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*Mission Statement:* "To consistently provide quality professional training in the software field, to assist students in their career changing goals and demands of the IT world."

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Careerstart LLC is a private institution and is approved to operate by the Bureau for Private Postsecondary Education. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

The school catalog is updated every year or anytime there is an update in the courses offered.

\*PMP is a registered mark of the Project Management Institute, Inc.

## PROFESSIONAL DEVELOPMENT COURSES

### Mission and Objectives

***Mission Statement:* "To consistently provide quality professional training in the software field, to assist students in their career changing goals and demands of the IT world."**

Our mission is guided by our commitment to empower students to achieve their goals by providing access to high quality and affordable professional training. As a training school serving diverse student population of Silicon Valley, we provide career programs, with a focus on excellence. Our goal is to ensure that our students acquire the intellectual, analytical, and critical abilities required for the training and foster commitment to pursue lifelong learning.

**We fulfill our mission for each of the courses by working with the students all along and encouraging and testing them to ensure they have a good grasp of the concepts. We offer simulation certification exams to help prepare them for actual vendor certifications. We provide interview preparation assistance and job placement services to students as well.**

### UNIX System Admin Career Track

This educational program meets the requirements of 5 C.C.R. section 71710. This course is designed to prepare its students to handle the job of a Unix System administrator. The course also prepares its students for the certification exams Sun Certified System Administrator (SCSA). It offers a total of 120 hours of instructor-led hands-on training, 500 hours of on-site lab and unlimited remote access. The equipment to be used during the training is provided in the Careerstart computer lab. Each student is assigned with one laptop or personal computer during the class and lab time. There is one faculty member assigned for this class. He is a qualified Unix System Administrator and has been working in the field for a number of years. On the basis of teaching this course for the last 10 years, the projection is that we will have 10 students enrolled for each for the next 3 years.

### Linux System Admin Career Track

This educational program meets the requirements of 5 C.C.R. section 71710. Careerstart's Linux System Admin Career Track is designed primarily for career changers with no prior background in Linux. It prepares its students to handle the job of a Linux System administrator. It offers a total of 120 hours of instructor-led hands-on training, 500 hours of on-site lab and unlimited remote access. The equipment to be used during the training is provided in the Careerstart computer lab. Each student is assigned with one laptop or personal computer during the class and lab time. There is one faculty member assigned for this class. He is a qualified System Administrator and has been working in the field for a number of years. On the basis of teaching this course for the last 4 years, the projection is that we will have 10 students enrolled for each for the next 3 years.

### Oracle DBA Career Track

This educational program meets the requirements of 5 C.C.R. section 71710. The course offered at Careerstart is a career builder for Oracle 11g database administrators. It also prepares its students for the Oracle Certified Professional (OCP) certification exam. It offers a total of 120 hours of instructor-led hands-on training, 500 hours of on-site lab and unlimited remote access. The equipment used during the training is provided in the Careerstart computer lab. Each student is assigned with one laptop or personal computer during the class and lab time. There is one faculty member assigned for this class. She is a qualified Oracle Database Administrator and has been working in the field for a number of years. On the basis of teaching this course for the last 10 years, the projection is that we will have 10 students enrolled for each for the next 3 years.

### Oracle Developer Career Track

This educational program meets the requirements of 5 C.C.R. section 71710. This course is designed to prepare its students to handle the job of Oracle 11g developers and programmers. This course prepares students for OCP certification exam. It offers a total of 120 hours of instructor-led hands-on training, 500 hours of on-site lab and unlimited remote access. The equipment used during the training is provided in the Careerstart computer lab. Each student is assigned with one laptop or personal computer during the class and lab time. There is one faculty member assigned for this class. He is a qualified Oracle Developer and has been working in the field for a number of years. On the basis of teaching this course for the last 10 years, the projection is that we will have 5 students enrolled for each for the next 3 years.

### Information Security Management Career Track

This educational program meets the requirements of 5 C.C.R. section 71710. This course is designed to prepare its students to handle the job of an Information Security Analyst. It prepares its students for Certified Information Security Systems Professional (CISSP) examination. It offers a total of 120 hours of instructor-led hands-on training, 500 hours of on-site lab and unlimited remote access. The equipment used during the training is provided in the Careerstart computer lab. Each student is assigned with one laptop or personal computer during the class and lab time. There is one faculty member assigned for this class. He is a qualified in the Information Security field and has been working in the field for a number of years. On the basis of teaching this course for the last 10 years, the projection is that we will have 10 students enrolled for each for the next 3 years.

### Oracle R12 Financials

This educational program meets the requirements of 5 C.C.R. section 71710. This is a 3 months program and is a career builder for Oracle Financials Analysts and Developers. It prepares its students to learn the technical and functional aspects of Oracle R12 Financial Applications. It offers a total of 120 hours of instructor-led hands-on training, 500 hours of on-site lab and unlimited remote access. The equipment used during the training is provided in the Careerstart computer lab. Each student is assigned with one laptop or personal computer during the class and lab time. There is one faculty member assigned for this class. He is a qualified Oracle Financials expert and has been working in the field for a number of years. On the basis of teaching this course for the last 10 years, the projection is that we will have 10 students enrolled for each for the next 3 years.

## **Oracle R12 Manufacturing**

This educational program meets the requirements of 5 C.C.R. section 71710. This is a 3 months program and is a career builder for Oracle Manufacturing Analysts and Developers. This course prepares its students to learn the technical and functional aspects of Oracle R12 Manufacturing and Supply Chain Applications. It offers a total of 120 hours of instructor-led hands-on training, 500 hours of on-site lab and unlimited remote access. The equipment used during the training is provided in the Careerstart computer lab. Each student is assigned with one laptop or personal computer during the class and lab time. There is one faculty member assigned for this class. He is a qualified Oracle Manufacturing expert and has been working in the field for a number of years. On the basis of teaching this course for the last 10 years, the projection is that we will have 5 students enrolled for each for the next 3 years.

## **Oracle Applications DBA Program**

This educational program meets the requirements of 5 C.C.R. section 71710. This course is designed to provide students with hands-on training in the essentials of managing and maintaining an Oracle Applications Server database. It includes overview of Oracle Applications R12 architecture, installation of database, configuration of Oracle services, patch deployment strategies, Oracle Applications environment cloning, Oracle Applications System Administration and performance tuning. This course is intended for experienced Oracle DBAs. As such, the pre-requisite for this course is the successful completion of Careerstart's Oracle DBA career track. It offers a total of 120 hours of instructor-led hands-on training, 500 hours of on-site lab and unlimited remote access. The equipment used during the training is provided in the Careerstart computer lab. Each student is assigned with one laptop or personal computer during the class and lab time. There is one faculty member assigned for this class. She is a qualified Oracle DBA and has been working in the field for a number of years. On the basis of teaching this course for the last 10 years, the projection is that we will have 5 students enrolled for each for the next 3 years.

## **Project Management Professional (PMP)<sup>®</sup> Certification**

This educational program is designed to prepare students for the industry recognized PMP<sup>®</sup> Certification. It meets the requirements of 5 C.C.R. section 71710. It is a 6 week program.

\*The catalog is updated every year and whenever any new information needs to be included in it. \*This catalog version 1.8.5 is valid from January 1, 2019 to December 31, 2019.

\*The catalog is provided to a prospective student and to the general public when requested.

\*PMP is a registered mark of the Project Management Institute, Inc.

# UNIX SYSTEM ADMINISTRATION COURSE OUTLINE

(Solaris, AIX & HP-UX)

## Introduction to UNIX

Designed for students with no prior UNIX knowledge, this course provides students with a comprehensive introduction to the full range of Unix user utilities.

- Using Common Desktop Environment (CDE) applications
- Understanding Unix File System Structure
- Employing Solaris pipes and filters
- Using vi Editor
- Using files, directories and devices
- Unix Shell Features and Commands
- Sending & receiving electronic mail
- Common Unix Utilities
- Shell Scripts
- Network Related Utilities
- X Windows

## UNIX System Administration I

This course is the first of a two-part series for system administrators who want to learn how to administer a Solaris 8 environment.

