

NC STATE UNIVERSITY

COMPUTER TRAINING UNIT

The Right Training. Right Now.

January to April 2010

NEW!

- Digital Photography Courses
- Network Administrator Training
- Exchange and Technical SharePoint courses located in RTP

Instructor-Led and Online Computer Course Schedule

www.ncsu.edu/ctu



NOW! Save Money

Benefit From Economical, Convenient In-Classroom Bundles and Online Self-Paced Bundles

- CISSP Certification
- MCTS - Server 2008
- SharePoint Level 1
- SharePoint Level 2
- SharePoint for Project Management
- Webmaster Certificate Program - Design **(Day track New!)**
- A+, Network+, Security+, MCP & CCNA
- Exciting New Advanced IT Certification Courses Coming Soon

"I began the WCP program at NC State after finishing my Master's degree. The program was both informative and challenging.

I really appreciated that the instructor would take the time to give in depth explanations of the material. I was able to begin using many of the tips and examples the instructor shared were easily applied in the 'real world'. I would recommend the WCP program to anyone looking for a webmaster education that is up to date and in demand."

- Obuokam W. Emejuru,
Holly Springs, NC,
Webmaster Certificate Program

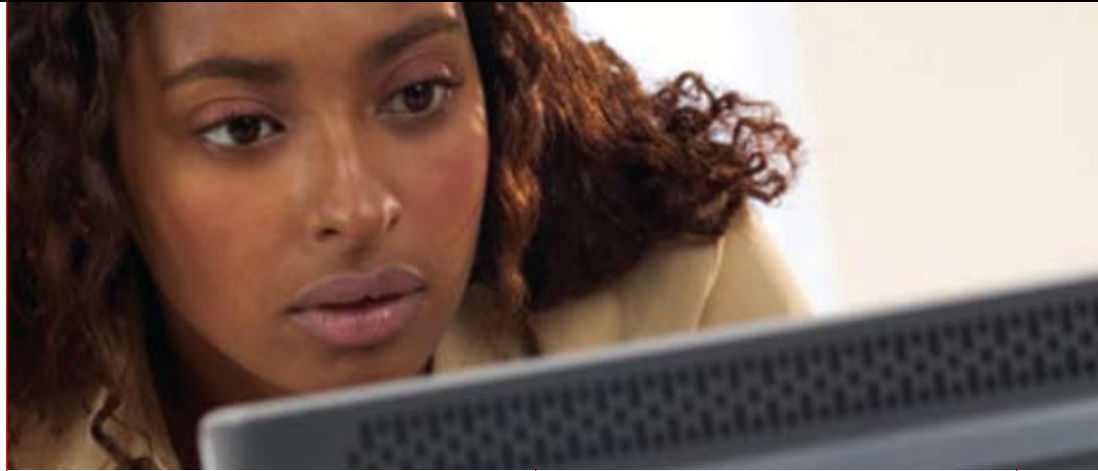


NC State University, Computer Training Unit, 1101 Gorman Street, Campus Box 7401, Raleigh, NC 27606
Phone: **919.515.8163** | Fax: **919.515.7614** | Email: ctu_registration@ncsu.edu

NC State University Computer Training Solutions

The Computer Training Unit

at North Carolina State University has provided leading edge training and certification since 1988. Our experienced instructors can train you for advancement in your present position or help you prepare for your next career. You can attend classes in person or choose from hundreds of courses taught online. Through the NC State Computer Training Unit, the training you need is well within your grasp. You can get the right training, right now.



How You Can Benefit from CTU

The Computer Training Unit offers a wide variety of computer training:

- Microsoft Office classes
- Application courses
- Online courses
- IT Certification training
- Customized corporate/group training

Why You Should Consider CTU

If you are interested in developing or updating your computer knowledge in any of the following areas, you'll find the right training. Right here!

- Basic computer skills and word processing
- Spreadsheets and accounting
- Database, project management, report writing
- Desktop publishing and graphic presentations
- Systems networking
- The Internet and the Web
- IT Certification in a variety of specific applications
- Continuing Education Units (CEUs) on many of our daytime, instructor-led courses

What You'll Find in this Catalog

- **Special Training Opportunities** page 3
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- **Instructor Bios** page 4
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- **Registration Details** page 19

NC State University Special Computer Training Opportunities



Online Self-Paced Courses

Too busy to come to class? Don't see the topic you need offered when you want to take it? CTU's **over 2300** online, self-paced courses are the perfect way to economically obtain the training you need at a time and place convenient to you and your schedule. Take the bundled approach to e-learning to have an extensive library of courses for one full year. Many of the topics offered through CTU instructor-led classes (and many more) are available online!

See pages 9 - 11.

Customized Corporate and Group Training

Put the power of the NC State Computer Training Unit to work for your organization. Get customized training that brings you focused, measurable results! Benefit from high quality training specifically tailored to the needs of your organization, delivered at our facility or yours...or any other location you choose. Receive a free comprehensive needs assessment that

you can use to ascertain the goals, and objectives of your organization followed by a customized training proposal. See page 19.

Computer Lab Classroom Space Rental

NEW Lower Prices!

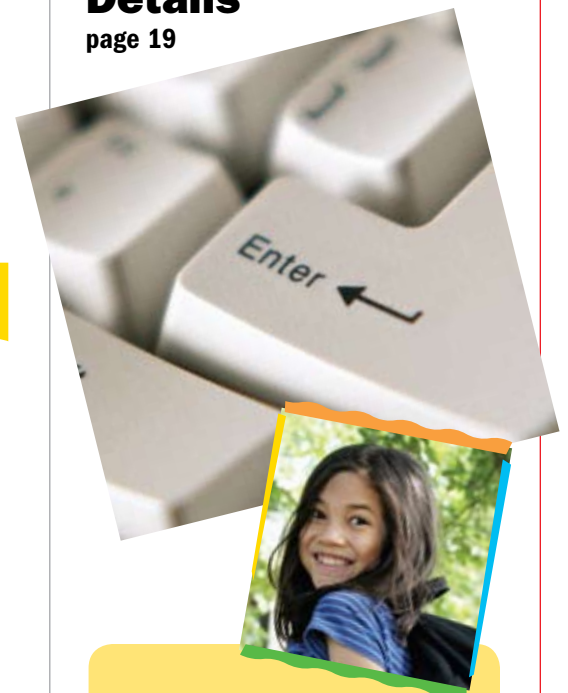
Need a fully equipped computer lab for a short period of time at a reasonable cost? The NC State CTU has four state-of-the-art labs for rent to outside organizations and individuals. Call **919.515.8163** for details and pricing.

Refresher Classes

We want you to get all that you can out of your CTU training experience. If you finish your one or two-day laboratory class and you feel you might not have mastered the material, don't worry. You may retake the class one additional time without a registration fee within 90 days of your originally scheduled class. However, you may need to purchase a new text if CTU has adopted a new text for the class.

Registration Details

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Are you looking for a Computer Camp for Kids?

We are currently gauging interest for a session during the summer of 2010.

If interested, please call **919.515.8163** or email **liz_carroll@ncsu.edu**

NC State University

Computer Training Instructors

Holly A. Basso, M.Ed. has taught at NC State University's Computer Training Unit for 16 years. She is a trainer and consultant and has owned her own training/consulting business (Premier Training and Consulting) for over 20 years. She teaches all of the Microsoft Office family courses, including Word, Excel, PowerPoint, Access, Project, and Publisher.

