

CED Solutions, LLC

1640 Powers Ferry Rd, Bldg 6, Suite 300, Marietta, GA 30067

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www.cedsolutions.com

Catalog Effective January 2017- January 2018

*Licensed by: Nonpublic Postsecondary Education Commission
2082 East Exchange Place, Suite 220, Tucker, GA 30084
(770) 414-3300
License # 695*

<u>Table of Contents</u>		Page #
Admission & Enrollment Requirements		4
Appendix		8
Attendance		5
Calendar & Holidays Observed		4
Cancellation & Refund Policy		7
Catalogs		5
Class Starting & Completion Dates		3
Complaints		6
Conduct, Rules & Regulations		5
Courses & Programs		8 - 12
Dismissal		6
Education Philosophy & Objectives		3
Facilities & Equipment		6
Faculty & Staff		3
Governing Body		3
Grading & Standards of Progress		5
Graduation Requirements		7
Grievance Policy		6
History		3
Hours of Operation		3
Job Role Course Guide		8 - 12
Legal Ownership		3
Library Resources		6
Licensed By		8
Policy Statement		8
Previous Education & Training		4
School Credentials		8
Student Payment/Financing		6
Student Records/Transcripts		6
Students Services/Career Counseling		6
Training Course by Job Role		8 - 12
Transfer of Credit		5
Tuition & Fees		7

History

CED Solutions, LLC (Hereafter referred to as CED) was established in 2000 to provide training and employable skills directly to individuals, individuals from corporations, government agencies, and the military. Classes will be held at the facility and also onsite at corporate and government locations.

Education Philosophy & Objectives

The education philosophy of the training center is to encourage students to acquire the knowledge, develop their creativity, and strive for excellence in the performance of their work. Any person willing to apply themselves to study Information Technology can benefit from the training offered at the center. The objective is to impart detailed knowledge to allow students to use the tools gained in class immediately in a work setting.

Legal Ownership

CED Solutions, LLC is a registered Georgia Corporation formed under the laws of the State of Georgia. The current member is Richard R. Rodgers - President and Secretary.

Governing Body

The name and address of the governing body of CED is:

CED Solutions, LLC
1640 Powers Ferry Rd,
Bldg 6, Suite 300
Marietta, GA 30067

Faculty & Staff:

Executive/Financial Offices:

Richard R. Rodgers	President/CEO
Steve Aikala	Agent/School Director
Rufus Benton	Controller/Human Resources Coordinator
Stephanie Brannon	Academic Affairs
Steve Aikala	Agent
Dolores Haynie	Agent
Bonnie Jordan	Agent
Mark Jones	Agent

Student Support/Instructors:

John R. Friedrich (MCT, MCSA, MCSE, CCSI, CCENT, CCNA, CCNA-Data Center, CCNA-Security, CCNA-Collaboration, CCDA, CCDP, CCNP, CCNP-Security, CCNP-Collaboration, CNE)	Technical Certified Instructor	Florida Atlantic University
Adam Nadauld (MCT, MCSA, MCSE, MCITP)	Technical Certified Instructor	
Chris Pope (MCT, MCSA, MCSE, MCITP)	Technical Certified Instructor	
Sean Meadows (MCT, MCSA, MCSE, MCITP)	Technical Certified Instructor	

Instructors Credentials:

Our Microsoft Technical instructors are Microsoft Certified Trainers (MCT) & are additionally certified for the Programs which they teach including: MCSA, MCSE, MCAD, MCSA, MCIPT, MCPD, MCDBA, MCDST, and MCP.

Our Cisco Technical instructors are Cisco Certified Systems Instructors (CCSI) & are additionally certified for the Programs which they teach including CCENT, CCNA, CCNA-Security, CCNA-Collaboration, CCDA, CCDP, CCNP, CCVP, CCNP-Security, CCNP-Collaboration, Storage, Optical, and CCIE.

