



IT'S EASY TO ENROL

You are asked to enrol at least seven days before the course starts. Places are strictly limited so please book early!

<ICT FOCUS COURSE BOOKING FORM>

Either fax the completed form below to 01524 510490 or post it to Tracy Hargreaves, ICT Focus, InfoLab21, Lancaster University, Lancaster LA1 4WA

<YOUR DETAILS>

Title _____, Full name _____

Job title _____

Employer _____

Address _____

Postcode _____

Tel _____, Fax _____

Email _____, Date of birth _____

Do you have any special needs e.g. disabled access, dietary requirements?

Have you ever been a student at Lancaster University?

No Current student Previous student

<WHICH COURSE DO YOU WISH TO ATTEND>

Network & Systems Administration Microsoft Core MCSE

CCNA Advanced Systems Administration

Advanced Network Engineering Systems & Network Programming

<PAYMENT>

You will be invoiced for your course fee. Please indicate when you would like to be invoiced

Now After the induction day

Invoice details (if not as above)

Contact Name _____

Organisation _____

Address _____

Postcode _____

Purchase order number _____

Please note that VAT is not added to course fees

<WHAT ARE UNIVERSITY "CERTIFICATES" AND FOUNDATION DEGREES?>

Each **Certificate** is a Lancaster University qualification and will give you 60 credits at level C or level I. They are recognised in their own right but may also be used as credit towards a Foundation Degree programme at Lancaster.

Foundation Degrees are new work-related Higher Education (HE) qualifications that combine vocational skills with higher level study. Lancaster University has accredited three Foundation Degrees in Network & Systems Engineering – and they are awarded on completion of 4 of our Certificates (the degree you are awarded depends upon which combination of Certificates you take).

Foundation Degrees can lead to further HE study (you can progress onto the final year of a BSc programme at Lancaster) or prepare the way for professional vendor certifications.

See our web site or contact us for a full Foundation Degree prospectus if you want to know more

www.lancaster.ac.uk/ictfocus

<WHO ARE WE?>

ICT Focus is a division of Information Systems Services at Lancaster University. We offer advanced courses for IT professionals ranging from Microsoft Official Curriculum courses to Red Hat Linux training or the EC Council's 'Ethical Hacker' certification.

We work closely with the Computing Department and the Department of Continuing Education to offer University accredited certificates – designed specifically for – and with input from – IT support staff throughout the region.

Our trainers and tutors have in-depth practical experience of network & systems administration, design, and of using new and emerging technologies within the workplace.

<OUR TRAINING FACILITIES>

We are based in purpose-built, high quality facilities in InfoLab21 – Lancaster University's centre for ICT research, knowledge transfer and training. All courses include course materials and parking permits as well as refreshments and a selection of home-baked lunches, served in our roof-top terrace Café.

<WHAT OTHER PEOPLE HAVE SAID ABOUT OUR COURSES...>

"Great to study alongside others doing the same job as me and experiencing the same problems"

"Very informative"

"Professional trainers who really know their stuff"

"Useful, informative and affordable – altogether excellent"

"A well presented and relevant course in a great training facility".