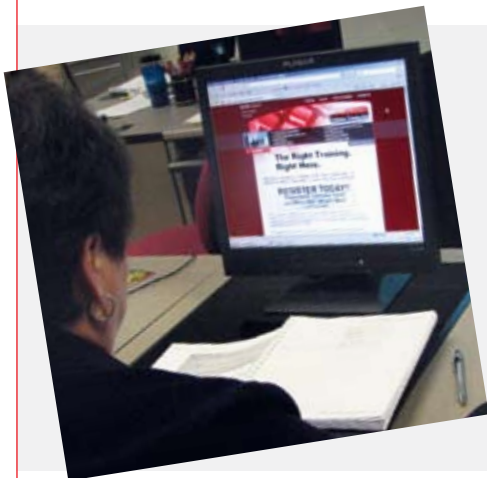
Ray Downing has taught at NC State University's Computer Training Unit for two years. He has been in the computer repair and tech training business for 10 years and is presently the owner of A+ Computer Services. He teaches CompTia Certification courses, including A+, Net+ and Security+ track. In addition, he has taught corporate classes such as Microsoft Office 2007 Suite at NC State.

Reuben Gradsky, an instructor for NC State University's Computer Training Unit, is a Microsoft Certified Instructor for Office 2000 and Microsoft 2007. He has degrees in both finance and economics. Mr. Gradsky is the founder of Rg-Analytics. Prior to launching his own company, he worked as an Operations Analyst for Marathon and Sunoco convenience stores for five years and was the Director of Business Operations for Centrepont Architecture for 3½ years. Mr. Gradsky teaches the Microsoft Office classes.

Hunter Laughlin has taught at NC State University's Computer Training Unit for four years. He has 16 certifications and works for NC State as an administrator, trainer, and security expert. Mr. Laughlin has been in the field for 15 years and training for eight years. His experience also includes security advisor to the state of North Carolina. Mr. Laughlin teaches A+, Network+, Security+, MCP, MCSA and MCSE classes.

Dana Mathew has taught at NC State University's Computer Training Unit for three years. She teaches Microsoft Access, Excel, Word, PowerPoint, Visio and Project. In addition, she trains Adobe Flash, Dreamweaver, Fireworks and XHTML as part of the Webmaster Certificate program. With 11 years' experience in the software training industry, she is a seasoned instructor, highly skilled in Microsoft and Adobe products.

Gary Russell, M.Ed. has taught at NC State University's Computer Training Unit for three years. He has over 11 years' experience in IT, holds 13 Microsoft certifications including MCT, MCITP: Server 2008 Administrator, and has been an MCSE since NT 4.0. Mr. Russell has held ten vendor certifications in technologies such as Cisco, Citrix, Novell, and CompTia A+/Network+. His areas of expertise include systems integration, systems programming (in C++ and VB.NET), database administration, virtualization, Windows server administration, advanced crash analysis, high availability solutions, Active Directory and infrastructure solutions, and IT certification training. He teaches A+, Network+, Microsoft MCP/MCSE, and SQL Server classes.



Praise For CTU Instructors

"I am in the Technical 5 Certification program. The instructor provided the fundamentals for understanding basic computer hardware and functions. It takes a very special dedicated instructor to make a class during this time frame (6-10 pm), interesting, enjoyable, fun and educating. He always made himself accessible for assistance."

- Jack Harris, Wake County Government, Raleigh, NC

"The A+ Essentials course gave me a better understanding about different aspects of computer function. I learned how to upgrade my own computer. The instruction by Ray Downing was great. Very professional!!"

- Robert Walton, Raleigh, NC

For course descriptions, outlines or to register, call

Instructor-Led Class Schedules and Pricing 9:00 a.m. - 4:30 p.m.

Do all levels for less \$\$\$!

See page 8 for details.

Course	Jan	Feb	Mar	Apr	Standard / Gov't & Nonprofit
The Basics					
PC Introduction		15			\$249 / \$199
What's New in Microsoft Office 2007		18			\$249 / \$199
Word Processing					
Word 2007 Level 1	21			15	\$249 / \$199
Word 2007 Level 2		19			\$249 / \$199
Word 2007 Level 3			23		\$249 / \$199
Word 2003 Level 1		10			\$249 / \$199
Word 2003 Level 2			18		\$249 / \$199
Word 2003 Level 3				6	\$249 / \$199
Spreadsheets/Accounting					
Excel 2007 Level 1	13	12	17	1	\$249 / \$199
Excel 2007 Level 2		24		12	\$249 / \$199
Excel 2007 Level 3			12	23	\$249 / \$199
Excel 2007 Programming				28	\$399 / \$349
Excel 2003 Level 1		9		22	\$249 / \$199
Excel 2003 Level 2			25		\$249 / \$199
Excel 2003 Level 3				21	\$249 / \$199
Quickbooks Level 1		22		21	\$249 / \$199
Quickbooks Level 2		23		22	\$249 / \$199

Course	Start Date	End Date	Class Time	Day	Standard / Gov't & Nonprofit
NEW! Evening Course Options					
Word 2007 Level 1	Feb 1	Feb 3	6pm - 9pm	M/W	\$249 / \$199
Excel 2007 Level 1	Feb 23	Feb 25	6pm - 9pm	T/Th	\$249 / \$199

Course	Start Date	End Date	Class Time	Day	Standard / Gov't & Nonprofit
NEW! Saturday Course Options					
Word 2007 Level 1	Feb 7		9am - 4:30pm	Sat	\$249 / \$199
Excel 2007 Level 1	Mar 20		9am - 4:30pm	Sat	\$249 / \$199
Access 2007 Level 1	Mar 27		9am - 4:30pm	Sat	\$249 / \$199

Course	Jan	Feb	Mar	Apr	Standard / Gov't & Nonprofit
Database/Project Management Tools/Report Writing					
Access 2007 Level 1	7	4	4	8	\$249 / \$199
Access 2007 Level 2		10	22		\$249 / \$199
Access 2007 Queries		25			\$249 / \$199

Weekday Workshops 9:00 a.m. - 4:30 p.m.

Do all levels for less \$\$\$!

See page 8 for details.

Course	Jan	Feb	Mar	Apr	Standard / Gov't & Nonprofit
Database/Project Management Tools/Report Writing (continued)					
Access 2007 Level 3			31-1		\$449 / \$349
Access 2007 Application Development				20-21	\$449 / \$349
Access 2003 Level 1	26			27	\$249 / \$199
Access 2003 Level 2		17			\$249 / \$199
Access 2003 Queries			2		\$249 / \$199
Access 2003 Level 3			10-11		\$449 / \$349
Access 2003 Application Development				13-14	\$449 / \$349
Access Programming				29-30	\$449 / \$349
Crystal Reports Level 1	20-21		15-16		\$449 / \$349
Crystal Reports Level 2				13-14	\$599 / \$499
Project Level 1	11	11	5	7	\$249 / \$199
Project Level 2		25		28	\$249 / \$199
Visio 2007 Level 1			10		\$249 / \$199
SharePoint for Project Management			2-3		\$499 / \$449
Information Technology Courses					
Network +		8-12			\$899 / \$849
Desktop Publishing/Graphic Presentations					
Acrobat Level 1			2		\$249 / \$199
Illustrator Level 1		16-17			\$549 / \$449
Illustrator Level 2			25-26		\$549 / \$449
InDesign Level 1		9-10	23-24		\$549 / \$449
InDesign Level 2				15-16	\$549 / \$449
Photoshop Level 1			8-9		\$549 / \$449
Photoshop Level 2				26-27	\$549 / \$449
AutoCAD Level 1		4-5		22-23	\$599 / \$499
AutoCAD Level 2			4-5		\$599 / \$499
AutoCAD Level 3				8-9	\$599 / \$499
NEW! AutoCAD 3D				29-30	\$699 / \$599
PowerPoint 2007 Level 1		11	18		\$249 / \$199
PowerPoint 2007 Level 2				19	\$249 / \$199
PowerPoint 2003 Level 1		17			\$249 / \$199
PowerPoint 2003 Level 2			26		\$249 / \$199
Publisher Level 1		24			\$299 / \$249