Our CompTIA Technical instructors are certified in A+, Network+, Security+, Server+, Linux+, Healthcare IT & CASP.

Our EC-Council Technical instructors are certified in

Class Start & Completion Dates

Class start and Completion dates are listed on each Program outline. Any change to a scheduled class will be made to students in writing by one week prior to the class start date.

Monday - Friday 8am to 6pm

Hours of Operation:

Saturday 8am to 4pm

Sunday Noon to 5pm

2017 School Calendar & Holidays Observed

New Year's Day 2017 (Observed)	Jan 2nd	School Closed
Martin Luther King (Jan 15th & Robert E. Lee's Jan 19th Birthdays)	Jan 13th/16th	Admin Offices Closed
Lincoln's Birthday (February 12th)	Feb 10th/Feb 13th	Admin Offices Closed
President's Day (3rd Mon of February) & Washington's Birthday (February 22nd) (Wednesday)	Feb 17th/20th	Admin Offices Closed
St. Patrick's Day (March 17th /St. Mary's Day) (Friday)	Mar 17th/20th	Admin Offices Closed
Good Friday April 14th/Easter April 16th	April 14th/17th	Admin Offices Closed
Confederate Memorial Day (April 24th) (Monday)	April 21st/24th	Admin Offices Closed
National Memorial Day (Last Monday of May)	May 29th	School Closed
Flag Day (June 14th) (Wednesday)	June 12th/16th	Admin Offices Closed
Independence Day (July 4 th) (Tuesday)	July 4th	School Closed
Amazing Race Team Building Weekend (Noon Friday - Sunday)	Aug 11th - 13th	Testing only / No classes
Tour the USA Day (3rd Weekend of August)	Aug 18th/21st	Admin Offices Closed
Labor Day (First Mon of September)	Sept 4th	School Closed
Columbus Day (October 10th) (Tuesday)	Oct 9th/13th	Admin Offices Closed
Veteran's Day (November 11th) (Friday)	Nov 10th	School Closed
Thanksgiving (4th Thurs of November)	Nov 23rd/24th	School Closed
Christmas Eve (Sunday)	Dec 24th	School Closed
Christmas Day (Monday)	Dec 25th	School Closed
New Year's Eve (Sunday)	Dec 31st	School Closed
New Year's Day 2018 (Monday)	Jan 1st	School Closed

Admission & Enrollment Requirements

Students are required to be 18 years or older, unless accompanied by a parent or guardian. Any class pre-requisites or knowledge entrance requirements are listed on each Program outline. Some Programs are simply training classes and do not have pre-requisites or knowledge entrance requirements. We provide easy methods to register for our classes. Students may register via the Internet, by phone or by mailing an application. For multi-day Programs, we send the Program materials to the students to read prior to the Program. Each student receives a confirmation letter detailing the class they will be attending and directions to the training facility.

Students interested in specific classes are permitted registration until the day before class commences. It is strongly suggested that students enroll in advance so they may receive the appropriate books and class materials for study purposes. Once payment for classes has been paid we will ship the materials, typically within 24 hours to 3 days of payment.

Student advisors are available Monday - Friday 8:00am to 5:00pm to talk to all applicants & review the best education path for each candidate. Advisors will review each student's goals, background & previous education to help determine the appropriate Program(s) for them to attend. Any applicant can attend one day of any Program to help determine if the Program or school is what they want to pursue. We encourage all applicants to evaluate their commitment to the education as well as the financial costs involved.

Previous Education and Training

CED will honor any previous "passed" certification exams, applying them to the current track a student is seeking. Students are required to provide transcripts proving they have passed the class & acquired certification. After proof is provided, overall tuition will be reduced by \$225.00 per exam/class previously passed that is part of the certification track in which they are registered.

Transfer of Credit

CED will accept transfer credit for the same programs/curriculum that we teach. Transcript proof is required to process credit transfer. Transferability of credit from CED is at the discretion of the accepting institution, & that it is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice. CED records class hours of training in clock hours & will calculate transfer hours into the clock hour format. One Clock hour is equal to 60 minutes of instruction/or instructor led lab time.

