) Test Prep: MOS2002 8 Hours

Students learn the basic skills of word-processing, such as Word processing components, navigation techniques, how to create and edit documents, use character and paragraph formatting, and use the built in proofing tools and auto features.

Word Intermediate (Level 2) Test Prep: MOS2003 12 Hours

Students learn intermediate word processing features such as; creating and control section breaks, create, modify and sort tables, mail merge, work with styles, use and create templates, macros, and Web pages.

Word Advanced (Level 3) Test Prep: MOS2104 12 Hours

Students learn advanced features such as; how to apply styles, auto formats, create forms, use form fields, add graphics, work with large documents, share and compare documents, and prepare documents as intranet web pages.

****The course numbering system used by Moore Solutions Inc. is a six-character identifier. The letters represent the type of course and the numbers represent the order in which each course is taught.****

Program Tuition

Program Name	Tuition	Books & Materials	Labs	Package Price
IC ³ Test Prep	945.00	180.00	375.00	\$1,500.00
Microsoft Office Proficient Test Prep	990.00	210.00	600.00	\$1,800.00
Microsoft Office Expert Test Prep	1,220.00	180.00	1,000.00	\$2,400.00
MCP Test Prep	3,325.00	470.00	200.00	\$3,995.00
MCSA Test Prep	7,145.00	1,150.00	600.00	\$8,895.00
MCSE Test Prep	6,745.00	1,650.00	600.00	\$8,995.00
MCSA Test Prep	7,545.00	1,350.00	600.00	\$9,495.00
MCDBA Test Prep	6,595.00	1,000.00	400.00	\$7,995.00
A + Test Prep	2,245.00	250.00	200.00	\$2,695.00
Network + Test Prep	1,545.00	250.00	100.00	\$1,895.00
Web Site Development	1,595.00	600.00	200.00	\$2,395.00
CCNA Test Prep	1,745.00	250.00	200.00	\$2,195.00
CCNP Test Prep	6,595.00	1,000.00	400.00	\$7,995.00
IT Project Test Prep	1,995.00	300.00	100.00	\$2,395.00

Vendor Certification exam fees additional

Necessary basic schools supplies (pencils, erasers, paper & textbooks) are provided, however each student must have access to a licensed copy of the specific course(s) software and a computer for outside prep and practice.

Payment Schedule

Financing is not currently available. Payment is required in full before the start of each class unless prior arrangements have been made with the Chief Administrative Officer.

Tuition Cash Price	\$ _____	Balance Tuition Due	\$ _____
Paid with Application	\$ _____	Amount Financed	\$ _____
To be paid as follows:		Finance Charge	\$ _____
* On or before the date of entrance	\$ _____		
* Or on the first day of each month until paid in full	\$ _____	Annual Percentage Rate	\$ _____
* Or on the first day of each week until paid in full	\$ _____		
* Or ½ on or before date of entrance and ½ at midway through program	\$ _____		

Admission Requirements

An applicant requesting admission to the school must be able to demonstrate basic reading (in English) and math skills. Although computer classes are not based on academic achievement, a student must be able to read and comprehend course materials and the computer screen. The requirements are tailored to the specific program the student is enrolled in. Detailed prerequisites are contained in the program curriculum section of this catalog.

Applying Previous Education

Admission in advance standing allows for courses completed at another institution. Enrollment will be subject to approval by the Chief Academic Officer of Moore Solutions, Inc. Software Learning Center. These courses must be substantially similar in content and duration to those offered in the program for which the student has applied. Transferring of courses to another institution is at the discretion of the receiving institution. Moore Solutions, Inc. can not guarantee transferability.

Class Starting & Ending Dates

Classes are on a rotating schedule that is published quarterly, as the new courses become available. Open entry and open exit policy.

Hours of Operation

MSi's Software Learning Centers is in session throughout the year, with the exception of recognized holidays. Day classes are usually scheduled Monday through Friday from 9:00 a.m. to 5:00 p.m. with two 15 minute breaks and 30 minutes for lunch. Our evening classes are usually scheduled on Monday through Thursday from 6:30 p.m. to 9:30 p.m. with one 15 minute break. Weekend classes are usually Saturdays only and follow the day class time frame.

Minors

Children are not permitted to accompany adults to classes or labs on MSi premises.

Holidays

School will not be held on the following holidays. Additional holidays may be declared at the discretion of the Chief Administrative Officer.

New Year's Day	Good Friday	Memorial Day
Independence Day	Labor Day	Thanksgiving Day
Day after Thanksgiving		Christmas Day
	Day after Christmas	

Graduation Requirements

A Certificate of Completion is awarded to a student who has completed the required classes that are part of the certification program being pursued. Students must complete at least seventy-five (75%) of the course required hours at MSi. The student must meet attendance requirements, demonstrate a working knowledge of the subject matter, and meet minimum scoring requirements on industry specific certification exams as required by the program. The certificate is designed to prepare the student to obtain employment as a skilled professional worker.