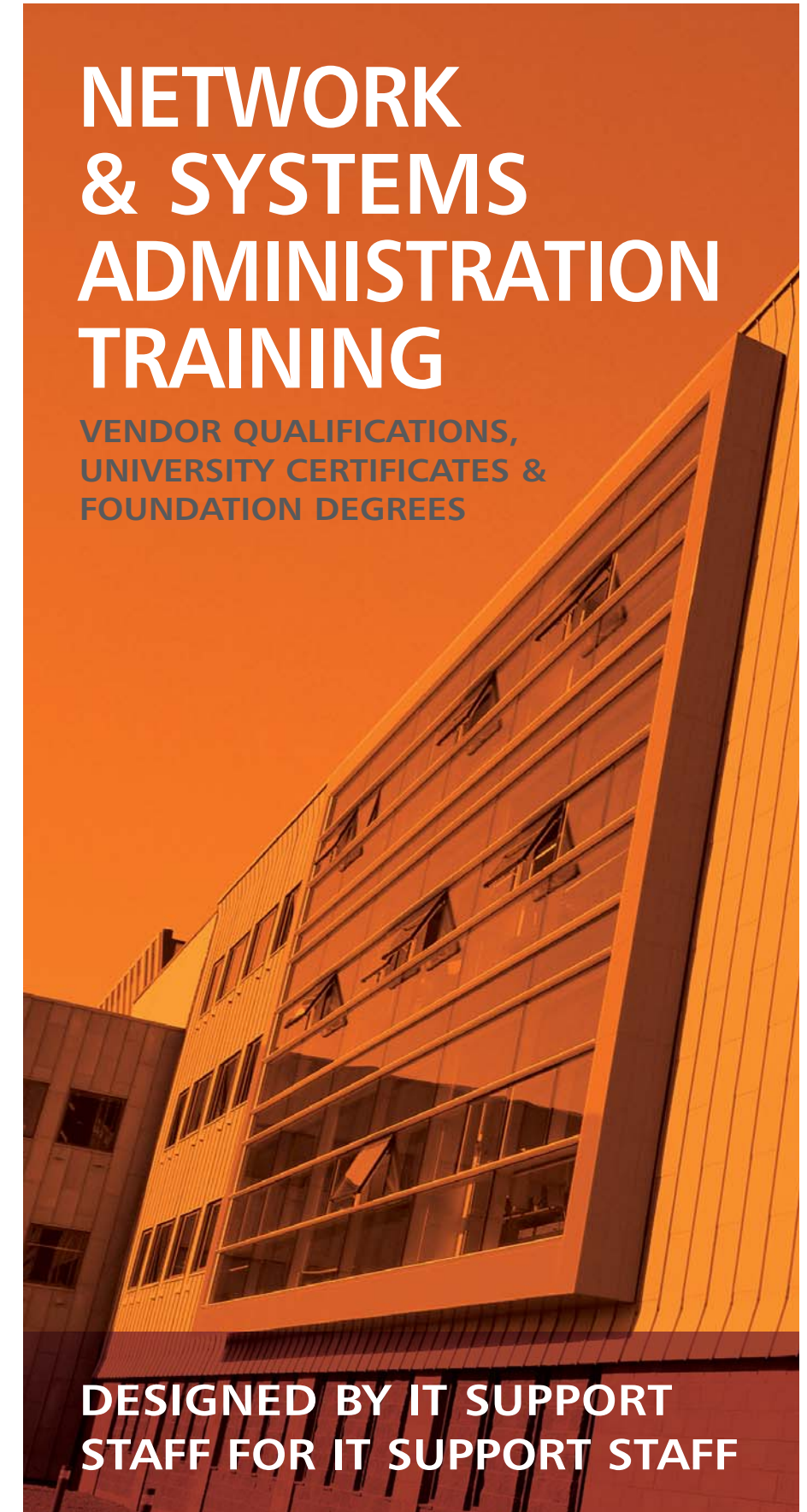
<ICT FOCUS>

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NETWORK & SYSTEMS ADMINISTRATION TRAINING

VENDOR QUALIFICATIONS, UNIVERSITY CERTIFICATES & FOUNDATION DEGREES



DESIGNED BY IT SUPPORT STAFF FOR IT SUPPORT STAFF

<ICT FOCUS>



www.lancaster.ac.uk/ictfocus

InfoLab21

WHY STUDY WITH US?