Grading & Standards of Progress

CED provides each student with a pass/fail grade. A passing grade is 75% or better. Passing students are issued a "Certificate of Completion" for every class, providing that student has fully attended the class & completed all labs & exercises. The method by which students are informed of grades/progress while at CED is the printed test results they receive after completion of each exam. Students in our technical programs have an average passing percentage of 85%. CED has a grading system of Pass/Fail. The student receives a Pass/Fail at the completion of each certification exam within the program. Our instructors make students aware of their progress continuously. Students must complete all projects, assignments, & labs before grades/certificates can be awarded.

"Certification" by Microsoft, Cisco, Linux, and Oracle is granted after students complete the required exams. CED submits testing scores through VUE and Prometric Testing companies upon completion of the classes to the appropriate "Certification Granting" vendor/companies. Those companies receive the test results, and upon meeting the passing requirements, the mail/send the Certification forms directly to the students.

Pass fail grading is calculated on a breakdown of:

Attendance (25%)
Classroom Lab work/Home work (25%)
In class Progress exam (25%)
Certification Exam (25%)

Grading Scale:

100% - 75% = Pass
74% - 0% = Fail

Catalogs

CED catalogs are updated quarterly and are available students one week before enrolling. They can be mailed out to students/applicants or picked up at the CED offices Monday - Friday from 8:00am to 5:00pm.

Rules & Regulations

CED has established guidelines for maintaining classroom courtesy. We ask that students enrolled in classes follow these to insure everyone has an optimum learning experience.

- Arrive on time and prepared for class.
- Refrain from talking during instruction. If a student feels that they may have additional information that could add to the material being taught, please raise your hand to discuss the information with the instructor and the other students in the class.
- Please keep all food out of the classrooms. There is a full service kitchen located in each of the buildings where food is to be consumed.
- Each classroom and workstation is equipped with Internet capability. While we want students to remain in contact with their employers and families while here, we ask that they check email during scheduled break times.
- If you find it necessary to accept cell phone calls during instruction times, please be courteous and excuse yourself from class to take the call.
- Technical classes require long hours & your full attention. Please make sure to get plenty of sleep in order to maintain your mental clarity.

Attendance

Students are required to attend class every day during the Program. We maintain a 90% attendance policy with positive attendance records. They reflect late arrivals & early departures. Any student not maintaining a 90% attendance will be rescheduled for a fee.

Any student not able to complete the Program for any reason, they may return in the future to attend the complete Program instruction (same version) at no additional cost for up to one year. Any student needing to retake instruction may do so one time at no charge. Also, should the student not pass an exam, they may retake any portion (or all of the Program instruction) for no additional charge to prepare for retaking the

exam. Any student returning to retake/re-attend will receive the instruction, meals, refreshments and snacks at no charge. Travel (if any) and lodging (if any) expenses for subsequent retakes of the Program are the students' responsibility.

The student must bring their Program materials back when re-attending the Program. Should the materials change for the same version, CED will provide new materials at no charge to the student. Any changes to the Program version will require the student to purchase the new version of Program materials at their own expense. Subsequent to the Program, our instructors provide support to follow up questions at no charge.

Dismissal

Frequent absences, multiple test failures due to lack of effort and/or excessive class disruption will cause immediate student dismissal. When students are dismissed they are allowed to re-enroll one time. After a second dismissal, the student cannot be re-enrolled. CED reserves the right to remove a disruptive student from class for any reason at anytime.