- Setting up and managing disk and file systems
- Performing installations and upgrades on Workstation
- Unix Workstation Administration tasks
- Software Package Administration
- Maintaining Patches
- Administering Peripherals
- Automating Tasks
- Setting up and supporting user services
- Configuring and managing print services

## UNIX System Administration II

This is the second course in the two-part series. In this four-day hands-on course, you will learn how to work with hardware and file systems, tune the kernel, configure the network, set up and configure Solaris services, and learn about system monitoring and capacity/performance analysis.

- Solaris 8 Server Configuration & Setup
- Customizing the boot process, run states
- Unix System Security
- Solaris Auditing Utilities
- Administration of Devices
- Service Access Facilities (SAF)
- Installation of Terminals & Modems
- Administration and Management of Disks
- Backup & Recovery
- Send Mail Configuration & Administration
- Performance Monitoring

## Advanced UNIX Utilities and Shell Programming

It describes how to get the most out of the three shells, and describes the advantages and disadvantages of each shell. Also it presents the basics of shell programming. Topics include:

- Shell Commands, concepts and features
- Unix utilities
- Process control
- Shell variables Shell
- Scripting
- Shell debugging scripts

## Network Administration

This course emphasizes the practical skills required to implement TCP/IP network services on Unix platforms.

- Interconnection (ISO/OSI) and Transmission Control Protocol/Internet Protocol (TCP/IP) layers
- Describing major TCP/IP protocols
- Configuring subnet masks including variable-length masks
- Configuring DHCP clients and servers
- Describing available network management tools
- Configuring DNS
- Configuring NIS and NIS+ Server
- Planning a TCP/IP LAN
- Using network troubleshooting tools

Course	Course Title	Hours	Cost(\$)	Total Cost
1001	Introduction to Unix	20	595	695
1002	System Admin I	30	895	995
1003	System Admin II	30	895	995
1004	Advanced Unix Utilities & Shell Programming	20	695	795
1005	Network Administration	20	695	795

**The charges for each unit mentioned above include the training materials such as classroom handouts and course notes. Total cost for each module taken separately includes registration fees.**

**UNIX Special Value Package Price: \$2,995**

(for a total of 120 hours of instructor-led hands-on training, 500 hours of on-site lab and unlimited remote access). Registration fee of \$100 is applied if entire UNIX package is taken. If classes are taken individually, there is a \$100 registration fee for each class.

There is a discount of \$780 if all courses for this program are taken together.

# LINUX SYSTEM ADMINISTRATION COURSE OUTLINE *(Red Hat, CentOS & SUSE)*

## Introduction to Linux

Designed for students with no prior Linux knowledge, this course provides students with a comprehensive introduction to the full range of Linux user utilities.

- Understanding Linux File System Structure
- Employing Linux pipes and filters
- Using vi Editor
- Using files, directories and devices
- Linux Shell Features and Commands
- Sending & receiving electronic mail
- Common Linux Utilities
- Shell Scripts
- Network Related Utilities
- X Windows

## Linux System Administration I

This course is the first of a two-part series for system administrators who variable-want to learn how to administer a Redhat Linux environment.

- Setting up and managing disk and file systems
- Performing installations and upgrades on Workstation
- Linux Workstation Administration tasks
- Software Package Administration
- Maintaining Patches
- Administering Peripherals
- Automating Tasks
- Setting up and supporting user services
- Configuring and managing print services

## Linux System Administration II

This is the second course in the two-part series. In this hands-on course, you will learn how to work with hardware and file

systems, tune the kernel, configure the network, set up and configure Redhat services, and learn about system monitoring and capacity/performance analysis.

- Redhat Server Configuration & Setup
- Customizing the boot process, run states
- Linux System Security
- Redhat Auditing Utilities
- Administration of Devices
- Installation of Terminals & Modems
- Administration and Management of Disks
- Backup & Recovery
- Send Mail Configuration & Administration
- Performance Monitoring

## Advanced Linux Utilities and Shell Programming

It describes how to get the most out of the three shells, and describes the advantages and disadvantages of each shell. Also it presents the basics of shell programming. Topics include:

- Shell Commands, concepts and features
- Unix utilities
- Process control
- Shell variables Shell
- Scripting
- Shell debugging scripts

## Network Administration

This course emphasizes the practical skills required to implement TCP/IP network services on Linux platforms.

- Interconnection (ISO/OSI) and Transmission Control Protocol/Internet Protocol (TCP/IP) layers
- Describing major TCP/IP protocols
- Configuring subnet masks including

length masks

- Configuring DHCP clients and servers
- Describing available network management tools
- Configuring DNS
- Planning a TCP/IP LAN
- Using network troubleshooting tools

Course	Course Title	Hours	Cost(\$)	Total Cost
4001	Introduction to Linux	20	595	695
4002	System Admin I	30	895	996
4003	System Admin II	30	895	995
4004	Advanced Linux Utilities & Shell Programming	20	695	795
4005	Network Administration	20	695	795

**The charges for each unit mentioned above include the training materials such as classroom handouts and course notes. Total cost for each module taken separately includes registration fees.**

### Linux Special Value Package Price: \$2,995

(for a total of 120 hours of instructor-led hands-on training, 500 hours of on-site lab and unlimited remote access). Registration fee of \$100 is applied if entire Linux package is taken. If classes are taken individually, there is a \$100 registration fee for each class.

There is a discount of \$780 if all courses for this program are taken together.

## ORACLE 11g DBA COURSE OUTLINE (OCA, OCP)

### Introduction to Oracle11g: SQL

In this course students learn the concepts of relational databases. This course is a combination of Oracle Database 11g: SQL Fundamentals I and Oracle Database 11g: SQL Fundamentals II courses.

- creating indexes and constraints
- altering existing schema objects
- create and query external tables
- advanced features of SQL
- query and manipulate data
- create reports
- Data Modeling and Normalization
- DDL, DML and Select statements
- Performing joins and grouping
- Updating tables
- Enforcing business rules using declarative constraints

### Oracle11g Database Administration Fundamentals I

This course is your first step towards success as an Oracle professional, designed to give you a firm foundation in basic database administration. In this class, you'll learn how to install and maintain an Oracle database. You will gain a conceptual understanding of the Oracle database architecture and how its components work and interact with one another. You will also learn how to create an operational database and properly manage the various structures in an effective and efficient manner including performance monitoring, database security, user management, and backup/recovery techniques.

- Understanding Oracle Architecture
- Managing Oracle Instances
- Creating and populating a database
- Starting up and shutting down a database
- Maintaining Control Files
- Managing tablespaces
- Managing UNDO data
- Monitoring space allocation
- Creating user accounts with appropriate privileges and resources
- Partitioning tables and indexes
- Configuring the database for archive logging
- Install Oracle Grid Infrastructure
- Create and manage users
- Install and Configure Oracle Database
- Create and manage storage structures
- Administer the Oracle Database

### Oracle11g Database Administration Fundamentals II

This course takes the database administrator beyond the basic tasks covered in the first workshop. The student begins by gaining an understanding of possibly the most important job of a DBA - backup and recovery. The concepts and architecture that support backup and recovery, along with the steps of how to carry it out in various ways and situations, are covered in detail. Server-side configuration using Oracle Net Manager

- Back and recover a database (and its parts) with RMAN (command-line and Enterprise Manager)
- Use flashback technology to view past states of data and to revert either objects or the entire database back to a paststate
- Use an appropriate and flexible memory configuration for your database
- Identify burdensome database sessions and poorly performing SQL
- Configure the Oracle Database for optimal recovery
- Configure the database instance such that resources are appropriately allocated among sessions and tasks
- Schedule jobs to run inside or outside of the database
- Use compression to optimize database storage and duplicate a database

Course	Course Title	Hours	Cost(\$)	Total Cost \$
2001	Intro to SQL	40	1600	1700
2002	Fundamentals I	40	1600	1700
2003	Fundamentals II	40	1600	1700

**The charges for each unit mentioned above include the training materials such as classroom handouts and course notes. Total cost for each module taken separately includes registration fees.**

**Oracle DBA Special Value Package Price: \$4,495** (for a total of 120 hours of instructor-led hands-on training, 500 hours of on-site lab and unlimited remote access). Registration fee is only \$100 if entire Value package is taken. If classes are taken individually, there is a \$100 registration fee for each class.