For course descriptions, outlines or to register, call

Course	Jan	Feb	Mar	Apr	Standard / Gov't & Nonprofit
Computer Programming					
Introduction to .Net		3-4			\$899 / \$849
.Net Programming with VB.Net and C#			15-19		\$1,899 / \$1,699
ASP.NET				5-9	\$1,899 / \$1,699
SQL Level 1	13-15		1-3		\$1,099 / \$999
SQL Level 2				15-16	\$899 / \$749

The Internet/Webmaster Certificate Program & Related Classes

XHTML Level 1		17-18		7-8	\$449 / \$349
XHTML Level 2		24			\$249 / \$199
JavaScript Level 1		25			\$249 / \$199
Dreamweaver Level 1	12		10		\$349 / \$299
Dreamweaver Level 2			9		\$349 / \$299
Dreamweaver Level 3				20	\$349 / \$299
Web Design Level 1			3-4		\$349 / \$299
Cascading Style Sheets Level 1			11		\$349 / \$299
Cascading Style Sheets Level 2			17		\$349 / \$299
Design/Usability/Accessibility			18		\$349 / \$299
Web Graphics			24		\$249 / \$199
E-Commerce			25		\$249 / \$199
Web Technologies			31		\$349 / \$299
Flash Level 1	27			1	\$249 / \$199
Flash Level 2		16			\$349 / \$299
Flash Level 3				19	\$349 / \$299
Groupwise Level 1					\$249 / \$199
SharePoint Level 1	29	26		27	\$249 / \$199
SharePoint Level 2			22-23		\$449 / \$399
Capstone Project	There is a fee submission: Designer Track - \$150 / Developer Track - \$200				

Course		Start Date	End Date	Class Time	Day	Standard / Gov't & Nonprofit
NEW! Digital Photography Classes - Day, Evening and Saturday Options						
Digital Photography Level 1	A	Jan 30	Feb 6	9am - 4:30pm	Sat	\$549 / \$499
	B	Mar 8	Mar 17	6pm - 9pm	M/W	\$549 / \$499
Digital Photography Level 2	A	Mar 20	Mar 27	9am - 4:30pm	Sat	\$549 / \$499
	B	Apr 5	Apr 14	6pm - 9pm	M/W	\$549 / \$499

"The course was exciting and informative! The hands-on 'real life' experience has enabled me to troubleshoot." – Charles Williams, Raleigh, NC



Get up to speed quickly!

A Convenient and Economical Alternative

NEW! In Classroom Application BUNDLES

Take advantage of these bundled courses and:

- Save on cost of individual course purchases
- Become an expert on the technology
- Prepare to take the Microsoft Certification Exams for MCAS (2007) or MOS (2003)
- Schedule your classes ahead of time and have your seat reserved
- Retake your classes using the same CTU policy

Course Bundle Pricing

Word Processing	
Microsoft Word 2003 - Levels 1, 2 & 3	\$499
Microsoft Word 2007 - Levels 1, 2 & 3	\$499

Spreadsheets and Accounting

Microsoft Excel 2003 - Levels 1, 2 & 3	\$499
With Programming Courses	\$899
Microsoft Excel 2007 - Levels 1, 2 & 3	\$499
With Programming Courses	\$899
Quickbooks 2009 Level 1 and 2	\$349

Database

Microsoft Access 2003 - Levels 1, 2 & 3	\$649
With Queries, Application Development & Basic Programming	\$1,749
Microsoft Access 2007 - Levels 1, 2 & 3	\$649
With Queries, Application Development & Basic Programming	\$1,749

Presentations

Microsoft PowerPoint 2003 - Levels 1 & 2	\$349
Microsoft PowerPoint 2007 - Levels 1 & 2	\$349

Report Writing

Crystal Reports - Levels 1 & 2	\$1,099
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Project Management Tools

Microsoft Project - Levels 1 & 2	\$349
AutoCAD - Levels 1, 2 & 3	\$1,399

Computer Programming

SQL - Levels 1 & 2	\$1,549
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Graphic Presentations

Photoshop - Levels 1 & 2	\$849
Illustrator - Levels 1 & 2	\$849
InDesign - Levels 1 & 2	\$849

All courses must be scheduled upon registration for the bundles. You have up to one year to complete all courses in the bundle. Cancellation policy applies to all courses that you are scheduled to take. Bundles are sold as listed.

For course descriptions, outlines or to register, call

Online Self-Paced Class Schedules and Pricing

This is just a sample of **OVER 2,300** online courses that we have to offer!

If you don't see what you're looking for please call us at **919.515.8163**.

To view course descriptions, or to register, go to **www.ncsu.edu/ctu**.

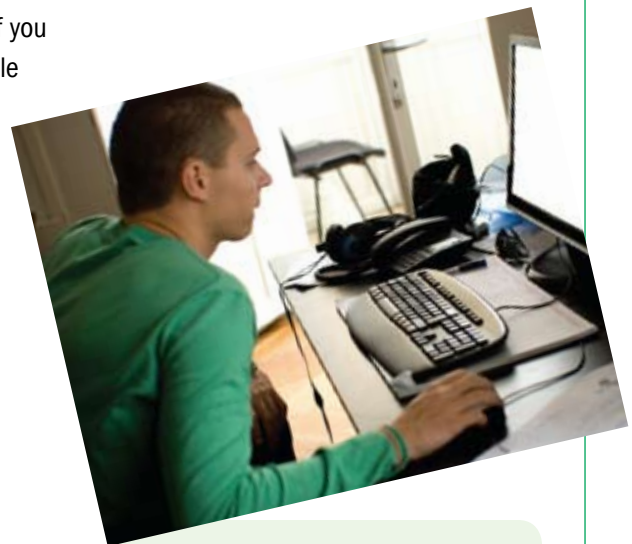
Why Take an Online Course?

- **It's convenient.**
You can access the courses you want at any time, from any place. No more driving to classes that meet several nights a week for a semester. Learning is on your own terms!
 - **You're in charge of your own learning.**
You can complete entire courses to learn a brand new skill or hone-in on specific skill areas where you need brush-ups or instant answers to specific questions. It's up to you how you use the libraries.
 - **You can learn the way you learn best.**
You have several learning choices. You can select self-paced courses with or without virtual labs. Use the style that best meets your personal needs.
 - **The material is always the latest.**
Courses are updated constantly as information changes. New courses are added each month. You'll always get the latest information
- from leaders in education and the training arena.
 - **It's inexpensive.**
You can get this affordable training for approximately the same cost of most one-day public seminars. Best of all, your employer may reimburse you for the training. If you have education benefits available at your company.
 - **You don't need a lot of fancy computer hardware and/or software.**
You will access your course through an Internet browser for a manageable online interface.
 - **You can create a personal development plan.**
That is flexible, do-able, and tailored to your needs -- and still stay within budget.

NEW!

Online Course Bundles

See page 11 for more details.



Attention Online Class Registrants:

After you receive your Access Key for your online class, **you still have up to 5 days** to activate your account.

Register today!

919.515.8163 or go online to **www.ncsu.edu/ctu**

Online Self-Paced Class Schedules and Pricing

(continued)

Don't See a Class You Want?