Grievance Policy

If a student needs to report/dispute a grievance they can send a letter to:

CED Solutions, LLC
Attn: Steve Aikala
1640 Powers Ferry Rd,
Bldg 6 #300
Marietta, GA 30067

Complaints

If a student needs to issue a complaint* they can send a certified letter to:

CED Solutions, LLC
Attn: Steve Aikala
1640 Powers Ferry Rd,
Bldg 6 #300
Marietta, GA 30067

Students must report all complaints/grievances that arise while in class immediately to administration. If a verbal complaint is given written follow up is required for documentation and recording purposes. If the concern is a matter prior to class the student has 10 business days to report the issue from the original occurrence. The school will reply within 10 business days. Complaints are reviewed by the president, Richard Rodgers, who makes the final decisions. You have the right to appeal one time in writing and this review will be the institutions final decision. Students have the right of appeal of the final institutional decision to NPEC at the address below.

*All complaints are handled on a case by case basis.

Students may also contact the State commission with unresolved issues by writing to:

State of GA Nonpublic Postsecondary Education Commission
2082 East Exchange Place, Suite 220
Tucker, GA 30087-5305
www.GNPEC.org

Library Resources

CED's library of supplemental books and additional Program/topic information is available for check out at the Administrative office that is located on the 3rd floor. Items can be checked out during normal hours of operation (Monday - Friday 8am to 6pm / Saturday 8am to 4pm / Sunday Noon to 5pm) and must be returned by the last day of class.

CED has electronic & supplemental training resources are available to our students after they register and pay for their tuition. Their access will be granted (login/password) upon payment for their training Programs. The resources include but are not limited to MeasureUp & Skillsoft practice tests, simulations and lab exercises. These internet based resources are available 24/7 for a period of 180 days from activation date.

Student Services/Career Counseling

We offer employment assistance to all of our students. Our staff can assist with resume preparation and help connect our students to prospective employers who contact us for graduates of our certification training programs. Although placement assistance may be offered, the institution does not guarantee employment. We also work closely with several job placement companies to place our students. We have an alumni job board that you have access to upon graduation. The board is updated daily with new employment opportunities.

Student Records/Transcripts

We maintain all student records and a database showing how many students are signed up for any given class. Permanent paper records are kept offsite in a fireproof safe and copies can be requested in writing to the School Directors office. Any records request by a student, employer, or service must be submitted in writing and authorized/signed by the student.

Student Payment/Financing

CED accepts these forms of payment for our training Programs: Cash, Checks, and Charge Cards (VISA, Master Card, Discover, American Express, & Diners Club) We will accept Company Purchase Orders to enroll a student and ship Program materials. CED works with Sallie Mae to provide student loans. Loans are available to those who qualify.

School Facilities & Equipment

The CED Corporate Office is located at 1640 Powers Ferry Rd, Bldg 6, Suite 300, Marietta, GA 30067. The CED Training rooms are located at 1642 Powers Ferry Rd, Bldg 12, Suite 300, Marietta, GA 30067. There are 13 training rooms, a break area, the administrative offices and lounges in our facility. There are restroom facilities on all floors with elevator & stair access to the training facility.

All students have their own PC workstation to use during training. These PCs are current technology and have current software versions installed. Each PC workstation meets or exceeds these criteria: Pentium IV 2 GHz units with 2GB of memory, 60GB Hard Disks and 19" Monitors. The software on these units is updated when the manufacturers release new versions, and the computer hardware is updated approximately every two years.

Graduation Requirements

All students are required to attend 90% or more of their classes and complete all labs and assignments to qualify for graduation. Prior to graduation all monetary obligations must be fulfilled to the school.

Tuition & Fees

Each programs tuition/cost is listed on the individual class outline. The Program tuition includes a \$100.00 non-refundable registration/application fee. Per Diem costs are optional costs that can be deducted for local students or if not needed.

Cancellation & Refund Policy

CED does everything possible to ensure that a scheduled class will be conducted. We try to have backup instructors for occasions when something has prevented the primary instructor from being able to attend the class. We have a fairly liberal and mostly industry-standard refund policy.

CED reserves the right to cancel or reschedule classes at any time due to operational needs. Should a class be cancelled or rescheduled, the student may ask for & be granted a full refund for the price of the class. All classes may be retaken free at any time for up to one year, providing the student brings back the Program materials, & the same version of the Program is being taught.