There is a discount if all courses for this program are taken together.

## ORACLE DEVELOPER COURSE OUTLINE (OCA, OCP)

### Introduction to Oracle11g: SQL

In this course students learn the concepts of relational databases. This course is a combination of Oracle Database 11g: SQL Fundamentals I and Oracle Database 11g: SQL Fundamentals II courses.

- creating indexes and constraints
- altering existing schema objects
- create and query external tables
- advanced features of SQL
- query and manipulate data
- create reports
- Data Modeling and Normalization
- DDL, DML and Select statements
- Performing joins and grouping
- Updating tables
- Enforcing business rules using declarative constraints

### Oracle11g: Program with PL/SQL

This course teaches students to write PL/SQL procedures, functions and packages. Students create and manage PL/SQL program units and database triggers in both the Forms Builder and the SQL\*Plus environments. Students are also taught how to make use some of the Oracle-supplied packages.

- Creating Procedures
- Creating Functions
- Creating Packages
- Managing Sub Programs

### Oracle 10g: Forms Developer

This course introduces the key features, components, and capabilities of the Oracle 9i Forms Developer. Students work with multiple form applications, record groups, and list items, implement methods to use data sources and integrate charts, reports and timers in Forms. In addition, the course covers reusing components, objects and code.

- Runform Messages and Alerts
- Debugging PL/SQL Code
- Query Processing
- Validation and Navigation
- Transaction Processing
- Writing Flexible Code
- Creating Items
- Windows and Canvases (cont.)
- LOVs and Editors

### Oracle10g: Forms Developer (continued...)

- Form Builder Triggers
- Running and Creating a Form Module
- Forms Builder
- Menu Module Creation & Management
- Key Triggers and Mouse Events
- Data Block Relationships
- Match Form builder variable name with type
- Form Builder Triggers
- Working with Multiple Form Applications
- Record Groups and List Items
- Additional Data Sources
- Charts, Reports, Timers: Integration in Forms
- Reusing Components, Objects and Code
- New Features in Form Builder

### Oracle 10g: Reports Developer

This course introduces the key features of Report Builder, building a standard tabular report, and report layout styles.

- Developer 2000 Report Builder
- Building a Standard Tabular Report
- Building Additional Report Layout Styles
- Report Storage Methods
- Developing Report Templates
- Creating and Using Report Parameters
- Coding PL/SQL Triggers in a Report
- Report Builder Built-In Package
- Developing Report Templates

Course	Course Title	Hours	Cost(\$)	Total Cost \$
3001	SQL/iSQL*Plus	30	1300	1400
3002	PL/SQL	30	1300	1400
3003	Forms 10g	30	1300	1400
3004	Reports 10g	30	1000	1100

**The charges for each unit mentioned above include the training materials such as classroom handouts and course notes. Total cost for each module taken separately includes registration fees. Oracle Developer Special Value Package. \$4,495** (for a total of 120 hours of instructor-led hands-on training, 500 hours of on-site lab and unlimited remote access). Registration fee is only \$100 if entire Value package is taken. If classes are taken individually, there is a \$100 registration fee for each class. There is a discount if all courses for this program are taken together.

## INFORMATION SECURITY COURSE OUTLINE *(CISSP, GSEC)*

### Introduction to Information Technology

This course introduces students to the information technology, its major components and its broad applications.

- Fundamental terminology of computing
- Different Operating Systems
- How a computer uses software
- The software development process
- Networking & network protocols
- How the Internet sends information
- How web technologies provide information to users of the Internet
- Basics of client-server development
- Relational database management system

### Security issues & policies

This course provides an understanding of the threat to information resources, how to assess current risk levels, and the process to manage this risk.

- Nature of threat to information resources
- Assessing the risk to your organization
- Elements of the process to manage this risk: Policy, Planning and Implementation
- Information contingency planning
- Major Federal and state laws impacting information access and protection
- How to determine what law and jurisdiction applies to information security
- Use and handling of personal information
- Rights of employers and employees concerning e-mail and other information
- Liability exposure for failure to meet legal restrictions and requirements

### Information Security Planning & Implementing

This course provides students skills in how to determine policy needs and in developing, evaluating, and monitoring information security policies.

- Information security policy concepts
- Develop information security policies
- Utilize policy standards
- Maintain & review info security policies
- Plan for training and support
- Translate information security plans into effective operational procedures
- The personnel requirements and training needs of secure architecture
- Implementing an information security plan
- Review of the implementation with approved security policy

### Disaster Recovery Planning

This course provides a basic understanding of Business Continuity Planning and provides a general overview of the Disaster Recovery process.

- Business Continuity & Disaster Recovery
- Business Continuity planning process
- The stages involved in the recovery process
- Analyze impacts & assess recovery capability
- The validation process for recovery capability

### Information security incident & response

This course provides the knowledge and tools to build, implement and test a comprehensive plan to react to a broad variety of potential threats to the integrity of digital information resources.

- Spectrum of information security incidents
- Components of an incident response process
- The organization and role of an Incident Response Team (IRT) in large organizations
- Indicators of an information security incident
- How to contain an incident
- Investigate an incident, preserve evidence and work with law enforcement agencies
- How to recover from an incident
- Test your incident response capability
- Incident response dynamics
- Evaluation of security plans & implementations
- Application of policies to an active incident

Course	Course Title	Hours	Cost(\$)	Total Cost
5001	Intro to IT	30	995	1095
5002	IT issues and policies	20	995	1095
5003	Security planning and implementing	30	995	1095
5004	Disaster Recovery	20	995	1095
5005	incident and response	20	995	1095

**The charges for each unit mentioned above include the training materials such as classroom handouts and course notes. Total cost for each module taken separately includes registration fees.**

**Information Security Value Package Cost: \$4,495** (for a total of 120 hours of instructor-led hands-on training, 500 hours of on-site lab and unlimited remote access). Registration fee is only \$100 if entire Value package is taken. If classes are taken individually, there is a \$100 registration fee for each class. There is a discount if all courses for this program are taken together.



## ORACLE R12 FINANCIALS COURSE OUTLINE (OCA, OCP)

### Careerstart's Oracle R12 Financials career track

offers two optional Oracle Certification tracks for its students as follows:

1. The first track is for those desiring the E-Business Suite General Ledger and Payables Fundamentals Expert Consultant Certification
2. The second track is for those that want the E-Business Suite General Ledger and Receivables Fundamentals Expert Consultant Certification.

The following modules make up the Careerstart's Oracle R12 Financials career track:

1. Oracle E-Business Suite Essentials
2. Oracle R12 General Ledger
3. Oracle R12 Accounts Receivables  
OR
3. Oracle R12 Payables

### Oracle R12 E-Business Suite Essentials

The R12 Oracle E-Business Suite Essentials for Implementers course provides a prerequisite functional foundation for all R12 E-Business Suite Fundamentals offerings. Demonstrations and hands-on practice activities reinforce the fundamental concepts.

The following areas will be covered:

- Identify features of Multiple Organizations and Multiple Organization Access Control
- Features of R12 Oracle Workflow
- Define key and descriptive Flexfields
- Navigate R12 Oracle Applications
- Explore major architectural components of R12

Oracle E-Business Suite

- R12 Oracle System Administration

### Oracle R12 General Ledger

This course will provide you with practical experience using the General Ledger module of Oracle R12 Applications. The following areas will be covered:

- Explain where Multi-Currency is positioned within the Oracle General Ledger business flow
- Setup Options to process journal entries
- Identify the features and functionality of the Global Consolidation System (GCS)
- Types and components of journal entries
- Explain the Oracle General Ledger revaluation and translation processes
- Identify how to create a Set of Books
- Basic report building concepts
- Identify Key implementation issues

### Oracle R12 Accounts Receivables

This course covers the setup and usage of Oracle Receivables to manage the accounts receivables business process. The course includes hands-on exercises to setup customers, process invoices, apply receipts, manage collections, run receivables reports, close account receivable periods and transfer accounting details to Oracle General Ledger. The following topics will be covered:

- Overview of Oracle Receivables Process
- Manage Parties and Customers Accounts
- Process Invoices and Implement Receipts
- Tax Accounting Process
- Period Close Process
- Transferring to the General Ledger
- Running the Journal Import Program
- Mapping Receivables Transactions to GL categories

### Oracle R12 Payables

This course provides an understanding of Oracle Payables, and key implementation issues in the application. After completion, students will be prepared to make basic implementation decisions involved in launching the Payables process.