Many more titles available, call us at **919.515.8163!**

Course	Rate	Course	Rate
Access 2007: Level 1, 2, 3 or 4	\$99	PHP 4: An Introduction	\$249
Access 2003: Level 1, 2, 3 or 4	\$99	Photoshop CS2 Level 1- Basic Image Enhancement	\$249
Acrobat 8.0: Introduction Standard or Professional	\$99	Photoshop CS2 Level 2- Refined Masking	\$249
Active Server Pages: Level 1- Part 1 or 2	\$249	Photoshop CS2 Level 3- Color Correction and Printing	\$249
ColdFusion 8: Level 1 or 2	\$249	Photoshop CS2: Web Production	\$249
Crystal Reports 10.0: Level 1 or 2	\$249	Photoshop CS4: Level 1 or 2	\$249
Introduction to Data Communications: Part 1 or 2	\$249	PowerPoint 2003: Introduction or Advanced	\$99
Dreamweaver CS4: Level 1 or 2	\$99	PowerPoint 2007: Introduction or Advanced	\$99
Dreamweaver UltraDev 4: Level 1 or 2	\$99	Premiere 6.0: Introduction	\$99
Excel 2003: Level 1, 2 or 3	\$99	Introduction to Personal Computers	\$99
Excel 2007: Level 1, 2 or 3	\$99	Introduction to Programming	\$249
FileMaker Pro 9.0: Level 1, 2 or 3	\$99	Project 2003: Level 1, 2 or 3	\$99
Fireworks CS3: Level 1 or 2	\$99	Project 2007: Level 1 or 2	\$99
Flash CS4: Level 1 or 2	\$99	Publisher 2003: Introduction	\$99
FrameMaker 8.0: Level 1 or 2		Publisher 2002: Office XP Introduction	\$99
Introduction or Advanced	\$249	Quickbooks 2009 - Get Going	\$99
FrontPage 2003: Introduction or Advanced	\$99	Quickbooks 2009 - Keep Going	\$99
FrontPage 2007: Introduction or Advanced	\$99	Relational Database Design: A Practical Approach	\$249
XHTML with Cascading Style Sheets Level 1 or 2	\$99	SQL Fundamentals of Querying or Advanced	\$249
Illustrator CS4: Level 1 or 2	\$249	Technical Introduction to the Internet	\$249
InDesign CS3 for Print Service Providers: Level 1	\$249	VBScript: Introduction	\$249
InDesign CS4: Level 1 or 2	\$249	Visio 2003 Professional: Level 1 or 2	\$249
Internet Explorer 6.0: An Introduction	\$99	Visual Basic 6.0 Introduction: Part 1 or 2	\$249
Microsoft Internet Information Server 4.0	\$249	Visual Basic 6.0 Designing & Implementing	
ISDN	\$249	Desktop Applications	\$249
JavaScript Programming v1.3:		Visual Studio .Net Intro	\$249
Introduction or Advanced	\$249	Web Design and Usability Techniques	\$249
JavaScript -- Enhancing Web Pages	\$249	Web Development with CSS	\$249
Linux Professional: Apache Web Server	\$249	Windows 2003 -- Active Directory Design	\$249
Linux Professional System Administration	\$249	Windows 2003 -- Designing Network Services: Part 1 or 2	\$249
Linux + Certification	\$249	Windows 2003 for Windows NT Administrators: Part 1 or 2	\$249
Outlook 2003-2007: Introduction or Advanced	\$99	Windows Vista: Level 1 or 2	\$249
PageMaker 7.0: Level 1, 2 or 3	\$99	Word 2002: Level 1, 2 or 3	\$99
Perl/CGI: Introduction	\$249	Word 2003 or 2007: Levels 1, 2 or 3	\$99

For course descriptions, outlines or to register, call

NEW! Online Self-Paced BUNDLES

If you want a comprehensive learning experience but prefer a more independent approach, try our Online Self-Paced Bundled training. The course content is the same as many of our instructor-led training and will give you the ability to learn at your own pace. Our bundles include high-level technical training to basic desktop applications. Training is convenient and easy and you can fit it in your busy schedule whether you are in the office, at home or on the road. The courses are available to you any time of the day or night. A variety of course titles are available in each bundle, call us at **919.515.8163**, for content detail.

Network and Operating Systems without vLabs . . . \$899

This bundle includes dominant server and operating systems courses including Microsoft®, Novell, Linux, Unix, and mainframe technologies (MCSA, MCSE, CNE, A+, i-Net+, Network+, Server+, LINUX and more).

Network and Operating Systems with vLabs . . . \$1,099

This bundle includes Hands-on vLabs with dominant server and operating systems courses including Microsoft®, Novell, Linux, Unix, and mainframe technologies (MCSA, MCSE, CNE, A+, i-Net+, Network+, Server+, LINUX and more).

A+ Certification . . . \$449

The A+ bundle trains to CompTIA exam objectives and includes Windows, Macintosh, networks, and more.

MCSE without vLabs . . . \$649

The MCSE bundle trains to the Microsoft Certified Systems Engineer certification. It includes all courses that map to certification exams including A+, Network+, Windows XP, Microsoft Server 2003 courses and more.

MCSE with vLabs . . . \$799

The MCSE bundle trains to the Microsoft Certified Systems Engineer certification. It includes Hands-on vLabs with all courses that map to certification exams including A+, Network+, Windows XP, Microsoft Server 2003 courses and more.

Security+ Certification . . . \$499

The Security+ bundle includes IT training to prepare for the CompTIA Security+ exam.

Cisco CCNA without vLabs . . . \$899

The CCNA (Cisco Certified Network Associate) bundle includes authorized Cisco training supporting the CCNA certification.

Cisco CCNA with vLabs . . . \$1,099

The CCNA (Cisco Certified Network Associate) bundle includes Hands-on vLabs with authorized Cisco training supporting the CCNA certification.

Cisco CCNP without vLabs . . . \$899

The CCNP (Cisco Certified Network Professional) bundle includes authorized Cisco training supporting the CCNP certification.

Cisco CCNP with vLabs . . . \$1,099

The CCNP (Cisco Certified Network Professional) bundle includes Hands-on vLabs with authorized Cisco training supporting the CCNP certification.

Office Productivity . . . \$399

This bundle includes desktop operating systems and general office applications training (Microsoft Office, Windows, Lotus Smart Suite, and more).

Microsoft Office Pack . . . \$299

The Microsoft Office Pack bundle includes Microsoft desktop application training on Word, Excel, Access, PowerPoint, Outlook, and FrontPage.

Programming and Web Development . . . \$999

This bundle includes web application, scripts, and relational database courses (Java, Oracle, VB, Microsoft SQL Server, ASP, COBOL, HTML, XML and more).

Design and Media . . . \$599

The Design and Media bundle includes graphic art, design and media training from Adobe, Macromedia, Corel, Lotus, Quark, and Microsoft (Photoshop, Illustrator, PageMaker, Quark, InDesign and more).

Adobe Pack . . . \$399

This bundle provides basic to advanced training on all core Adobe applications for Mac and PC: Photoshop, Illustrator, Flash, InDesign, ColdFusion and DreamWeaver.

TRA Communication Technology Complete . . . \$999

This bundle offers telecommunications and internetworking courses, developed by experts who actually helped develop the technologies (GSM, 3G wireless, VoIP, optical networking and DSL).

IT Certification Class Schedules and Pricing

Save \$\$\$

These classes can be taken individually or combined in a package. See details below.

