



# Information Technology

“**S**top for lunch and you are lunch. I think software engineers **NOW** understand what it’s like to be an options trader on Wall Street.”

*Paul Saffo*  
Technology Forecaster, Futurist

Network systems analysts and computer software engineers are the top five fastest growing careers in the next 20 years. Staying on top in the industry, however, is like living on a treadmill set at 100 mph. One step off and you’re toast.

That’s why we work just as fast to ensure that you can choose from the leading quality IT courses in the area.

Learn the latest in open source database systems or earn the most advanced certification in your software specialty. Our introductory computer courses will have you drafting business proposals, creating greeting cards and posting web pages in no time.

For certificate programs and contact information, see page 84.

## Computer Maintenance

### Maintaining and Supporting Computers (A+ Certification Training)

A hands-on exploration of PC architecture focusing on troubleshooting, repairs and help desk support. Examines PC hardware, Windows, basic networking and printers. A+ is a testing program from CompTIA certifying computer technicians.

**Prerequisite:** Basic familiarity with PCs and the Windows environment.

*Required for Computer Technician Professional Achievement Award*

**Michael Vranisky, B.S., MCSE, CBNT,** Network Project Engineer, Armed Forces Radio and Television Services-Broadcast Center, March ARB

**Credit:** 3 units

**Date/Time:** Thurs. 6-10 p.m., Apr. 23-Jun. 18 (9 meetings)

**Location:** UCR: Extension Center, 1200 University Ave.

**Fee:** \$895

**Preregistration:** Requested by April 16.

Engineering X485

**Reg #084-ITM-M17**

## Database Systems

**LAB**

### Microsoft Access

Participants learn the skills needed to build a database that allows users to add and edit data in a form, run queries, and preview and print reports.

**Prerequisite:** Csc. X422, Microsoft Windows, or equivalent experience.

**Paul T. Meinke, B.A.,** Database Design Consultant/Training Consultant, Forest Falls

**Credit:** 3 units

**Date/Time:** Wed. 6-10 p.m., Apr. 15-May 27 (7 meetings)

**Location:** UCR: Lab 202, Extension Center, 1200 University Ave.

**Fee:** \$495

**Preregistration:** Requested by April 8.

Computer Science X424

**Reg #084-ITA-A11**

**LAB**

### SQL Server 2005 – Designing a Database Server Infrastructure

Participants design database infrastructure, security, physical database elements, database solutions for high availability, data recovery and archiving strategies.

**Prerequisite:** Csc. X418.8 SQL Server 2005 - Implementation and Maintenance, or equivalent experience.

*Required for Microsoft Certified SQL Server 2005 Database Administrator (MCITP) Certificate*

**Thomas M. Jernejcic,** Lead Database Administrator, county of Riverside

**Credit:** 4 units

**Date/Time:** Wed. 6-10 p.m., Apr. 22-Jun. 24 (no meeting Apr. 29) (9 meetings)

**Location:** UCR: Lab 213, Extension Center, 1200 University Ave.

**Fee:** \$895 (The first class meeting will be lecture only.)

Computer Science X418.81

**Reg #084-ITC-C18**

## Microsoft System Administration

**LAB**

### Designing Security for Microsoft Networks

Participants learn to design a secure network infrastructure including assembling the design team, modeling threats, determining business requirements and analyzing security risks.

**Prerequisite:** Csc. X443.7, Managing Microsoft Windows Server 2003 Network Infrastructure, or equivalent experience.

*Required for Microsoft Certified Systems Engineer Certificate*

**Michael M. Titus, B.S., MCSE,** Systems Engineer, Consultant/Specialist, Kaiser Permanente, Corona

**Credit:** 3 units

**Date/Time:** Tues. 6-9 p.m., Apr. 21-Jun. 16 (9 meetings)

**Location:** UCR: Lab 205, Extension Center, 1200 University Ave.

**Fee:** \$745

**Preregistration:** Requested by April 14.

Computer Science X443.8

**Reg #084-ITC-C07**

# Networking

## Networking (Network+ Certification Training)

Introduction to design, install, maintain and administer networks including Microsoft Windows.