- Payables process flow within Oracle eBusiness
- Identify the key areas in the Payables process
- Import invoices to create invoices in Payables
- Enter invoices using Quick Invoices
- Payments and setup accounts
- Enter expense report templates, apply advances
- Period closing process in Payables and Purchasing
- Reconcile accounts payable transactions
- Set up supplier tax information
- Tax types, tax codes, tax groups, tax withholding

Course	Course Title	Hours	Cost(\$)	Total Cost \$
10001	EBS Essentials	40	1000	1100
10002	R12 GL	40	1700	1800
10003	R12 AR	40	1700	1800
10004	R12 AP	40	1700	1800

**The charges for each unit mentioned above include the training materials such as classroom handouts and course notes. Total cost for each module taken separately includes registration fees.**

**Oracle R12 Financials (including EBS Essentials, GL & either AP or AR) Special Value Package price: \$4,795** (for a total of 120 hours of instructor-led hands-on training, 500 hours of on-site lab and unlimited remote access.) There is a discount if 3 courses for this program are taken together. Registration fee is only \$100 if entire Value package is taken. If classes are taken individually, there is a \$100 registration fee for each class.

## ORACLE R12 MANUFACTURING COURSE OUTLINE (OCA, OCP)

**Careerstart's Oracle R12 Manufacturing career track offers two optional Oracle Certification tracks** for its students as follows:

1. The first track is for those desiring the E-Business Suite Inventory and Purchasing Fundamentals Expert Consultant Certification
2. The second track is for those that want the E-Business Suite Inventory and Order Management Fundamentals Expert Consultant Certification.

The following modules make up the Careerstart's Oracle R12 Manufacturing career track:

1. Oracle R12 Oracle E-Business Suite Essentials
2. Oracle R12 Inventory Management
3. Oracle R12 Order Management  
OR
3. Oracle R12 Purchasing

### **Oracle R12 E-Business Suite Essentials**

The R12 Oracle E-Business Suite Essentials for Implementers course provides a prerequisite functional foundation for all R12 E-Business Suite Fundamentals offerings. Demonstrations and hands-on practice activities reinforce the fundamental concepts. The following areas will be covered:

- Identify features of Multiple Organizations and Multiple Organization Access Control
- Features of R12 Oracle Workflow
- Define key and descriptive Flexfields
- Navigate R12 Oracle Applications
- Explore major architectural components of R12 Oracle E-Business Suite  
R12 Oracle System Administration

### **Oracle R12 Inventory Management Fundamentals**

This course provides you with practical experience using the Inventory module of Oracle R12 Applications. The following areas are covered:

- Set up organizations that correspond to your business units in Oracle Applications Define inventory items for Oracle Supply Chain Applications
- Perform inventory replenishment
- Perform ABC classification and cycle count
- Perform inventory transactions
- Use mobile devices to perform inventory transactions

### **Oracle R12 Order Management Fundamentals**

This course provides you with practical experience using the Order Management module of Oracle R12 Applications. The following areas are covered:

- Set up Oracle Order Management
- Manage exceptions and holds
- Use key order flows
- Set up Shipping Execution and basic Pricing functionality

### **Oracle R12 Purchasing Fundamentals**

This course provides you with practical experience using the Purchasing module of Oracle R12 Applications. The following areas are covered:

- Setup and use Oracle Purchasing
- Apply document security
- Create requisitions and purchase orders
- Apply routing and approval methods
- Enter and manage receipts
- Use the Professional Buyer's Work Center

Course	Course Title	Hours	Cost(\$)	Total Cost \$
11001	EBS Essentials	40	1000	1100
11002	R12 INV	40	1700	1800
11003	R12 OM	40	1700	1800
11004	R12 Purchasing	40	1700	1800

**The charges for each unit mentioned above include the training materials such as classroom handouts and course notes. Total cost for each module taken separately includes registration fees.**

### **Oracle R12 Manufacturing: \$4,795 (including EBS Essentials, INV and either OM or Purchasing)**

(for a total of 120 hours of instructor-led hands-on training, 500 hours of on-site lab and unlimited remote access). Registration fee is only \$100 if entire Value package is taken. If classes are taken individually, there is a \$100 registration fee for each class.

There is a discount if all courses for this program are taken together.

## ORACLE APPLICATIONS DBA COURSE OUTLINE (OCA, OCP)

### Oracle R12 E-Business Suite Essentials

The R12 Oracle E-Business Suite Essentials for Implementers course provides a prerequisite functional foundation for all R12 E-Business Suite Fundamentals offerings. Demonstrations and hands-on practice activities reinforce the fundamental concepts. The following areas will be covered:

- Identify features of Multiple Organizations and Multiple Organization Access Control
- Features of R12 Oracle Workflow
- Define key and descriptive Flexfields
- Navigate R12 Oracle Applications
- Explore major architectural components of R12 Oracle E-Business Suite
- R12 Oracle System Administration

### R12 Oracle Applications System Administrator Fundamentals

In this course students learn concepts and functions that are critical to the System Administrator role in implementing and managing the Oracle E-Business Suite. It provides the foundation needed to effectively control security and ensure smooth operations for an E-Business Suite installation. The topics include:

- Manage security
- Monitor E-Business Suite activities using OAM
- Understand fundamental Oracle Workflow concepts
- Configure flexfields

### R12 Oracle: Install Patch and Maintain Oracle Applications

This course explains how to go about installing and maintaining an Oracle Applications Release 12 system. Both Standard and Express installation types are covered in detail.

Maintenance topics include a detailed examination of the standard tools and utilities, and an in-depth look at patching an Applications system. After this course, students will be able to make informed decisions about how to install an Oracle Applications system that meets their specific requirements, and how to maintain the system afterwards.

### R12 Oracle: Install Patch and Maintain Oracle Applications ... Contd..

The extensive hands-on practices include carrying out a Linux-based installation, navigating the file system to locate key files, running the standard maintenance tools and utilities, and applying patches to the system.

- Install Oracle Applications Release 12
- Navigate the file system
- Run standard maintenance tools and utilities
- Apply patches to the system Oracle Applications Performance Tuning

Course	Course Title	Hours	Cost(\$)	Total Cost \$
9001	EBS Essentials	40	1400	1500
9002	System Administration	40	1400	1500
9003	Install Patch and Maintain Oracle Applications	40	1400	1500

**The charges for each unit mentioned above include the training materials such as classroom handouts and course notes. Total cost for each module taken separately includes registration fees.**

### Oracle Applications DBA

#### Special Value Package price: \$4,495

(for a total of 120 hours of instructor-led hands-on training, 500 hours of on-site lab and unlimited remote access). Registration fee is only \$100 if entire Value package is taken. If classes are taken individually, there is a \$100 registration fee for each class.

There is a discount if all courses for this program are taken together.