Course	Option	Start Date	End Date	Class Time	Day	Duration in Hours	Standard/Gov't & Nonprofit
CompTIA+Microsoft+Cisco Certification Package Dates							
A+ Essentials	A	Jan 5	Jan 21	6pm-10pm	T/Th	24	\$699 / \$629
	B	Mar 8	Mar 24	6pm-10pm	M/W	24	\$699 / \$629
A+ Support Technician	A	Jan 26	Feb 9	6pm-10pm	T/Th	20	\$499 / \$449
	B	Mar 29	Apr 12	6pm-10pm	M/W	20	\$499 / \$449
Network+	A	Feb 16	Mar 4	6pm-10pm	T/Th	24	\$899 / \$849
	B	Apr 19	May 5	6pm-10pm	M/W	24	\$899 / \$849
Security+	A	Mar 9	Mar 25	6pm-10pm	T/Th	24	\$1,099 / \$999
	B	May 10	May 26	6pm-10pm	M/W	24	\$1,099 / \$999
MCP Windows XP Professional	A	Mar 30	Apr 15	6pm-10pm	T/Th	24	\$999 / \$899
	B	Jun 2	Jun 21	6pm-10pm	M/W	24	\$999 / \$899
CCNA	A	Apr 20	May 27	6pm-10pm	T/Th	48	\$1,999 / \$1,799
	B	Jun 28	Aug 11	6pm-10pm	M/W	48	\$1,999 / \$1,799

• Technical 5-Certification Package

Includes 6 classes: A+ Essentials, A+ Support Technician, Network+, Security+, MCP Windows XP Professional and CCNA

	A	Jan 5	May 27	6pm-10pm	T/Th	164	\$3,999 / \$3,499
	B	Mar 8	Aug 11	6pm-10pm	M/W	164	\$3,999 / \$3,499

• Technical 3-Certification Package

Includes 4 classes: A+ Essentials, A+ Support Technician, Network+ and Security+

	A	Jan 5	Mar 25	6pm-10pm	T/Th	92	\$1,999 / \$1,799
	B	Mar 8	May 26	6pm-10pm	M/W	92	\$1,999 / \$1,799

Individual Certification Class Dates

Security+	A	Jan 11	Feb 1	6pm-10pm	M/W	24	\$1,099 / \$999
MCP Windows XP Professional	A	Feb 8	Feb 24	6pm-10pm	M/W	24	\$999 / \$899
CCNA	A	Jan 11	Feb 22	6pm-10pm	M/W	48	\$1,999 / \$1,799
	B	Mar 1	Apr 7	6pm-10pm	M/W	48	\$1,999 / \$1,799

Microsoft Certification Classes

Windows Server 2008 Network Infrastructure Configuration	A	Jan 5	Jan 21	6pm-10pm	T/Th	24	\$999 / \$899
Windows Server 2008 Active Directory Configuration	A	Jan 26	Feb 11	6pm-10pm	T/Th	24	\$999 / \$899
Windows Server 2008 Administrator	A	Feb 16	Mar 4	6pm-10pm	T/Th	24	\$999 / \$899

• MCTS Certification Package

Includes 2 classes: Windows Server 2008 Network Infrastructure Configuration and Windows Server 2008 Active Directory Configuration

	A	Jan 5	Feb 11	6pm-10pm	T/Th	48	\$1,799 / \$1,599
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• MCITP Certification Package

Includes 3 classes: Windows Server 2008 Network Infrastructure Configuration, Windows Server 2008 Active Directory Configuration and Windows Server 2008 Administrator

	A	Jan 5	Mar 4	6pm-10pm	T/Th	72	\$2,699 / \$2,499
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For course descriptions, outlines or to register, call



Course	Option	Start Date	End Date	Class Time	Day	Duration in Hours	Standard/Gov't & Nonprofit
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Microsoft Certification Individual Classes (continued)

Installing, Configuring, and Administering Windows XP Professional (MCSA/MCSE)	A	Feb 8	Feb 24	6pm-10pm	M/W	24	\$999 / \$899
Managing and Maintaining s Microsoft Windows Server 2003 Environment	A	Mar 2	Mar 23	6pm-10pm	T/Th	28	\$699 / \$629
Implementing Windows 2003 Network Infrastructure	A	Mar 30	Apr 15	6pm-10pm	T/Th	24	\$499 / \$449
Fundamentals of Network Security (Security+)	A	May 10	May 26	6pm-10pm	M/W	24	\$1,099 / \$999
Planning and Maintaining a Windows Server 2003 Network Infrastructure	A	Apr 20	May 11	6pm-10pm	T/Th	28	\$999 / \$899
Planning, Implementing and Maintaining a Microsoft Windows 2003 Active Directory Infrastructure	A	May 13	Jun 3	6pm-10pm	T/Th	28	\$999 / \$899
Designing Security for a Windows Server 2003 Network	A	Jun 8	Jun 24	6pm-10pm	T/Th	24	\$999 / \$899
Fundamentals of Network Security (Security+)	A	Jul 6	Jul 22	6pm-10pm	T/Th	24	\$1,099 / \$999

• **MCSA Certification Package**

Includes 4 Classes: Windows XP Professional, Managing & Maintaining Windows Server 2003, Implementing Windows 2003 Network Infrastructure, Fundamentals of Network Security (Security+)

	A	Feb 8	May 26	6pm-10pm		100	\$2,999 / \$2,699
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• **MCSE Certification Package**

Includes 7 Classes: Windows XP Professional, Managing & Maintaining Windows Server 2003, Implementing Windows 2003 Network Infrastructure, Planning and Maintaining Windows 2003 Network Infrastructure, Planning and Maintaining Windows 2003 Active Directory Infrastructure, Fundamentals of Network Security (Security+), and Designing Security for Microsoft Networks

	A	Feb 8	Jul 22	6pm-10pm		180	\$4,999 / \$4,499
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NEW! **Network Administrator Training**

	A	Mar 9	Apr 1	6pm-10pm	T/Th	40	\$1,699 / \$1,499
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CISSP Certification (Day Class Only)

	A	Feb 22	Mar 26	9am-4:30pm	M-F		\$1,999 / \$1,799
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NEW! **Courses Offered in Research Triangle Park** (Call 515.8163 for location and information.)

Implementing Windows SharePoint Services 3.0		Feb 15	Feb 16	9am-4:30pm	M-T		\$990 / NA
Implementing Microsoft Office SharePoint Server 2007		Feb 17	Feb 19	9am-4:30pm	W-F		\$1,495 / NA
Advanced SharePoint Development		Feb 22	Feb 26	9am-4:30pm	M-F		\$2,475 / NA
Introduction to Installing and Managing Microsoft Exchange Server 2007		Feb 25	Feb 27	9am-4:30pm	Th-S		\$1,485 / NA
Managing Messaging Security using Microsoft Exchange Server		Jan 28		9am-4:30pm	Th		\$495 / NA
Recovering Messaging Servers and Databases Using Microsoft Exchange Server 2007		Jan 29		9am-4:30pm	F		\$495 / NA
Monitoring and Troubleshooting Microsoft Exchange Server 2007		Feb 1	Feb 2	9am-4:30pm	M-T		\$990 / \$899

Internet/Webmaster Class Schedules and Pricing

The Webmaster Certificate Program (WCP)

Introduction:

The Webmaster Certificate Program is a quick, convenient, and highly effective series of courses in website design, development, and programming. You'll learn in a state-of-the-art environment and you'll benefit from an outstanding faculty, flexible and diverse course offerings, powerful computing resources, and affordable tuition.

There are 3 steps to earning your certificate in only 84-126 contact hours.