Grading

MSi's Software Learning Center will award students in all programs, a Satisfactory/Unsatisfactory grade based on the instructor's evaluation of successful completion of course requirements, class task, absents, and tardiness.

Student Services

A. Housing

MSi's Software Learning Center does not maintain housing for students. A list of reliable realtors and rental properties in close proximity to the School will be provided to the student that requests housing assistance at the time of enrollment.

B. Student Records

MSi's Software Learning Center maintains permanent records of students' educational record showing class date, course name, attendance record, number of lab hours, certificate of completion issued, vendor exam number, date of exam, exam score, certification received and instructor comments and evaluations. The student records are available to students upon individual request. Student records will be provided to employers and potential employers only after written request has been made by the student.

C. Student Placement

A Certificate of Completion will be issued to each student who successfully completes the program and satisfies all requirements. Upon successful completion of the program, the school will assist each graduate with job placement; however, the school does not guarantee employment. Inquiries made to the School from potential employers will be posted for the students to view.

Rules & Regulations

A. Attendance/Class Cuts

Class attendance is crucial to proper academic development and is expected. After 10 hours of unexcused absences, the student will be counseled by the Chief Administrative Officer and placed on probation. Should the student have another unexcused absence while on probation, they may be terminated at the discretion of the Chief Administrative Officer. Class cuts without prior approval of the instructor or the Chief Administrative Officer are not permitted and are considered an absence for the entire class.

B. Tardiness

A student arriving after attendance has been taken is considered late and may be marked absent. Students who are tardy more than 15 minutes will not be allowed in class unless approved by the Chief Academic Officer. All missed time must be made up by the student prior to graduation.

C. Conduct

Students are expected to conduct themselves in a professional manner at all times. Foul language, possession of un-prescribed drugs or alcoholic beverages and disrespectful behavior is considered unsatisfactory conduct and may be grounds for dismissal. A student who conducts himself in a manner detrimental to the School staff or other students will be terminated. Theft of property from the School or other students is grounds for immediate dismissal.

D. Make-up Work

Students who have been absent for any reason are required to make up any missed class work before proceeding to the next course of study with the approval of the Chief Academic Officer. A fee may be charged. A student may make up missed time by attending another class in session (if available) or by completing exercises assigned by the instructor.

E. Probation

A student that does not adhere to the attendance policy may be placed on probation. Should the student be absent while on probation, he or she will be counseled by the Chief Administrative Officer, which may result in termination.

F. Interruptions in Training / Termination

A student is not terminated for failure to learn the required skills. A student who has not successfully passed the vendor required examinations at the end of each course is encouraged to perform extra practice. The student may retake the vendor examinations within a reasonable time as determined by the instructor. If the student fails to achieve a passing grade, he or she will be counseled by the Chief Administrative Officer as to the advisability of continuing. A Student may be prohibited from continuing with courses until the necessary vendor exams have been passed. If the student decides to continue, a Certificate of Completion may not be awarded.

G. Leaves of Absence

A student may be granted a leave of absence for a reasonable amount of time as determined by the Chief Administrative Officer. Any request for leave of absence must be submitted in writing to the Chief Academic Officer and include the date of expected return.

If the student does not re-enter within the specified time and has not notified the School, the student's contract will be terminated and he/she is granted a refund according to the Refund Policy.

H. Re-entry

A student who has canceled a class or been terminated and desires to re-enter the program must notify the School and follow the required admission procedures. A student who was terminated for any reason must have an interview with the Chief Administrative Officer and show cause why he or she should be reinstated. The decision of the Chief Administrative Officer is final.

Refund Policy

Should a student be terminated or cancel/withdraw for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation/Withdrawal must be made in person or by certified mail.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within allowable time.
3. Cancellation after the third (3rd) business day prior to start, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee.
4. Cancellation after attendance has begun, but prior to 50% completion of the program, will result in a pro rata refund computed on the number of hours completed to the total program hours, less cost of supplies, textbooks and etc.
5. Cancellation after completing 50% of the program will result in no refund.
6. Termination Date: The termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
7. Refunds will be made within 30 days of termination or receipt of Cancellation Notice.
8. A student can be dismissed, at the discretion of the director, for insufficient progress, non-payment of costs, or failure to comply with rules.

Procedures for Rebuttal

Any student wishing to file a complaint or appeal regarding an academic and/or disciplinary action may do so by contacting the Chief Administrative Officer. A written complaint or appeal is required in order to deal expeditiously with the issue.

Cancellation by School

Moore Solutions Software Learning Centers reserves the right to cancel a class due to the following reasons:

- 1: Low registration.
- 2: Inclement Weather
- 3: Instructor illness or emergency

In the event of a cancellation students in said class will be moved to the next available date or given a full refund.