# PMP® CERTIFICATION PREPARATION COURSE OUTLINE

## Introduction

- About PMI history and Certification
- PMP® Certification program
- How to prepare and pass PMP®
- Hand over of the books and course

## PM Foundation

- PM Definitions
- Relationships among PM
- Role of a Project Manager
- PM Body of Knowledge
- Practice Exercise and Test

## Project Life Cycle & Organization

- Overview of Project life Cycle
- Product vs Project Life Cycle
- Organization Process Assets

## PM Processes for a Project

- Product Oriented process & PM process
- Initiating & Planning Process group
- Monitoring & controlling Process group
- Closing Process group
- Five Process Groups and processes

## Project Integration Management

- Project Charter
- Project Management Plan
- Project Selection Methods
- Integrated Change Control

## Project Scope Management

- Project scope planning)
- Collect Requirements
- Define Scope, Create WBS
- Verify & Control Scope

## Project Schedule Management

- Define Activity
- Sequence Activity
- Estimate Activity Resource
- Estimate Activity Duration
- Network Diagram and Critical Path
- Develop Schedule
- Control Schedule

## Project Cost Management

- PM Fundamentals and Types of Cost
- Estimate Costs
- Determine Budget
- Control Costs
- Code of Ethics and Cost Management
- Earned Value Management (EVM)
- PV, EV, AC, SPI, CPI, BAC, EAC, VAC

## Project Quality Management

- Quality vs Grade
- Overview of Project Quality Management
- Plan Quality
- Perform Quality Assurance
- Perform Quality Control
- Code of Ethics and Quality Management
- Quality audits

## Project Resource Management

- HR planning
- Acquire Project Team
- Develop Project Team
- Manage Project Team

## Project Communication Mgmt

- Overview of Project Communication Management
- Identify Stakeholders
- Plan Communications
- Distribute Information
- Manage Stakeholder Expectations
- Report Performance

## Project Risk Management

- Plan Risk Management
- Identify Risks
- Perform Qualitative Risk Analysis
- Perform Quantitative Risk Analysis
- Plan Risk Response
- Monitoring and Control Risks
- Expected Value Calculation Risk Responses

## Project Procurement Management

- Plan Procurements
- Plan Procurements
- Conduct Procurements
- Administer Procurements
- Close Procurements

## Project Stakeholder Management

- Identify Stakeholders
- Plan Stakeholder Engagement
- Manage Stakeholder Engagement
- Monitor Stakeholder Engagement

## PMP® Certification Program price: \$2,400

Registration fee of \$100 must be added for the complete cost of **\$2,500**. (for a total of 35 hours of instruction and lab)

**The charges include the training materials such as classroom handouts and course notes.**

## ADMISSION STANDARDS, POLICIES AND GRADUATION REQUIREMENTS

Verification of high school graduation or GED or the equivalent or higher education is a requirement for admission into any of Careerstart's career training programs. Careerstart does not award credit for any prior experiential. The medium of instruction at Careerstart is English. We require that a student has completed the basic requirements for English speaking and writing at high school. Careerstart is an Oracle University Partner and accepts credits earned by passing the Oracle Certification exams. For admission into the Oracle Applications DBA program, the student must have completed and passed all the Oracle DBA Certification exams offered by Oracle University: Introduction to Oracle11g: SQL, Oracle 11g Database Administration Fundamentals I, and Oracle 11g Database Administration Fundamentals II.

At the end of each unit of instruction, Careerstart conducts a test to evaluate the progress of the students. The passing score for each of these tests is 75%. Careerstart maintains a record of the attendance of students in each class. Careerstart has not entered into any an articulation or transfer agreement with any other college or university.

Careerstart and its programs are not accredited by any accrediting agency recognized by the United States Department of Education.

### Probation and Dismissal Policies

**Probation:** Students who achieved less than a C in the grades are subject to academic probation.

**Dismissal:** Student is subject to academic dismissal from Careerstart following the second consecutive month of academic probation.

### Attendance Policy and leave-of-absence policy

A student is expected to attend every class and laboratory for which he or she has registered. A student must present to the instructor and copy to the school director a written statement to request an excused leave-of-absence. Please be aware that the final decision to excuse or not to excuse an absence rests with the school director and the instructor. If a student has more than 30% absences in a class, an instructor is entitled to give a failing grade for excessive absences. If there has been an extraordinary reason for excessive absences, such as prolonged illness, a student may request the school director to withdraw the failing grade. It is the personal responsibility of the student to make up all work assigned during an absence from any class or laboratory.

### Graduation Requirement for all of the courses offered by Famsoft:

After the completion of each unit in the course, the student is required to take a Unit test. The passing percentage for this test is 70%. Towards the end of each course, Careerstart requires that each graduating student present a seminar on the subject he/she has just been trained in. Our panel of engineers presides during this seminar and gives a satisfactory or unsatisfactory remark. Each student is required to get at least a satisfactory remark in order to obtain the course completion certificate. We carefully monitor student attendance during class and lab sessions. Any student who is tardy without any reasonable cause for more than three classes is given a written notice.

*No student is given the course completion certificate unless he/she has passed all the tests with a minimum score of 70%, gets at least a satisfactory remark on the seminar and has a minimum attendance of 75%.*

Home study and correspondence instruction is not offered by Famsoft. English-as-a-Second Language of instruction is not offered by Famsoft. Careerstart is approved by the following agencies: EDD, ETPL, Work2Future, NOVA, EastBayWorks, PeninsulaWorks. Careerstart does not participate in federal and state financial aid programs. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

## CANCELLATION AND REFUND POLICIES

Notification of withdrawal or cancellation and any request for refund must be made in writing .to School Director, 44946 Osgood Road, Fremont, CA 94539.

A pro rate refund will be given to the student should he/she decides to withdraw before completing more than 75% of the course work. No refund will be given to the student who has attended more than 75% of the course work and is still liable for any tuition due.

For any course offered by Famsoft, the refund is calculated as follows:

1. A registration fee of one hundred dollars (\$100) is deducted from the total tuition charge.
2. This figure is divided by the number of hours in the program. 3. The quotient is the hourly charge of the program.
4. The amount owed by the student for the purpose of calculating a refund is derived by multiplying the total number of hours attended by the hourly charge for instruction plus the amount of the registration fee (\$100)
5. The refund shall be any amount in excess of the figure derived in paragraph 4 that was paid by the student.

### Example of Refund:

1. A student takes the UNIX course for a total of \$2995 and has paid this amount. 2. This program consists of 120 hours of instruction.

3. The hourly charge for this program is calculated as follows:
4. The registration fee of \$100 is deducted from the total i.e. \$2995.
5. This number \$2895 is divided by 120 hours, the quotient is \$24.125
6. If the student has attended 50 hours of tuition, then the refund is:  

$$\$ 2895 - (24.125 \times 50) = \$ 2895 - \$ 1206.25 = \$ 1688.75$$

### **Tuition Refund upon Cancellation prior to First Day of Instruction**

Careerstart refunds all students 100 percent of the amount paid for institutional charges, less the application fee of one hundred dollars (\$100), paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Notification of withdrawal or cancellation and any request for refund must be made in writing from the date of enrollment until the seventh day after enrollment.

### **STUDENT COMPLAINT PROCEDURE**

Any complaints must be made in writing to the Student Complaints Designee, Careerstart LLC, Fremont Location at 44946 Osgood Road, Fremont, CA 94539. Complaints received from the students, including any correspondence, notes, memoranda, or telephone logs relating to a complaint are investigated thoroughly and Careerstart provides the student with a written response with 10 days of receiving the complaint.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (510) 683-3940 or by completing a complaint form, which can be obtained on the bureau's internet website [www.bppe.ca.gov](http://www.bppe.ca.gov)

It is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund.

### **State of California Student Tuition Recovery Fund**

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following: 1. The school closed before the course of instruction was completed.

2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

For additional information, please contact: Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT CAREERSTART**

The transferability of credits you earn at Careerstart is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificates you earn in Careerstart is also at the complete discretion of the institution to which you may seek to transfer. If the certificate you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of the coursework at that

institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Careerstart to determine if your certificate will transfer.

### **Policy regarding retention of student records**

Education records shall be maintained by Careerstart personnel assigned responsibility for the records. All Careerstart personnel involved in the handling and maintenance of education records shall be instructed concerning the confidential nature of such information and their responsibilities regarding it, pursuant to this policy. This instruction should be a part of each their orientation procedure.

Educational records including transcripts will be maintained by Careerstart permanently following the separation of the student and then destroyed.