Design Track

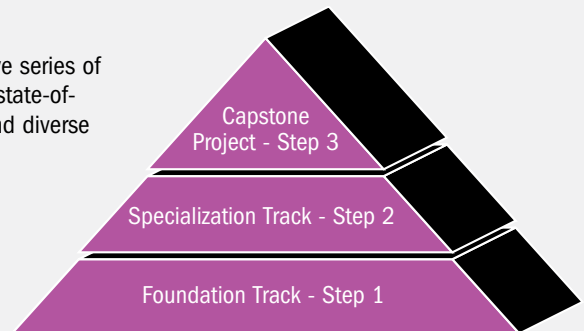
\$3,299 public rate

\$2,999 government rate

Developer Track

\$4,999 public rate

\$4,499 government rate



Step 1: Foundation Track

You'll complete the three core classes with the learning objective to achieve solid fundamentals of scripting tools, and the overall functioning of a website. Suggested prerequisites: In order to be prepared, it is suggested that you have knowledge of a word processing package, Internet browsing, and PC concepts before signing up for this level.

In Step 1, You Will Complete These Courses:

- 1) XHTML Level I
- 2) XHTML Level II
- 3) JavaScript Level I



Step 2: Specialization Track

You can choose to specialize in the design media track or the developer track. Suggested prerequisites: It is suggested you complete all the classes from Step 1 (foundation track) before taking any classes from Step 2 (specialization track).

Design Media Track:

In the design media track you will learn web design principles, using style sheets to simplify the presentation, DreamWeaver to create websites, and Flash to provide animation effects.

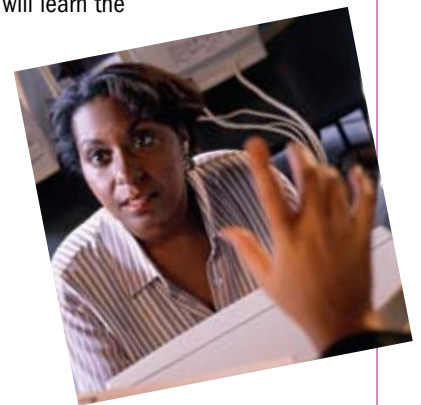
You will learn the following technologies:

- Dreamweaver Level I
- Cascading Style Sheets I
- Design / Usability / Accessibility
- Web Design Level I
- Web Graphics
- E-Commerce
- Cascading Style Sheets II
- Web Technologies
- Flash Level I

Developer Track:

The developer track involves extensive client side and server side programming using JavaScript, ASP and ASP.Net and data processing using SQL Server. You will learn the following tools and technologies:

- Java Script Level II
- Introduction to Web Design
- SQL for Web Developers
- ASP using VB Script Level I
- Introduction to .Net
- Developing Microsoft ASP.Net Web Applications
- PHP MySQL
- Introduction to CMS (Content Management Systems)



Step 3: Capstone Project

You'll produce a project summarization of everything that you have learned in the program so far. The project scope and the project deliverables are left to your discretion. The project should be completed in the time frame specified by the program

manager, and should be according to the specifications discussed before commencing the project. Please contact **tech_advisor@ncsu.edu** for more information or call **919.515.8163**.

For course descriptions, outlines or to register, call

Capstone Project Overview

Capstone Project Objectives and Requirements

The Webmaster Certificate Program provides you with a hands-on approach to gaining a broad knowledge base of current Internet technologies, trends, programming skills, and applications necessary for Web development. The capstone project requires you to build your own website that demonstrates an appropriate application of the acquired skills and knowledge gained from the instructor led courses in the Webmaster Certificate Program.

The Process:

- Complete all three core courses.
- Complete the chosen specialty track courses (Design and Media or Developer).
- Decide on your capstone project subject matter. Note: Please decide this and begin working on your project early while attending the Webmaster Certificate courses.
- Determine your method of delivery.
- Complete your capstone project within 30 days from your last course date.
- Follow all Copyright requirements and items to be included with your project (see column on right).
- Submit your capstone project to the Technical Training Coordinator at the Computer Training Unit.
- Include a document that explains your project, your target audience and outline where you demonstrated knowledge/skills learned in the courses you took.
- Review of your capstone project is done by professionals in the field and based on a pass/fail system.
- Notification of results will be returned approximately 30 days from submission.

Acceptable Methods of Delivery:

Method 1: "Live" site currently on the Internet

Method 2: Free website space is acceptable (i.e., Geocities, Tripod, FreeCity)

Method 3: Self contained website on CD-ROM or USB Flash Drive (this becomes property of CTU)

Copyright Requirement Note:

Your submission of a capstone project is an indication to NC State CTU that you created all elements of the project. If you are using code, pictures, etc. that someone else created, you must clearly state the details in the overview document, giving appropriate credit to the copyright owner, and include written permission from the copyright owner. This does not apply to websites, software, or purchased products where you are given the use of these items with no requirements for use.

What to include with Capstone Project:

Item 1: All items (CD-ROMs, paper, etc.) must include your full name, and specialty track printed clearly on each item.

(The items become the property of CTU, so retain a copy for yourself.)

Item 2: An overview document outlining the classes you took and the site location where this information was utilized in your capstone project. Written permission from the source must be included and you must clearly state the details giving appropriate credit to the copyright owner.



Ted Buckner (left), receives his Webmaster Certificate from Brenda Carnes (right), Technical Training Coordinator.

Success!!!

"I really appreciate the webmaster certificate program's emphasis on good, valid structure for web pages. The program also covers more comprehensive topics about setting up web sites. I learned how to optimize graphics for better download performance. Working with a non-profit like

The Hope Center allowed me to focus on the design, layout, and navigation issues while they provided most of the site content. I found myself advising them on important usability, accessibility, and legal issues."

- Ted Buckner, Raleigh, NC, Webmaster Certificate Program

Real-World Benefits from Ted's Capstone Project

"Ted - We appreciate the time, skill and enthusiasm you put into creating our web site. You are a volunteer extraordinaire!"
- The Hope Center Board

Internet/Webmaster Class Schedules and Pricing

Save \$\$\$

Package rates are listed on page 17.

NEW! Day Track

Courses are shown in gray fields.

Course	Option	Start Date	End Date	Class Time	Day	Duration in Hours	Standard/ Gov't & Nonprofit
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Webmaster Certificate Program • Foundation and Design Media Track

Foundation

XHTML Level 1	A	Jan 12	Jan 21	6pm - 9pm	T/Th	12	\$449 / \$349
	B	Mar 1	Mar 10	6pm - 9pm	M/W	12	\$449 / \$349
	Day	Feb 17	Feb 18	9am - 4:30pm	W/Th	12	\$449 / \$349
XHTML Level 2	A	Jan 26	Jan 28	6pm - 9pm	T/Th	6	\$249 / \$199
	B	Mar 15	Mar 17	6pm - 9pm	M/W	6	\$249 / \$199
	Day	Feb 24		9am - 4:30pm	W	6	\$249 / \$199
Java Script Level 1	A	Feb 2	Feb 4	6pm - 9pm	T/Th	6	\$249 / \$199
	B	Mar 22	Mar 24	6pm - 9pm	M/W	6	\$249 / \$199
	Day	Feb 25		9am - 4:30pm	Th	6	\$249 / \$199