Corporate/Government Refunds

Application Classes: The student may cancel or reschedule the class more than 3 business days prior to the class with no penalty. Cancellations within the 3 days will be assessed a 50% penalty. Failure to show for the class on the day of the class will result in a full loss of the payment of the class.

Dedicated Classes: Classes may be cancelled up to 14 business days prior to the class with no penalty. Cancellations within the 14 days will be assessed a 50% penalty.

Room Rentals: Room rentals may be cancelled up to 30 business days prior to the room rental with no penalty. Cancellations within the 30 days will be assessed a 50% penalty.

Technical Classes: Cancellations are permitted per the guidelines, and technical classes may be rescheduled at any time without penalty.

Individuals Refunds

The calculation of all student tuition refund amounts are determined by the guidelines listed below. Tuition Costs include an application fee, cost of program materials, practice exams/study guides and training. The testing costs, airfare and lodging expenses are optional and refunds are based on amount consumed or used.

(Tuition example based on a MCSA: Windows Server 2012 class taught in Atlanta, GA):

\$2,400.00	Training
-\$ 100.00	Application fee
-\$ 700.00	Books/review exams/study guides
\$3,200.00***	Gross tuition cost
-\$ 495.00**	Testing cost (\$165.00 ea) (optional)
-\$ 400.00**	Estimated airfare (optional)
-\$ 900.00	Lodging (optional)
\$4,995.00	Total Amount including optional expenses

**These items are refunded based on days/quantities consumed. Airfare additions/deductions are based on the actual ticket cost.

***This is the amount refundable if student cancels prior to any expenses (airfare, materials, travel and lodging) being incurred by CED Solutions, LLC or Training Provider.

Should a student's enrollment be terminated/cancelled for any reason, all refunds will be made according to the following schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee (not to exceed \$100.00).
4. Cancellation after attendance has begun, but prior to 50% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing 50% of the program will result in no refund.
6. Termination Date: When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.
7. Refunds will be made within 30 days of termination of the student's enrollment or receipt of a Cancellation Notice from the student.

Policy Statement

CED does not discriminate regarding sex, race, religion, national origin, disability and/or status. CED does not discriminate against disabled applicants and has disabled access to all areas of our location.

Appendix

Information within this catalog and Program an outline is subject to change. CED will notify students prior to making any changes.

Licensed By

CED is licensed by *Licensed by: Nonpublic Postsecondary Education Commission, 2082 East Exchange Place, Suite 220, Tucker, GA 30084 (770) 414-3300, License # 695*

School Credentials

We are a Microsoft Gold Learning Partner, a Cisco Associate Partner and our facility is a VUE, Prometric & Certiport approved testing center.

Courses & Programs

All of our programs include: Hands-on instruction by a certified instructor, all course materials, labs and practice exams, Breakfast and Lunch provided each day, Optional: Includes roundtrip airfare and lodging (Atlanta and Fort Lauderdale locations only), Certification exam(s) with On-site Testing. Courses prepare students for the following Job roles.

Year Reported	Course name	Entry Level IT & Desktop Support
2007	2 Certification Vista Operating System Boot Camp	X
2001	A+ Hardware & Operating Certification	X
2004	A+/NET+/Sec+	X
2011	CompTIA Healthcare IT Technician (HIT)	X
2004	Dual Cert. Linux+ & LPI level 1	X
2009	Dual MCITP: Windows 2008 Support Technician & Server Administrator	X
2004	Linux +	X
2003	Linux LPI Certification Boot Camp	X
2004	Linux LPI Level 1	X
2005	MCDST	X
2009	MCITP: Enterprise Support Technician	X
2012	MCSE: Desktop Infrastructure (Windows Server 2012)	X
2003	Network Essentials	X
2001	Network+ Certification	X
Year Reported	Course name	System/Network Administrator or Engineer
2012	MCSA: Windows 7	X