**Careerstart has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has had no petition filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)**

**Careerstart does not provide any housing assistance services to its students. Careerstart does not have dormitory facilities under its control and has no agreement with housing located nearby near its facilities. The approximate cost or range of the housing is \$80 per day based on internet information.**

## LOCATIONS

**Website address:** [www.famssoft.com](http://www.famssoft.com)

**Phone:** 1-510-683-3940

### **Training Facility - Fremont, California**

**Address:** 44946 Osgood Road  
Fremont, CA 94539

**Telephone:** 510-683-3940

### **Training Satellite Location - San Jose, California**

**Address:** 1762 Technology Dr., Suite 108  
San Jose, CA 95110

**Telephone:** 408-452-1550

## **Faculty and Qualifications**

**Careerstart ensures that the faculty gets up to date training on the latest versions of the software each year. We make certain that the requirements from Oracle University and the different vendors for the certifications of instructors are met. Each instructor possesses degree in the field of their instruction.**

### **Fahim Rahman, CEO**

Fahim Rahman is the Founder and CEO of CAREERSTART. He has over 15 years experience in IT consulting and management of high profile projects. He has a BS Electrical Engineering from San Jose State University. Mr. Rahman founded CAREERSTART in 1997 and has been instrumental in its growth so far. He is a Project Management Professional (PMP)<sup>®</sup>. Some of the Fortune 500/1000 companies that he has managed projects include Sun Microsystems, Weyerhaeuser Company, Intuit, Netflix, Symantec, McGrath RentCorp.

### **Fareeha Sultan, President**

Fareeha Sultan is the President of CAREERSTART. She has over 10 years of experience in IT consulting and training. She has a BE Electronics and Communications from Deccan College of Engineering and Technology, Hyderabad. She has an MBA from San Jose State University and she is also a Project Management Professional (PMP)<sup>®</sup>. Over the years, she has worked diligently with Oracle University and State of California to take CAREERSTART to new heights. She is also the School Director.

### **Ben Thomas, Financials and Manufacturing Instructor**

Ben is the Oracle Financials Instructor. He is an Oracle Certified Professional with approximately 8 years of strong Oracle Financials experience in implementation and support of R12 and 11i, AP, AR, GL, FA & iExpense.

### **Sankaran Jaya Lakshmi, Oracle DBA and Applications DBA Instructor**

Jaya Lakshmi is the Oracle Instructor for Database Administration, performance & fine tuning, Advanced Backup & recovery, ASM (10g & 11g). She is an Oracle Certified Professional (OCP) on Oracle 10g and 11g. She is a Project Management Professional (PMP)<sup>®</sup>.

\*PMP<sup>®</sup> is a registered mark of the Project Management Institute, Inc.

### **Sony Thekkumthara, UNIX, Linux and Information Security Instructor**

Sony is a Certified Sun Solaris System Administrator with more than 13 years of total IT experience in various Enterprise Platforms. He has solid System Administration experience in Unix /Linux and Windows servers. He has working Experience of iPlanet and HP OpenView - Network Node Manager (NNM B.06.10) - a comprehensive network management solution and HP OpenView and thorough knowledge and experience in TCP/IP,LDAP and various other network protocols.

**Financial Aid Programs:** Careerstart participates in federal and state financial aid programs.

### **DISCLOSURES TO ALL STUDENTS CEC §94909(A)(10)**

Any student who obtains a loan to pay for a course of instruction has the responsibility to repay the full amount of the loan, plus any interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal student financial aid program funds.

CEC §94909(a)(11)

If a student is eligible and receives a loan that is guaranteed or insured by the state or federal government and the student defaults on the loan (fails to repay the loan per the terms of the loan agreement), the following actions may be taken:

The federal or state government or the loan guarantee agency can take action against the student, including applying any income tax refund to which the student is entitled to reduce the balance owed on the loan. The student may not be eligible for any other federal financial assistance for education at a different school or for government housing assistance until the loan is repaid.

## **Facilities and Equipment**

The Careerstart Training facilities are accessible to handicapped and have handicapped parking. Both are located on ground level. We have 2 classrooms at each location with equipped with 8 laptops, desks and chairs each for student labs. The laptops are equipped with all the software needed, (Oracle Database, Oracle ERP, UNIX, Linux) for the classes we run. We have one projector in each classroom and a printer. There are a total of 4 classrooms in both locations. We also have a break room at each location and access to drinking water. We have fire extinguishers at both locations.

## **Student Rights**

### **1. INVESTIGATE THE SCHOOL YOURSELF BEFORE ENROLLING.**

Prior to enrolling, interview students in the program, or take a tour of Famssoft. Careerstart will let you sit in or observe the class or course that you are interested in before enrolling.

### **2. GET A COPY OF THE STUDENT CATALOG.**

A school's catalog contains important information that you will need to review prior to making a decision to enroll.

### **3. GET A COPY OF AN ENROLLMENT AGREEMENT TO REVIEW ALL BINDING TERMS, CONDITIONS, COSTS AND STUDENT DISCLOSURES.**

### **4. REVIEW ALL ADVERTISING CAREFULLY AND COMPARE WHAT IS BEING ADVERTISED WITH WHAT IS DISCLOSED IN THE SCHOOL'S CATALOG AND COURSE SYLLABUS.**

### **6. REQUEST TO SEE CAREERSTART'S STUDENT COMPLETION AND JOB PLACEMENT RATES.**

### **7. FIND OUT WHAT CAREERSTART NEEDS FROM YOU. 8. GET EVERYTHING IN WRITING.**

### **9. KEEP A COPY OF YOUR DOCUMENTS!**

## **Frequently Asked Questions**

1. What are the desired IT skills in the market today?
2. What are the training programs available at Famssoft?
3. What are the job titles that Careerstart courses prepare students for? How critical are the roles of these job titles for the success of a company?
4. What type of training do I need to launch myself in these careers?
5. Why should I get Certified by individual vendors? What are the Certifications these prepare students for ?
6. Why should I choose Careerstart when these courses are also being offered at other training centers?
7. What are the benefits of getting trained at Famssoft?



## 8. What are the Student Services offered by Famssoft?

### 1. What are the desired IT skills in the market today?

Prior to designing our training programs, we do significant market research to answer the following questions:

1. What skills are the most sought after by employers?
2. What skills should be possessed by a person in these job roles?
3. What is the optimum time period in which these programs should be completed?

We realized that no matter how low the economy goes, the industry could never run without some key professionals. Based on these results we came up with our career track programs:

- System Administrators
- Database Administrators
- Financial and Manufacturing Business Analysts
- Application Developers
- Information Security Architects

### 2. What are the training programs available at Famssoft?

- [UNIX System Administration \(SCSA, SCNA, HP Star\)](#)
- [Oracle DBA \(OCP\)](#)
- [Oracle Applications DBA \(OCP\)](#)
- [Oracle Developer \(OCP\)](#)
- [Oracle Financials R12 \(OCP\)](#)
- [Oracle Manufacturing R12 \(OCP\)](#)
- [Information Security \(CISSP, GSEC\)](#)

### 3. What are the job titles that Careerstart courses prepare students for? How critical are the roles of these job titles for the success of a company?

Following are Careerstart's programs and the job titles for which they prepare students:

#### **UNIX System Administration:**

This Career Track prepares its student to handle the job of a Unix system administrator. As System Administrator is an individual responsible for maintaining a multi-user computer system, including a local-area network (LAN) and wide-area network (WAN). Typical duties include adding and configuring new workstations, setting up user accounts, installing system-wide software, performing procedures to prevent the spread of viruses, allocating mass storage space and answering questions.

Small organizations may have just one system administrator, whereas larger enterprises usually have a whole team of system administrators. A UNIX System Administrator holds a position of great responsibility. If you screw up, you bring the entire company to its knees or at the very least cause significant work outage.

#### **Oracle DBA:**

This Program prepares its student to handle the job of an Oracle Database Administrator. A database administrator (DBA) directs or performs all activities related to maintaining a successful database environment. Responsibilities include designing, implementing, and maintaining the database system; establishing policies and procedures pertaining to the management, security, maintenance, and use of the database management system; and training employees in database management and use. A DBA is expected to stay abreast of emerging technologies and new design approaches. Typically, a DBA has either a degree in Computer Science with some on-the-job training with a particular database product or more extensive experience with a range of database products.

The world's most powerful database today is Oracle. An Oracle DBA holds a vital position in a company. Small companies may have one database administrator whereas, extremely large companies usually have a number of DBAs working in several business units, and most of these people use different database management systems to do their jobs. Unavailability of the database causes all transactions to stop immediately.