Design Track

Dreamweaver Level 1	A	Feb 9	Feb 11	6pm - 9pm	T/Th	6	\$349 / \$299
	B	Mar 29	Mar 31	6pm - 9pm	M/W	6	\$349 / \$299
	Day	Mar 10		9am - 4:30pm	W	6	\$349 / \$299
Web Design	A	Feb 16	Feb 25	6pm - 9pm	T/Th	12	\$449 / \$349
	B	Apr 5	Apr 14	6pm - 9pm	M/W	12	\$449 / \$349
	Day	Mar 3	Mar 4	9am - 4:30pm	W/Th	12	\$449 / \$349
Cascading Style Sheets Level 1	A	Mar 2	Mar 4	6pm - 9pm	T/Th	6	\$349 / \$299
	B	Apr 19	Apr 21	6pm - 9pm	M/W	6	\$349 / \$299
	Day	Mar 11		9am - 4:30pm	Th	6	\$349 / \$299
Cascading Style Sheets Level 2	A	Mar 9	Mar 11	6pm - 9pm	T/Th	6	\$349 / \$299
	B	Apr 26	Apr 28	6pm - 9pm	M/W	6	\$349 / \$299
	Day	Mar 17		9am - 4:30pm	W	6	\$349 / \$299
Design/Usability/Accessibility	A	Mar 16	Mar 18	6pm - 9pm	T/Th	6	\$349 / \$299
	B	May 3	May 5	6pm - 9pm	M/W	6	\$349 / \$299
	Day	Mar 18		9am - 4:30pm	Th	6	\$349 / \$299
Web Graphics	A	Mar 23	Mar 25	6pm - 9pm	T/Th	6	\$249 / \$199
	B	May 10	May 12	6pm - 9pm	M/W	6	\$249 / \$199
	Day	Mar 24		9am - 4:30pm	W	6	\$249 / \$199
E-Commerce	A	Mar 30	Apr 1	6pm - 9pm	T/Th	6	\$249 / \$199
	B	May 17	May 19	6pm - 9pm	M/W	6	\$249 / \$199
	Day	Mar 25		9am - 4:30pm	Th	6	\$249 / \$199
Web Technologies	A	Apr 6	Apr 8	6pm - 9pm	T/Th	6	\$349 / \$299
	B	May 24	May 26	6pm - 9pm	M/W	6	\$349 / \$299
	Day	Mar 31		9am - 4:30pm	W	6	\$349 / \$299
Flash Level 1	A	Apr 13	Apr 15	6pm - 9pm	T/Th	6	\$349 / \$299
	B	Jun 2	Jun 7	6pm - 9pm	M/W	6	\$349 / \$299
	Day	Apr 1		9am - 4:30pm	Th	6	\$349 / \$299

For course descriptions, outlines or to register, call



Course	Option	Start Date	End Date	Class Time	Day	Duration in Hours	Standard/ Gov't & Nonprofit
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• **Webmaster Certificate Program - Foundation + Design Media Track Package**

Includes 12 classes: XHTML I, XHTML II, JavaScript Level I, Dreamweaver Level I, Cascading Style Sheets Level I, Design/Usability/Accessibility, Web Graphics, Web Design, E-Commerce, Web Technologies, Cascading Style Sheets Level II, Flash Level I, Capstone Project*

	A	Jan 12	Apr 15	6pm - 9pm	T/Th	84	\$3,299 / \$2,999
	B	Mar 1	Jun 7	6pm - 9pm	M/W	84	\$3,299 / \$2,999
	Day	Feb 17	Apr 1	9am - 4:30pm	W/Th	84	\$3,299 / \$2,999

• **Webmaster Certificate Program - Flash Specialization**

Includes Foundation + Design Media Track Package plus Flash Levels 2 and 3. Total of 96 hours - \$3,699 / \$3,499

Flash Level 2	A	Apr 20	Apr 22	6pm - 9pm	T/Th	6	\$349 / \$299
	B	Jun 14	Jun 16	6pm - 9pm	M/W	6	\$349 / \$299
	Day	Feb 16		9am - 4:30pm	T	6	\$349 / \$299
Flash Level 3	A	Apr 27	Apr 29	6pm - 9pm	T/Th	6	\$349 / \$299
	B	Jun 21	Jun 23	6pm - 9pm	M/W	6	\$349 / \$299
	Day	Feb 19		9am - 4:30pm	F	6	\$349 / \$299

Webmaster Certificate Program • Foundation and Developer Track

Foundation

XHTML Level I		Jan 12	Jan 21	6pm - 9pm	T/Th	12	\$449 / \$349
XHTML Level II		Jan 26	Jan 28	6pm - 9pm	T/Th	6	\$249 / \$199
Java Script Level I		Feb 2	Feb 4	6pm - 9pm	T/Th	6	\$249 / \$199

Developer Track

Java Script Level II		Feb 8	Feb 22	6pm - 9pm	M/W	15	\$849 / \$749
Introduction to Web Design		Mar 1	Mar 3	6pm - 9pm	M/W	6	\$349 / \$299
SQL for Web Developers		Mar 8	Mar 17	6pm - 9pm	M/W	12	\$699 / \$599
ASP using VB Script Level I		Mar 22	Apr 7	6pm - 9pm	M/W	18	\$999 / \$899
Introduction to .Net		Apr 12	Apr 28	6pm - 9pm	M/W	18	\$999 / \$899
Developing Microsoft ASP.Net Web Applications		May 3	May 12	6pm - 9pm	M/W	12	\$699 / \$599
PHP MySQL		May 17	Jun 2	6pm - 9pm	M/W	15	\$849 / \$749
Introduction to CMS (Content Management Systems)		Jun 7	Jun 9	6pm - 9pm	M/W	6	\$349 / \$299

• **Webmaster Certificate Program - Foundation + Developer Track Package**

Includes 12 classes: XHTML I, XHTML II, JavaScript Level I, JavaScript Level II, Web Designer Tools, SQL for Web Developers, ASP using VB Script Level I, Introduction to .Net, Developing Microsoft ASP.Net Web Applications, PHP MySQL, (CMS) Content Management Systems, Capstone Project*

	A	Jan 12	Jun 9	6pm - 9pm	M/W	126	\$4,999 / \$4,499
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* See days for individual classes on the previous page.

Prerequisites

PC Introduction or equivalent experience and basic keyboarding experience is required for all classes. Windows Introduction or equivalent experience is a prerequisite for all Windows-based software courses. Instruction at the previous software level is assumed for all intermediate and advanced courses. You can call **919.515.8163** or visit www.ncsu.edu/ctu to receive an outline, which can provide assistance in registering for the proper course level.

Registration Information

Your registration fee includes instructional materials, supplies, and certificate.

It is important to pre-register for the workshop(s) as seating is limited.

Day check-in is held from 8:30 a.m. to 9:00 a.m. on the first day of the course. Day classes begin at 9:00 a.m. and end at 4:30 p.m., unless otherwise noted. Evening classes begin at 6:00 p.m. and end at 10:00 p.m., unless otherwise noted. Evening check-in is held from 5:30 p.m. to 6:00 p.m. on the first evening of the course. If you are registered for a CTU class and find that you will be at least 45 minutes late, please call to reschedule. Registering for a class does not guarantee job placement. NC State Computer Training Unit is an educational training provider and does not guarantee job placement upon completion of class.

Government Agency/Nonprofit Organization Discount

A discount is available to government agencies for various classes as listed in this brochure. This may include public schools, colleges, and universities, as well as government employees at the local, state, and federal levels. This discount cannot be extended to contractors who are not employees of government agencies/nonprofit organization.

Multiple Class Discount

A multiple class discount is available. Any individual will receive a 15% discount if they register for six courses held at the McKimmon Center and are listed in this catalog. The discount is applied per person or company and requires that the participant register and pay for all 6 courses at the same time. This discount does not apply to online or certification courses and cannot be combined with any other discount. This discount does not apply to bundled courses, however the 15% discount will apply for the individual courses purchased with evening, certificate and certification bundles within the given catalog.