2012	MCSA: Windows Server 2008	X
2012	MCSA: Windows Server 2012	X
2017	MCSA: Windows Server 2016	X
2012	MCSE: Messaging (Exchange Server 2012)	X
2012	MCSE: Private Cloud (System Center 2012)	X
2012	MCSE: Server Infrastructure (Windows Server 2012)	X
2011	Microsoft Course 10747: Administering System Center 2012 Configuration Manager	X
2010	Microsoft Course 10215: Implementing and Managing Microsoft Server Virtualization	X
2010	Microsoft Course 10233: Designing and Deploying Messaging Solutions with Microsoft Exchange Server 2010	X
2010	Microsoft Course 10324: Implementing and Managing Microsoft Desktop Virtualization	X
2009	7 Certification Triple MCITP Windows 2008 Support, Server & Enterprise Administrator	X
2009	MCITP: Windows 2008 Upgrade from Windows 2003 MCSE	X
2008	Cisco CCENT® Certification Boot Camp	X
2008	Novell SUSE Linux Server 10 Administration (3072)	X
2008	Novell SUSE Linux Server 10 Advanced Administration (3073)	X
2008	Novell SUSE Linux Server 10 Fundamentals (3071)	X
2008	Planning/Deploying & Managing SMS Server 2003 Boot Camp	X
2007	Dual Vista & Exchange 2007 Certification Boot Camp	X
2007	Cisco Certified Network Professional (CCNP)	X
2004	CCNA/CCNP	X
2004	Windows 2000 Active Directory	X
2004	Windows 2000 Professional (MCP)	X
2004	UNIX Advanced Programming	X
2004	UNIX Fundamentals	X
2004	UNIX System Administration	X
2003	CCNA Certification	X
2001	UNIX Intro	X
2001	UNIX Shell Scripting	X
Year Reported	Course name	SharePoint Administrator/ Developer
2010	MCTS & MCITP: SharePoint 2010 Developer Boot Camp	X
2010	MCTS & MCITP: SharePoint Server 2010 Boot Camp	X
2010	Microsoft Course 50366: Microsoft Office SharePoint 2007 Designer	X
2010	Microsoft Course 50431: Creating Forms Using Microsoft InfoPath 2007	X
2010	SharePoint 2007 Infopath, Designer & Workflow Boot Camp	X
Year Reported	Course name	Cloud System/ Virtualization Engineer
2011	Microsoft Systems Center Configuration Manager 2007 (SCCM)	X
2010	Microsoft Course 6422: Implementing and Managing Windows Server 2008 Hyper-V	X
2009	MCTS: Hyper-V Configuring Windows Server Virtualization	X
Year Reported	Course name	Security Engineer
2017	EC-Council Certified Network Defender (CND)	X
2011	CompTIA Advanced Security Practitioner (CASP)	X
2010	Cisco CCNP Security Certification	X
2009	Cisco CCNA Security Certification	X
2009	Computer Hacking and Forensic Investigator Certification	X
2008	ECSA/LPT Certification Boot Camp	X
2008	SCNS Certification Boot Camp	X
2007	Cisco Certified Security Professional (CCSP)	X
2006	Cisco Storage Networking Support & Design	X
2006	Computer Hacking Forensic Investigator	X
2005	Ethical Hacking	X
2004	CCNA/CCSP	X
2004	CISSP/Network Defense Tools	X
2004	Security+	X