#### **Oracle Applications DBA:**

This course prepares you for the role of an Oracle Applications R12 DBA. The Oracle Applications DBA does more coding in PL/SQL, works closely with the Oracle Application development team and uses database programming methods to provide an optimal solution for Application developers. Having the knowledge of Oracle database architecture and the Oracle Applications, the Oracle Applications DBA plays a unique role in a company's Oracle Applications upgrade and implementation projects. The prerequisite for this program is the Oracle DBA Program.

### **Oracle Developer:**

This program prepares its students to handle the job of an Oracle Developer. Oracle's Developer 11g is the most important tool used to create client / server and World Wide Web applications that run against Oracle databases.

### **Oracle Financials R12:**

This program graduates its students into Oracle Financial Applications developers and Business Analysts. It gives a thorough understanding of Oracle's Financial applications structure and prepares its students for the valuable Oracle Certification exams.

### **Oracle Manufacturing R12:**

This program graduates its students into Oracle Manufacturing Applications developers and Business Analysts. It gives a thorough understanding of Oracle's Manufacturing applications structure and prepares its students for the valuable Oracle Certification exams.

### **Information Security:**

Careerstart's Information Security Management career track is a career builder for aspiring Information Security Architects. This course is designed to prepare students to handle the Information Security needs of a company effectively. The objective is to provide students a strong conceptual knowledge, lots of hands-on exercises and real time scenarios to help understand the Information security Issues, Architecture and Administration and to appreciate the best practices used in the industry. The program is very detailed and totally hands-on.

## **4. What type of training do I need to launch myself in these careers?**

Here are a few things that you can do to improve your chances of landing that first job.

- UNIX administration is a multidisciplinary field. If you know only basic UNIX commands and nothing else, you are in trouble. A sys admin is required to have a reasonably good understanding of the hardware and the applications that run on that platform and particularly network related issues. It is for this reason that our UNIX career track program also includes hardware and network training. Solaris has the largest market share and it is the most popular flavor of UNIX in the market. Careerstart provides training on Solaris platform and also expose the students to the HP platform as we have a HP9000 system in house. Our UNIX training will significantly enhance your marketability.
- Oracle Database administrators need to know a lot more than what is taught in some of the crash courses today. You cannot expect to retain the information that you gained in 14 days, and apply it to the workplace. Oracle database administrators need to be very comfortable with UNIX commands because a great majority of Oracle databases today run on UNIX platforms. The daily activities of an administrator require a lot of in depth knowledge and practice. Our course is very intensive and is designed to include an Introduction to UNIX. We provide Oracle training primarily on UNIX platform with some exposure to Windows NT platform.

## **5. Why should I get certified by individual vendors? What are the Certifications these programs prepare students for?**

In the absence of experience, certification is the next best indicator of one's competency. As an entry-level applicant you have nothing to vouch for your competency except for the certifications. Certifications give potential employers confidence that applicants will bring to the job the knowledge their resumes promise. And they allow DBA's and developers to gain advanced, cutting-edge skills, validate the experience they already have, and increase their earning potential by up to 30%.

**[Excerpted] Oracle Certification: High Value, High Pay, Unlimited Opportunities**

**By Mike Serpe, [Certification Magazine](#)**

*"Gary Gabelhouse, CEO of Fairfield Research, which performed the readership study, asserted, "Oracle's predominant OCP certification showed 28 percent more money than the average certification program measured." Gabelhouse also stated that "both Oracle and Cisco certifications provide the best overall economic impact and ROI to certification holders." Most importantly, the study concluded that Oracle Certified Professionals brought in the highest average incomes of all IT certified professionals."*

Certifications are valuable, industry-recognized credentials that signify a proven level of knowledge and skill. When applying for a job, being a certified professional creates a great impression on the employer. You will not find many certified professionals that are unemployed.

**Following are the courses we offer and the respective vendor certifications for which they prepare:**

- **UNIX System Administration (SCSA, SCNA, HPUX, AIX):** This program prepares its students for the following certification exams:

Sun Certified System Administrator for Solaris Operating Environment This certification is for system administrators tasked with performing essential system administration procedures on the Solaris[tm] Operating Environment (Solaris OE) and technical application support staff responsible for administering a networked server running on the Solaris OE.

Sun Certified Network Administrator for Solaris Operating Environment This certification is for experienced system administrators who are or will be responsible for administering Sun[tm] systems in a networked environment that includes LANs and the Solaris[tm] Operating Environment. As a prerequisite to the exam, you must be a Sun Certified System Administrator for Solaris Operating Environment. HP-UX System Administration exam (3H0002) This exam validates your knowledge in HP-UX system and network administration.

- **Oracle DBA (OCP)**: This program prepares its students for the **Oracle Certified Professional Oracle DBA** certification track.
- **Oracle Applications R12 DBA (OCP)**: This program prepares its students for the **Oracle Certified Professional Oracle DBA** certification track.
- **Oracle Developer (OCP)**: This program prepares its students for the **Oracle Certified Professional Application Developer** certification track.
- **Oracle Financials R12 (OCP)**: This program prepares its students for the **Oracle Certified Professional** certification track.
- **Oracle Manufacturing R12 (OCP)**: This program prepares its students for the **Oracle Certified Professional** certification track.
- **Information Security (CISSP, GSEC)**: Careerstart's Information Security Management Career Track assists students in preparing for the CISSP and the GSEC certification exams.

## 6. Why should I take these courses at Careerstart when they are also being offered at other training centers?

- Careerstart is approved by Oracle University to teach Oracle courses using Oracle's curriculum and training material. **We are the only training center that is authorized by Oracle University to teach Oracle E-Business suite courses using their curriculum.** Oracle has a "hands-on requirement" that each student must fulfill in order to get the Oracle Certification. If a student has not taken an E-Business suite course at Oracle University or Famsoft, he/she will not fulfill that "hands-on course requirement". As a result of this, he/she will be unable to procure the certification they desire from Oracle.
- Careerstart offers **free repeat sessions** for courses taken within a one-year period provided slots are available.
- Some community colleges may occasionally offer an Introduction to Unix course and Introduction to Oracle DBA courses but these are not intensive and detailed compared to our program.
- Many institutes offering these courses are not approved or regulated by the State. Careerstart is approved by the State of California as an institution to provide educational services in the areas of Oracle DBA, UNIX System Administration, Oracle Developer, and Information Security Management.
- Some vocational institutes also offer these courses but they are not as intensive as our program. They usually offer crash courses that are completed in a very short amount of time. These courses are not as detailed as our career tracks and it is impossible to assimilate all the important facts in the short time given.
- The only other place that you can get quality training in all the modules that we teach is from the vendors themselves. These vendors charge an average of about \$500 per day of training. That is \$500 for 8 hours of training, two of which is spent on lunch and breaks. So essentially you are paying \$500 for 6 hours of training. In addition, vendor training is accelerated and most vendors do not allow free repeat of the course.

## 7. What are some of the benefits of getting trained at Famsoft?

- Careerstart's Professional development training programs are some of the most **comprehensive, structured and in-depth training programs** available in the market. They cover a **wide spectrum of administration skills**. The programs are not taught as a crash course. Each track has **120 hrs of Instructor led training and over 500 hours of lab time** taught over 3 months. This gives the student sufficient time to learn and absorb the material. The One year diploma includes 520 hours of instructor led training.
- Structured programs that employ **hands on practice** are the only way to effectively and quickly develop competence in new technical skills. Studies show that **hands on practice** significantly increases retention of new material. Hands on exercises also provide direct feedback for the instructor to monitor each student's progress directly. They ensure that individual attention is provided as necessary. That's why all of our programming and system administration classes employ hands on practice for at least 50% of the time in class.