*Required for Computer Technician Professional Achievement Award*

*Required for Cisco Certified Network Associate (CCNA) Professional Achievement Award*

**Paul Claxton**, IT Management Specialist, Defense Media Center, March Air Reserve Base

**Credit:** 3 units

**Date/Time:** Tues. 6-9 p.m., Apr. 14-Jun. 23 (no meeting Apr. 21) (10 meetings)

**Location:** UCR: Extension Center, 1200 University Ave.

**Fee:** \$495

**Preregistration:** Requested by April 7.

Computer Science X480.1

**Reg #084-ITN-N16**

**Prerequisite:** Csc. X422, Microsoft Windows, or equivalent experience.

**Brenda L. Kooiman**, President and Lead Trainer, PC University, San Bernardino

**Credit:** 2 units

**Date/Time:** Mon. 6-10 p.m., Apr. 13-May 11 (5 meetings)

**Location:** UCR: Lab 202, Extension Center, 1200 University Ave.

**Fee:** \$395

**Preregistration:** Requested by April 6.

Computer Science X422.3

**Reg #084-ITA-A09**

### LAB

## Microsoft Excel

Learn navigation techniques, spreadsheet and workbook formats, formulas and built-in functions, chart design and placement in worksheets, tips and tricks, special features to simplify tasks, data filters, and the Tip Function and Chart Wizards.

**Prerequisite:** Csc. X422, Microsoft Windows, or equivalent experience.

**Kim A. Shepherd**, Trainer, Ultimate Professional, Riverside

**Credit:** 2 units

# Office Applications

### LAB

## Microsoft Word

Exploration of Word navigation, editing techniques, character and paragraph formatting, tabs and tables, page appearance, tools, printing, and using Word for Web page creation.

## Add Class to Your Workplace



### We Teach at Your Workplace or Ours

UCR Extension provides customized programs that are taught by professionals who possess a combination of real-world experience, professional training expertise and the ability to tailor programs to meet your goals and objectives.

#### Recent clients include:

- Abbott Vascular
- American Electric
- AMF Support Surfaces
- Big 5
- Biosense
- Bostik
- Custom Building Products
- Frito Lay
- L.A. County Sheriff
- Loma Linda University
- L & T Precision
- Riverside County
- Snapware, Inc.
- Standard Pacific Homes
- Whiting Door

#### Sessions include:

- Computer Skills
- Continuous Process Improvement (CPI)
- Customer Service
- Frontline Supervision
- Leadership
- Lean Manufacturing
- Production Skills
- Project Management
- Purchasing
- Supply Chain Management
- Team Building
- Vocational English as a Second Language

For more information, contact Susan Almeida at (951) 827-1623 or salmeida@ucx.ucr.edu.

**Date/Time:** Mon. 6-10 p.m., May 18-Jun. 22 (no meeting May 25) (5 meetings)

**Location:** UCR: Lab 202, Extension Center, 1200 University Ave.

**Fee:** \$395

**Preregistration:** Requested by May 11.

Computer Science X422.7

**Reg #084-ITA-A10**

# Programming and Web Technology

### LAB

## Web Publishing Using XHTML, HTML and ASP

Introduction to XHTML, HTML and ASP including web site development tools and the Web publishing process.

**Prerequisite:** Csc. X420, Web Technology, or equivalent experience.

*Required for Certificate in Web Development*

**John Epps**, B.A., Sr. Consultant and Trainer, John Epps Associates, San Bernardino

**Credit:** 3 units

**Date/Time:** Tues. 6-10 p.m., Apr. 14-May 26 (7 meetings)

**Location:** UCR: Lab 211, Extension Center, 1200 University Ave.

**Fee:** \$695

**Preregistration:** Requested by April 7.

Computer Science X421

**Reg #084-ITP-P15**

### LAB

## ADO.NET 2.0 Windows-Based Client Development

Participants learn to use ADO.NET 2.0 to access, sort and manipulate data in stand-alone, enterprise and Web-enabled applications including best practices for writing, testing and debugging database application code using tools and wizards.

**Prerequisite:** Csc. X435.1, Visual Basic 2005 Application Development, Csc. X443.32, C# Application Development Advanced, or equivalent experience.

*Required for Microsoft Certified Professional Developer (MCPD) Certificate*

**Khosrow Daraei**, B.S., Instructor, UCR Extension

**Credit:** 4 units

**Date/Time:** Wed. 6-10 p.m., Apr. 22-Jun. 17 (9 meetings)

**Location:** UCR: Lab 205, Extension Center, 1200 University Ave.

**Fee:** \$895 (Class meeting on April 22 will be lecture only.)

**Preregistration:** Requested by April 15.

Computer Science X438.3

**Reg #084-ITP-P08**

**LAB**

## UNIX/Linux System Administration

Hands-on exploration of UNIX/Linux system administration including operating system installation, adding devices (e.g. terminals, printers, etc.), maintaining user accounts, monitoring system resources, back-ups, restoring file systems, security and networking.