Group Discount

Like the multiple-course discount, a company can receive a 15% discount on six or more registrations made at the same time -- for several employees -- and paid at one time. The same rules and exclusions apply to this discount as the multiple-course discount above.

Continuing Education Units (CEU's)

By taking a Computer Training Unit course live in one of our classrooms, you will earn CEU's and can have your course accomplishments permanently recorded and available by transcript. Ninety percent (90%) of class time must be completed to receive CEU credit and a certificate of completion. For information about a transcript call **919.515.2572**.

If you are a person with a disability

and desire any assistive devices, services or other accommodations in these programs, please contact the Computer Training Unit at **919.515.8163** during office hours or e-mail ctu_registration@ncsu.edu at least two weeks prior to the date of the program.

Here's What You Need To Know About Cancellation and Rescheduling

For individual workshop fees valued up to \$1,798, the following procedures apply:

Personal checks up to \$250 will be accepted.

Refunds for paid registrants: If you are unable to attend the course, you must cancel the registration at least ten (10) calendar days prior to the first day of the scheduled class to receive a full refund. If you cancel between eight (8) or nine (9) calendar days in advance are eligible to receive a refund less a \$25 administrative fee. Cancellations made seven (7) calendar days prior to the first day of scheduled class are not eligible for a refund. Refunds, without accrued interest, are processed in 4-6 weeks or less.

Rescheduling opportunity for paid registrants: Only those registrants who contact CTU (8) days prior to the start date of the initial offering qualify for this rescheduling option. You will have the opportunity to retake the course within ninety (90) days of the original course. If you wish to reschedule/transfer to a future date must do so more than seven (7) calendar days before the start date of the original offering to avoid a \$25 rescheduling/transfer fee. If you contact CTU seven (7) calendar days or less in advance of the start date of the course you will be responsible for the full registration fee and an additional \$25 rescheduling/transfer fee. If you re-take a course you will be charged for any price differential in course reference/handout material.

For individual workshop fees valued at \$1,798 and above, the following procedures apply:

Refunds for paid registrants: If you are unable to attend the course, you must cancel the registration at least fifteen (15) calendar days prior to the first day of the scheduled class to receive a full refund. If you cancel between eight (8) and fourteen (14) calendar days in advance you are eligible for a 75% refund or credit. Cancellations made within seven (7) calendar days are not eligible for a refund. Refunds, without accrued interest, are processed in 4-6 weeks or less.

Rescheduling opportunity for paid registrants: Only those registrants who contact CTU (8) days prior to the start date of the initial offering qualify for this rescheduling option. You will have the opportunity to retake the course within ninety (90) days of the original course. If you wish to reschedule/transfer to a future date you must do so more than seven (7) calendar days before the start date of the original offering to avoid a \$25 rescheduling/transfer fee. If you contact CTU seven (7) calendar days or less in advance of the start date of the course will be responsible for the full registration fee and an additional \$25 rescheduling/transfer fee. If you retake a course you will be charged for any price differential in course reference/handout material.

General procedures for all CTU classes:

- "No-Show" status constitutes enrollment and full registration fee responsibility.
- If you wish to withdraw from a course after attending any portion you must submit in writing the request and reason for requesting the withdrawal. You will be issued a proportional refund based on the following criteria:
 - 75% refund or credit if they have attended 1-24% of the class sessions, minus the cost of materials issued.
 - No refund or credit will be issued you attend 25% or more of their scheduled course.
 - Absence from a class constitutes enrollment.
- Upon finishing your original course you will be allowed one (1) retake at no charge. Retakes for non-certification courses are allowed to be taken within ninety (90) days after the completion of the original course. Retakes for certification courses will be allowed to be scheduled one year after the completion of the original workshop. If you retake a course you will only pay for the material, if it has changed.
- Attendance in at least 90% of class sessions is also a requirement to earn CEUs (daytime only). If CTU cancels a course, every effort will be made to reschedule the registrants or full reimbursement of paid registration fees will be made. If you apply for a financial loan, you are not considered fully registered until the loan is approved. Software is not included with any NC State Computer Training Unit class. Occasionally, classes may extend beyond their scheduled end date due to unforeseen circumstances. Any deviation from publicized day or time of class, during or after the first class session, will require a favorable vote by all enrolled participants.
- Weather Update: CTU staff will leave a message on the main number **919.515.8163**, for you to call to determine status of all classes in case of inclement weather. You are encouraged to use your own judgment when traveling. CTU staff will be happy to reschedule your class if you do not feel comfortable traveling during inclement weather conditions. Wake County school delays do not affect the Computer Training Unit schedule.



Customized Corporate and Group Training

Train your entire group conveniently and economically!

In today's competitive business environment, a highly skilled and productive workforce is your company's greatest asset. NC State's Computer Training Unit can assist you by providing quality education and training for your employees at the location and time you choose at a price you can afford. Call **Andy Billingsley** at **919.513.5080** today or e-mail **andrew_billingsley@ncsu.edu** for more details.

How To Enroll

- **mail to**
NC State CTU Registrations
Box 7401, Raleigh NC
27695-7401
- **fax to**
919.515.7614
(Fax must have company
PO # or credit card payment.)
- **call**
919.515.8163
- **e-mail**
ctu_registration@ncsu.edu

NC State University Computer Training Unit Registration Form

WORKSHOP TITLE: (Please indicate if online classes)	Intro.	Intern.	Adv.	1st Date(s)	2nd Date(s)	Fee

(Please attach additional sheet if necessary; list a first and second choice for dates.)
Limited seating is available. Register as soon as possible to guarantee a seat.

TOTAL FEES DUE: _____

Your Priority Code

S 1 0 0 7 W B

Note: For fastest service, please enter the priority code from your mailing label. Enter this code even if the label is addressed to someone else. **Thank you!**

I have met the prerequisites for all classes: Yes No Initial here: _____

PLEASE TYPE OR PRINT CLEARLY:

Circle: Mr./Mrs./Ms./Miss _____
(Full Legal Name) First Name Middle Initial Last Name Date of Birth:**
MM/DD/YYYY

Full Title _____

Badge Name (if different than above) _____

Note: If your registration fee will be paid by your organization, we will need your company/government address information. If you are paying the fee, we will need your personal address and information.

Home Address _____ Full Business Name and Address: _____

City _____ State _____ Zip _____ City _____ State _____ Zip _____

Home Phone _____ Home Phone _____

Work Phone _____ Work Phone _____

Fax _____ Fax _____

Email _____

**In lieu of SSN, Your date of birth is required as a personal identifier for internal record keeping.

The full registration fee or an authorized purchase order number for billing is due at the time of registration. CTU reserves the right to reschedule/cancel classes without notice prior to the publicized date. Prices subject to change without notice. You must receive a written confirmation from NC State to be considered registered. For registrations sent within five days of scheduled class, please call to confirm.

METHOD OF PAYMENT

Payment must accompany registration. The easiest way to guarantee your place is to pay with a credit card.

Payor: Company Individual

PLEASE CHECK ONE:

- Credit Card
 - Visa
 - MasterCard
 - American Express
 - Diners Club

Corporate Card: Yes No

Card # _____

Expiration Date _____

Amount \$ _____

Cardholder's Name (please print) _____

Signature (required) (seal) _____

- Check Enclosed (US banks only) (Do not fax)

Make check(s) payable to:
North Carolina State University
Please write the name(s) of participant(s) on the face of the check(s). Personal checks in amounts up to \$250.00 will be accepted.

- If you wish to pay by purchase order, please submit your purchase order and this registration form by mail or fax them to 919.515.7614.

IDT (NC State University employees only)
OUC # _____
Project (FAS) # _____