- Our courses are **task-based and skill-based**. They are not simply product-based or certification-based. That means you come out knowing how to do something thoroughly and **not just based on vendor certification!** Our courses go well beyond normal certification tracks.
- CAREERSTART knows professionals want to learn from professionals. **Our instructors have real world experience.** Having worked at various clients as senior Programmer/Analysts, UNIX system administrators and senior Oracle database administrators, our instructors have experience to different environments. Careerstart has over 6 years of experience in project management and software consulting. We have worked on various projects across several vertical markets for our clients. Our projects have included UNIX system administration, Oracle database administration, upgrades, new installations, legacy conversions and more.
- Students are provided **instructor led lab time from 9 am to 9 pm** from Monday to Thursday and 10 am to 6pm on Fridays and Saturdays. They are encouraged to come in and practice anytime within the window of these hours. Our labs are comfortable, well equipped, user friendly and immediately put the students at ease. Should the students need any assistance during the lab practice time, we have technical staff onsite, ready to help.
- **Our course material is clear, concise and to the point.** It means that the information is constantly updated. Our instructors improve the content using both direct feedback from students and their own observations of what works best in the classroom. We have made it very easy to understand for the benefit of the students. The handouts include a number of exercises after each lesson that the students are encouraged to work on.
- In addition to the class notes, we have an **in house library of all relevant books** at our Fremont location for the students. These can be referenced in the quiet library / study room in our training center or borrowed for detailed study at home. In order to access the library materials, the students will check in with the Training Office Manager during hours 10am to 3pm.
- Students are given **individual attention**, as the size of the classes is kept small. We carefully monitor the progress of each student by testing at various stages of the program. The test results enable us to view the areas where a particular student needs extra attention. Instructors are **available to help students on a one on one basis**, should that be required. At the end of the program we ensure that graduating students have all the knowledge and skills needed to work successfully in the careers of their choice.
- Our training programs prepare the students for **Vendor Certification exams** such as, *Sun Certified Solaris Systems Administrator and Oracle Certified Professional*. Certification Programs helps the IT industry by establishing a standard of competence in specific job roles. SUN Certification and Oracle Certification are valuable, industry-recognized credentials that signify a proven level of knowledge and skill. Certification demonstrates that you have a solid understanding of a job role and the products used in that role. Being a Certified Professional can help raise your visibility and increase your access to the industry's most challenging opportunities. You will not find many certified professionals that are unemployed.
- Towards the end of the course, Careerstart **prepares students for interviews**. The demand for professionals in IT is high and the competition for jobs is intense. We help students in resume formatting and prepare them for interviews for various jobs, as they need it.
- Careerstart offers **free repeat sessions** for courses taken within a one-year period provided space is available.
- While the vendors themselves charge around \$9,000 just for UNIX certification courses and Oracle certification courses, our program is **more cost effective** and intensive. We charge half of what most organizations are charging **without compromising on the quality**.
- We offer convenient **morning/ evening schedules** that the student can choose from.

## 8. What are the Student Services offered by Famsoft?

Careerstart is committed to promoting access to education. Our programs provide information, counseling, and administrative assistance for students seeking to finance a postsecondary education.

- **Career counseling:** Careerstart has career counselors that meet with students, understand their background and goals for the future and recommend career tracks. Our counselors are engineers and are working consultants.
- **Installment payment option:** For students who cannot afford to make the complete payment at one time, Careerstart extends the **installment payment option**.
- **Individual attention:** Instructors are **available to help students on a one on one basis**, should that be required. At the end of the program we ensure that graduating students have all the knowledge and skills needed to work successfully in the careers of their choice.
- **Lab time:** Students are provided **lab time from 10 am to 5 pm from Monday to Friday**. They are encouraged to come in and practice anytime within the window of these hours. Our labs are comfortable,

user friendly and immediately put the students at ease. Should the students need any assistance during the lab practice time, we have technical staff onsite, ready to help.

- **Remote lab access:** Students have 24 X 7 remote VPN access to the lab for a one year period.
- **Interview preparation assistance:** Towards the end of the course, Careerstart provides **interview preparation assistance** to students to obtain employment in the job title to which the course is represented to lead.
- **Job Placement Assistance:** We have a dedicated Career Services Department designed to assist graduated students who have completed the vendor certification exams for their respective tracks. Our Recruitment Manager helps students with the foot in the door needed to start a new career after graduation. We are here to answer all of your questions about employment or discuss any concerns you might have. Placement services include:
  - Resume preparation assistance.
  - Interview preparation assistance.
  - 3 months of internship at Famssoft.
- **Preparation for Certification Exams:** Our programs are geared towards preparing students for **Vendor Certification exams** such as *Sun Certified Solaris Systems Administrator*, *Oracle Certified Professional*, *CISSP* and the like. Certification Programs helps the IT industry by establishing a standard of competence in specific job roles.
- **Free repeat sessions:** Careerstart offers **free repeat sessions** for courses taken within a one-year period provided the classes are not full.

*For upcoming schedule of classes or further information on any courses, please visit our website at:*

[www.thecareerstart.com](http://www.thecareerstart.com)

*or contact us at:*

[training@thecareerstart.com](mailto:training@thecareerstart.com)

*(510) 683-3940*

CEC 94909. (a) Prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following:

- (1) The name, address, telephone number, and, if applicable, Internet Web site address of the institution.
- (2) Except as specified in Article 2 (commencing with Section 94802), a statement that the institution is a private institution and that it is approved to operate by the bureau.
- (3) The following statements:
  - (A) "Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897."
  - (B) "As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement."
  - (C) "A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling number (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Website [www.bppe.ca.gov](http://www.bppe.ca.gov)"
- (4) The address or addresses where class sessions will be held.
- (5) A description of the programs offered and a description of the instruction provided in each of the courses offered by the institution, the requirements for completion of each program, including required courses, any final tests or examinations, any required internships or externships, and the total number of credit hours, clock hours, or other increments required for completion.
- (6) If the educational program is designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in this state, a notice to that effect and a list of the requirements for eligibility for licensure.
- (7) Information regarding the faculty and their qualifications.
- (8) A detailed description of institutional policies in the following areas:
  - (A) Admissions policies, including the institution's policies regarding the acceptance of credits earned at other institutions or through challenge examinations and achievement tests, admissions requirements for ability-to-benefit

students, and a list describing any transfer or articulation agreements between the institution and any other college or university that provides for the transfer of credits earned in the program of instruction. If the institution has not entered into an articulation or transfer agreement with any other college or university, the institution shall disclose that fact.

(B) Cancellation, withdrawal, and refund policies, including an explanation that the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The text shall also include a description of the procedures that a student is required to follow to cancel the enrollment agreement or withdraw from the institution and obtain a refund consistent with the requirements of Article 13 (commencing with Section 94919).

(C) Probation and dismissal policies. (D)

Attendance policies.

(E) Leave-of-absence policies.

(9) The schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program.

(10) A statement reporting whether the institution participates in federal and state financial aid programs, and if so, all consumer information that is required to be disclosed to the student pursuant to the applicable federal and state financial aid programs.

(11) A statement specifying that, if a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

(12) A statement specifying whether the institution has a pending petition in bankruptcy, is operating as a debtor in possession, has filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

(13) If the institution provides placement services, a description of the nature and extent of the placement services. (14) A description of the student's rights and responsibilities with respect to the Student Tuition Recovery Fund. This statement shall specify that it is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund. This statement shall also describe the purpose and operation of the Student Tuition Recovery Fund and the requirements for filing a claim against the Student Tuition Recovery Fund.

(15) The following statement:

#### "NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Careerstart LLC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma, or certificate you earn in the training programs is also at the complete discretion of the institution to which you may seek to transfer. If the diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Careerstart LLC to determine if your diploma or certificate will transfer."

(16) Careerstart is approved by BPPE. It is not accredited by any accrediting agency. If the institution is unaccredited and offers an associate, baccalaureate, master's, or doctoral degree, or is accredited and offers an unaccredited program for an associate, baccalaureate, master's, or doctoral degree, the statement shall disclose the known limitations of the degree program, including, but not limited to, all of the following:

(A) Whether a graduate of the degree program will be eligible to sit for the applicable licensure exam in California and other states.

(B) A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.

(C) That a student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

(b) If the institution has a general student brochure, the institution shall provide that brochure to the prospective student prior to enrollment. In addition, if the institution has a program-specific student brochure for the program in which the prospective student seeks to enroll, the institution shall provide the program-specific student brochure to the prospective student prior to enrollment.

(c) An institution shall provide the school catalog to any person upon request. In addition, if the institution has student brochures, the institution shall disclose the requested brochures to any interested person upon request.