**Prerequisite:** Csc. X435, UNIX/Linux Fundamentals, or equivalent experience.

*Required for Certificate in UNIX/Linux System Administration*

**William Albert Diehl, M.B.A.**

**Credit:** 3 units

**Date/Time:** Mon. 6-10 p.m., Apr. 6-May 18 (7 meetings)

**Location:** UCR: Lab 207, Extension Center, 1200 University Ave.

**Fee:** \$745

**Preregistration:** Requested by March 30.

Computer Science X435.7

**Reg #084-ITP-P12**

## UNIX/Linux: Shell Programming and Utilities

Explores UNIX/Linux operating system utilities and programming. Topics include details of the UNIX/Linux file system; text processing with regular expressions; batch editing with "sed," the stream editor; data processing with the powerful "awk" utility; other filters useful in piping; shell programming using the Bourne shell; debugging; developing programming constructs; and using UNIX/Linux to address distributed computing issues.

**Prerequisite:** Csc. X435, UNIX/Linux Fundamentals, or equivalent experience.

*Required for Certificate in UNIX/Linux System Administration*

**Dennis Rich, Systems Administrator, Eastern Municipal Water District, Perris**

**Credit:** 3 units

**Date/Time:** Mon. & Wed. 5:30-10 p.m., Mar. 11, 18, 23 & 25 & Apr. 1 & 15 (6 meetings)

**Location:** University Extension Center, 1200 University Ave.

**Fee:** \$745

Computer Science X435.2

**Reg #083-ITP-P16**

### Textbooks

Go to [extension.ucr.edu](http://extension.ucr.edu) for course textbook requirements.

**LAB**

## Advanced UNIX/Linux System Administration

Participants explore advanced administrative procedures including security, maintenance, implementation, support and management of UNIX/Linux systems.

**Prerequisite:** Csc. X435, UNIX/Linux Fundamentals, or equivalent experience.

*Required for Certificate in UNIX/Linux System Administration*

**Dennis Rich, Systems Administrator, Eastern Municipal Water District, Perris**

**Credit:** 3 units

**Date/Time:** Tues. 6-10 p.m., May 19-Jun. 30 (7 meetings)

**Location:** UCR: Lab 207, Extension Center, 1200 University Ave.

**Fee:** \$745

**Preregistration:** Requested by May 12.

Computer Science X436.7

**Reg #084-ITP-P13**

**LAB**

## UNIX/Linux Security Systems

Training to adjust permissions on files and directories, set default file-creating permissions, implement password aging, enhance security level programs, encrypt files, set up a restricted environment, maintain "cron" permissions, avoid security breaches and audit system security.

**Prerequisite:** Csc. X435, UNIX/Linux Fundamentals, or equivalent experience.

*Required for Certificate in UNIX/Linux System Administration*

**Robert L. Hoffmaster, B.A., Manager, Backups & Help Desk, ESRI, Redlands**

**Credit:** 3 units

**Date/Time:** Wed. 6-10 p.m., Apr. 22-Jun. 3 (7 meetings)

**Location:** UCR: Lab 207, Extension Center, 1200 University Ave.

**Fee:** \$745

**Preregistration:** Requested by April 15.

Computer Science X435.9

**Reg #084-ITP-P14**

## Office Workshops

**LAB**

### Word Workshop: Letters and Memos

Create, format and edit effective letters and memos using professional styles, graphics and approaches.

**Paul T. Meinke, B.A., Database Design Consultant/Training Consultant, Forest Falls**

**Date/Time:** Mon. & Wed. 9 a.m.-noon, Apr. 20 & 22 (2 meetings)

**Location:** UCR: Lab 202, Extension Center, 1200 University Ave.

**Fee:** \$225 (includes materials)

**Preregistration:** Requested by April 13.

Computer Science 854.1

**Reg #084-ITA-A19**

## Winter 2009 Instructor Excellence Award Brenda Kooiman

**UCR Extension Instructor since:** 2000

**Expertise:** Computer Instruction

**Courses taught:** Word, Excel, PowerPoint, Visio and Microsoft Office (all levels).

**Achievements:** Founder and owner of PC University, a 16-year-old company in San Bernardino specializing in corporate computer training. Awarded Microsoft Office User Specialist Master Instructor in 2000. Developed curriculums and currently teaches classes in 16 different computer applications as well as ethics, diversity, customer service and choosing a career wisely.