2003	QuarkXpress 5.0	X
2001	QuarkXpress	X
2015	Cisco Cybersecurity Specialist Training Course (SCYBER 600-199)	X
2015	CyberSec First Responder: Threat Detection and Response Training Course	X
2015	Department of Defense Risk Management Framework (RMF) Training Course	X
2015	HCISPP - HealthCare Information Security and Privacy Practitioner Training Course	X
Year Reported	Course name	Project Management
2006	PMP Certification	X
2006	Project 2003	X
2005	CompTIA IT Project+	X
2005	MS Project & CompTIA IT Project+ Dual Cert.	X
2005	Project Management Fundamentals	X
2001	Visio	X
Year Reported	Course name	Communications/ Voice
2011	MCTS & MCITP: Microsoft Lync Server 2010 Administrator Certification Training Course	X
2010	Cisco CCNP Voice Certification	X
2009	Cisco CCNA Voice Certification (ICOMM)	X
2007	Cisco Certified Voice Professional (CCVP)	X
2005	Cisco IP Telephony	X
Year Reported	Course name	Administrative/ Secretarial
2008	MCAS - Microsoft Certified Application Specialist Boot Camp	X
2001	Word Perfect	X
2009	CTT+ Certification	X
Year Reported	Course name	Graphic Designer/ Web Developer
2012	MCSD: Windows Store Apps Using C# (Visual Studio 2012)	X
2012	MCSD: Windows Store Apps Using HTML5 (Visual Studio 2012)	X
2010	4 Certification MCPD: Web Developer 4 Boot Camp	X
2010	6 Certification Visual Studio Dual MCPD Developer 4 Boot Camp	X
2010	MCTS: .NET Framework 4, Web Applications Boot Camp	X
2010	MCTS: .NET Framework 4, Windows Applications Boot Camp	X
2010	Microsoft Course 6462: Visual Studio 2008: Windows Workflow Foundation	X
2008	Developing BizTalk Server 2006	X
2007	5 Certification MCPD Enterprise Applications Developer Boot Camp	X
2007	MCTS: .NET Framework 2.0 Web & Distributed Applications Boot Camp	X
2007	MCTS: .NET Framework 2.0 Web Applications Boot Camp	X
2007	MCTS: .NET Framework 2.0 Windows Applications Boot Camp	X
2006	Exchanging and Transforming Data using XML and XSLT	X
2006	Intro to XML and the .NET Platform	X
2006	Building XML Web-based Applications	X
2006	Advanced Web Application Development Using ASP .NET	X
2006	Developing ASP .NET 2.0 Web Applications with Visual Studio .NET	X
2006	Developing ASP .NET Web Applications with Visual Studio .NET	X
2006	Developing MS .NET Applications for Windows (C# .NET)	X
2006	Programming with XML in the .NET Environment	X
2006	Visual Studio 2005 and ASP .NET	X
2006	Web & Windows Apps, XML Web Services in .NET Environment (C# .NET)	X
2006	What's New with Visual Studio 2005 for Existing VS .NET Developers	X
2006	XML and the .NET Environment Boot Camp	X
2005	HTML	X
2005	Microsoft Publisher 2002	X
2005	Adobe Acrobat 6.0	X
2005	Adobe FrameMaker 7.0	X

2005	Adobe Illustrator CS	X
2005	Adobe PageMaker CS	X
2005	Adobe Photoshop CS	X
2005	ColdFusion Boot Camp	X
2005	ASP Level 1	X
2005	ASP Level 2	X
2005	ASP.NET	X
2005	ASP.NET Boot Camp	X
2005	VB Script	X
2004	Fireworks MX	X
2004	FrontPage 2000	X
2004	FrontPage 2000	X
2004	FrontPage XP	X
2004	FrontPage XP (2002)	X
2004	HTML Web Design	X
2004	Internet Fundamentals	X
2004	Java Programming for Developers	X
2004	Java Programming Fundamentals	X
2004	Java Script	X
2004	Macromedia Boot Camp	X
2004	Master CIW Enterprise Developer	X
2004	Master CIW Website Manager	X
2004	Mastering Visual Basic 6.0 Develop.	X
2004	Mastering Visual Basic 6.0 Fund.	X
2004	CIW Professional Designer	X
2004	CIW Professional Site Design	X
2004	ColdFusion MX Boot Camp	X
2004	ASP .NET Boot Camp	X
2004	ASP Level 1 & 2	X
2004	XML	X
2003	iNET+	X
2003	Macromedia Dream Weaver MX	X
2003	Macromedia Dream Weaver MX Ultra Dev	X
2003	Macromedia Fireworks MX	X
2003	Macromedia Flash MX	X
2003	Adobe FrameMaker 6.0	X
2003	Adobe InDesign	X
2003	Adobe PageMaker 6.5	X
2003	Adobe Photoshop	X
2001	Dreamweaver	X
2001	Dreamweaver 4.0 UltraDev	X
2001	Flash	X
2001	Front Page 2000	X
2001	HTML Web Design	X
2001	i-NET Certification	X
2001	Internet Business Fundamentals	X
2001	Internet, HTML Web Authoring, Network Fundamentals	X
2001	Java Programming	X
2001	Macromedia Fireworks	X
2001	Adobe Acrobat 4.0	X
2001	Adobe FrameMaker 6.0	X
2001	Adobe Indesign	X
2001	Adobe PageMaker 6.5	X
2001	Adobe Photoshop 6.0	X
2001	Cold Fusion	X
2001	ASP	X
2001	C++	X
2001	VB 6.0 Programming	X