**Publications:** Various training manuals, primarily computer training, but also including diversity, ethics, and customer service.

**How did you get interested in the field:** "After installing computer networks for my customers, I used to watch the pride on the owners' faces and the overwhelmed, sometimes near panicked look on the faces of the administrative/secretarial staff. That needed to change."

**Noted for:** Keeping students' "learning fires burning."

**Students say:** "Brenda is an awesome instructor. She is engaging, kind, helpful and just fantastic."



**LAB****Excel Workshop: Navigation, Formulas, Functions and Formatting**

Learn how to create worksheets, workbooks, templates, formulas and functions to manage data efficiently and effectively.

**Kim A. Shepherd**, Trainer, Ultimate Professional, Riverside

**Date/Time:** Tues. & Thurs. 9 a.m.-noon, Apr. 14 & 16 (2 meetings)

**Location:** UCR: Lab 202, Extension Center, 1200 University Ave.

**Fee:** \$225 (includes materials)

**Preregistration:** Requested by April 7.

Computer Science 850.5

**Reg #084-ITA-A20**

**LAB****Excel Workshop: Filters, Charts and Advanced Functionality**

Explore working with multiple worksheets, filters, advanced functions and integration techniques with other Office applications and the Web.

**Kim A. Shepherd**, Trainer

**Date/Time:** Tues. & Thurs. 9 a.m.-noon, Apr. 21 & 23 (2 meetings)

**Location:** UCR: Lab 202, Extension Center, 1200 University Ave.

**Fee:** \$225 (includes materials)

**Preregistration:** Requested by April 14.

Computer Science 851.3A

**Reg #084-ITA-A21**

**LAB****Access Workshop: Relational Database Design**

Provides a hands-on exploration of Access database design, table development and navigation. Participants learn the benefits of developing databases to organize data and information. Topics include database functionality, database benefits and usage, the database design process and table development for organizing data.

**Paul T. Meinke**, B.A., Database Design Consultant/Training Consultant

**Date/Time:** Mon. & Wed. 9 a.m.-noon, May 4 & 6 (2 meetings)

**Location:** UCR: Lab 202, Extension Center, 1200 University Ave.

**Fee:** \$225 (includes materials)

**Preregistration:** Requested by April 27.

Computer Science 850.1

**Reg #084-ITA-A22**

**LAB****Access Workshop: Importing Data and Creating Reports**

Introduction to the methods and best practices for importing data and developing custom reports in Access.

**Prerequisite:** Csc. 850.1, Access Workshop: Relational Database Design, or equivalent experience.

**Paul T. Meinke**, B.A., Database Design Consultant/Training Consultant

**Date/Time:** Mon. & Wed. 9 a.m.-noon, May 11 & 13 (2 meetings)

**Location:** UCR: Lab 202, Extension Center, 1200 University Ave.

**Fee:** \$225 (includes materials)

**Preregistration:** Requested by May 4.

Computer Science 854.6

**Reg #084-ITA-A23**

**LAB****PowerPoint Workshop: Incorporating Art, Charts and Tables**

Introduction to working with multiple worksheets, filters, advanced functions and using Excel to integrate with other Office applications (e.g. Word, PowerPoint) and the Web.

**Kim A. Shepherd**, Trainer

**Date/Time:** Tues. & Thurs. 9 a.m.-noon, May 12 & 14 (2 meetings)

**Location:** UCR: Lab 202, Extension Center, 1200 University Ave.

**Fee:** \$225 (includes materials)

**Preregistration:** Requested by May 5.

Computer Science 854.3

**Reg #084-ITA-A24**

**LAB****Project Workshop: Planning, Scheduling and Management Tools**

Participants learn how to manage projects on time and budget using expert management, scheduling and tracking tools using MS Project.

**John Epps**, B.A., Sr. Consultant and Trainer

**Date/Time:** Tues. & Thurs. 9 a.m.-noon, May 19 & 21 (2 meetings)

**Location:** UCR: Lab 202, Extension Center, 1200 University Ave.

**Fee:** \$225 (includes materials)

**Preregistration:** Requested by May 12.

Computer Science 851.8

**Reg #084-ITA-A25**

**LAB****PowerPoint for Public Meetings**

Learn how to capture audience attention, when to stray from your presentation and steer your way back, map out slides, move from topics and themes and address large audiences.

**Prerequisite:** Familiarity with the Windows environment.

**John Epps**, B.A., Sr. Consultant and Trainer

**Credit:** .7 CEU

**Date/Time:** Thurs. 8:30 a.m.-4:30 p.m., Apr. 23 (1 meeting)

**Location:** UCR: Lab 205, Extension Center, 1200 University Ave.

**Fee:** \$225

**Preregistration:** Requested by April 16.

Computer Science 857.1

**Reg #084-ITA-A26**

**Department Contacts:**

**Eric Blum**

**Director**

**(951) 827-4111**

**bet@ucx.ucr.edu**

To Enroll: See page 116.

**Certificates in:**

**Microsoft Certified IT Professional SQL Server 2005**

**Microsoft Certified Professional Developer (MCPD)**

**Microsoft Certified Systems Engineer (MCSE)**

**Microsoft Office Specialist**

**Office Database Administration**

**UNIX/Linux**

**Professional Achievement in:**

**Cisco Certified Network Associate**

**Computer Technician**

**Web Development**

Contact: Susan Almeida

(951) 827-1623

[bet@ucx.ucr.edu](mailto:bet@ucx.ucr.edu)

**Microsoft Certified Professional Developer (MCPD)\*** To earn the certificate, you must complete 20 required units.

Required Course Title	Units	Page
<b>Visual Basic Emphasis Track</b>		
Visual Basic 2005 Application Development	4	
Visual Basic 2005 Application Development Advanced	4	
ASP.NET 2.0 Web-Based Client Development	4	
ADO.NET 2.0 Windows-Based Client Development	4	82
Designing and Developing Enterprise Applications With Visual Studio 2005	4	
<b>C# Programming Emphasis Track</b>		
Visual C# 2005 Application Development	4	
Visual C# 2005 Application Development Advanced	4	
ASP.NET 2.0 Web-Based Client Development	4	
ADO.NET 2.0 Windows-Based Client Development	4	
Designing and Developing Enterprise Applications With Visual Studio 2005	4	

**Microsoft Office Specialist** This certificate program is no longer offered.

**Oracle Database Administration (Available through contract only.)** To earn the certificate, student must complete 16 required units.

Required Course Title	Units	Page
Oracle Database 10g: Introduction to SQL	4	
Oracle Database 10g: Program With PL/SQL	4	
Oracle Database 10g: Administration I	4	
Oracle Database 10g: Administration II	4	

**UNIX/Linux System Administration** To earn the certificate, you must complete 15 required units.

Prerequisite Course Title	Units	Page
UNIX/Linux Fundamentals	3	
<b>Required Course Title</b>		
UNIX/Linux System Administration	3	83
Advanced UNIX/Linux System Administration	3	83
UNIX/Linux Shell Programming and Utilities	3	83
UNIX/Linux Security Systems	3	83
Programming With Perl	3	
<b>OR</b>		
Using Apache, PHP and MySQL	3	

\*All Microsoft Certified courses and certificate programs at UCR Extension help students prepare for official Microsoft certification exams. To receive official Microsoft certification, students must meet all Microsoft requirements as listed on [www.microsoft.com](http://www.microsoft.com).

Please visit our Web site for complete program information at [www.extension.ucr.edu](http://www.extension.ucr.edu).

**Cisco Certified Network Associate (CCNA)** *To earn the certificate, you must complete 9 required units*

Required Course Title	Units	Page
Networking (Network+ Certification Training)	3	82
Cisco Networking and Router Configuration: Part I	3	
Cisco Networking and Router Configuration: Part II	3	

**Computer Technician** *To earn the certificate, you must complete 6 required units.*

Required Course Title	Units	Page
Networking (Network+ Certification Training)	3	82
Maintaining and Supporting Computers (A+ Certification Training)	3	81

**Web Development** *To earn the certificate, you must complete 8 units.*

Required Course Title	Units	Page
Web Technology	2	
Web Publishing Using XHTML, HTML and ASP	3	82
Using Apache, PHP and MySQL	3	

Certificate enrollment form, page 5.

*Information in this matrix is subject to change. Classes in this program are scheduled year-round with varying start dates; please see listings each quarter. Additional courses may be offered. Please see future catalogs.*

*Please visit our Web site for complete program information at [www.extension.ucr.edu](http://www.extension.ucr.edu).*