Year Reported	Course name	Database Administrator/ Engineer
2012	MCSA: SQL Server 2012	X
2017	MCSA: SQL 2016 BI Development	X
2017	MCSA: SQL 2016 Database Administration	X
2017	MCSA: SQL 2016 Database Development	X
2012	MCSE: Business Intelligence (SQL 2012)	X
2012	MCSE: Data Platform (SQL 2012)	X
2009	4 Certification MCITP: SQL 2008 Database Administrator & Developer	X
2009	Dual Certification MCITP: SQL 2008 Database Administrator	X
2009	Dual Certification MCITP: SQL 2008 Database Developer	X
2009	Microsoft Course 6158: Updating Your SQL 2005 Skills to SQL Server 2008	X
2009	Microsoft Course 6231: Maintaining a Microsoft SQL Server 2008 Database	X
2009	Microsoft Course 6232: Implementing a Microsoft SQL Server Database	X
2009	Oracle10g OCA + SQL Expert Dual Certification	X
2009	Oracle11g DBA Certification	X
2009	Oracle11g OCA Dual Certification	X
2009	Oracle11g OCA/OCP Upgrade from Oracle10g	X
2009	Oracle11g OCP Certification	X
2008	MCITP: Business Intelligence Developer Certification Boot Camp	X
2008	Oracle 10g Database on Enterprise Linux	X
2008	Oracle Database SQL Certified Expert Boot Camp	X
2007	MCITP SQL 2005 Database Administrator Boot Camp	X
2007	MCITP SQL 2005 Database Developer Boot Camp	X
2007	Oracle 10g DBA Certification Boot Camp	X
2007	Oracle 10g DBA Upgrade Certification Boot Camp	X
2005	Oracle 10g	X
2005	SQL 2000 Administration	X
2004	MCSE 2003	X
2004	Oracle Financials 11i	X
2004	Oracle PL/SQL	X
2004	SQL 2000 Administration	X
2004	SQL 2000 Database Design	X
2004	SQL Advanced	X
2001	SQL Fundamentals	X
Year Reported	Course name	Accounting & Finance
2004	Crystal Reports 9.0 Adv.	X
2004	Crystal Reports 9.0 Intro.	X
2004	Peachtree Complete Forms/Financials	X
2004	Peachtree Complete Job Costing	X
2004	Peachtree Complete Level 1	X
2004	Peachtree Complete Level 2	X
2003	Crystal Reports 9.0 Introduction	X
2001	Crystal Reports 8.0 Advanced	X
2001	Crystal Reports 8.0 Intro	X
2001	Cascading Style Sheets	X
Year Reported	Course name	Network Architech
2008	VMWare Infrastructure 3 Boot Camp	X
2003	CCDA Certification	X
Year Reported	Course name	Sales & Customer Service
2004	ACT 2000	X
2001	GoldMine 5.0	X

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