- > ICT FOCUS TRAINERS HAVE IN-DEPTH PRACTICAL EXPERIENCE OF THE LATEST SYSTEMS & NETWORKING TECHNOLOGIES AND FACE THE ISSUES COVERED ON A DAILY BASIS.
- > COURSES COMBINE PRACTICAL TUTOR-LED STUDY DAYS AT INFOLAB21 WITH SELF-PACED, WORK-BASED LEARNING
- > STUDY DAYS GIVE YOU THE CHANCE TO MEET WITH OTHERS WORKING IN THE SAME FIELD AND ESTABLISH A NETWORK OF SUPPORT CONTACTS.
- > YOU WILL WORK IN SMALL GROUPS SO THAT YOU GET TO KNOW OTHERS WHO UNDERSTAND THE SORTS OF PROBLEMS YOU HAVE TO TACKLE.
- > YOU WILL GET CONTINUED SUPPORT FROM TUTORS AND FELLOW STUDENTS VIA AN ON-LINE CONFERENCE.
- > ALL COURSES FOLLOW A MODULARISED PROGRAMME PROVIDING ACHIEVABLE SHORT-TERM GOALS
- > YOU CAN GET RECOGNITION FOR YOUR SKILLS BY WORKING TOWARDS A UNIVERSITY QUALIFICATION
- > OR TAKE THE MICROSOFT & CISCO ORIENTED COURSES AND WORK TOWARDS YOUR MCSE OR CCNA AT THE SAME TIME.
- > ALL OUR STAFF ARE FRIENDLY, APPROACHABLE & HERE TO HELP!

INTRODUCTORY COURSE...

<NETWORK & SYSTEMS ADMINISTRATION: £595>

The most popular of our certificates, NASA introduces key elements of systems and networking administration. It provides the skills and knowledge essential to running an efficient and effective IT infrastructure.

The course consists of 6 units, with one study day per unit, followed by self-paced study in the workplace. Studying how the network & systems operate in your workplace (or places you have previously worked) plays a major role throughout the course. Individual module assignments help you work towards an end-of-course assignment, bringing together all the knowledge & skills learned.

The 6 units cover:

Network infrastructure essentials: focussing on network design and technologies to give you an understanding of modern data networks, this unit covers networking concepts, network and remote access components and network protocols such as TCP/IP.

Operating systems: discussing the fundamental administration tasks performed on modern operating systems, this unit includes OS functions, routine tasks and the creation of user and group accounts and the associated security issues. It also looks at the automation of systems administration.

Network services: covering the services provided by most systems, including DNS,

DHCP and name resolution mechanisms, connectivity components for foreign systems and the configuration of network protocols.

Network security & resource availability: encompassing general network security issues and access permissions, as well as advanced security mechanisms such as encryption on the wire and file encryption. Also looking at resource availability including search mechanisms, and resource services, such as DFS.

Web Services: providing an introduction to web server setup and administration, including concepts and terminologies, page delivery mechanisms, site maintenance, security issues and methods of connecting and securing access to the internet.

Printing, Troubleshooting, Legal Issues: does what the name suggests! Covering network printing setup and administration, an introduction to IPP and location maintenance, troubleshooting resources, fault categories & troubleshooting methodologies. We also look at issues regarding the Data Protection Act, accessibility, and a person's right to privacy and private correspondence (RIPA)

For those new to systems administration – or simply requiring a broader understanding of what they do – this course is the place to start!

VENDOR QUALIFICATIONS...

Students who successfully complete the certificates below will have the knowledge and skills to take the relevant vendor qualifications in order to obtain Microsoft MCP or Cisco CCNA.

<MICROSOFT CORE MCSE : £995>

This course explores systems administration, design & implementation using Microsoft platforms. It covers and builds upon core elements of the Microsoft Certified Systems Engineer

(MCSE) curriculum, placing this technical curriculum in the context of your workplace and allowing for further study and reflective assessment.

<CISCO CCNA: £925>

This course looks at networking from the wires up. The curriculum covers and builds upon the Cisco Certified Network Associate (CCNA) curriculum, thus

preparing you for this professional qualification, at the same time developing your knowledge and skills within the context of your own workplace.

ADVANCED COURSES...

Aimed at those who have successfully completed one of our other certificates – or those who have more experience in their role, these courses look in more detail at specific areas, allowing you to select the modules which more closely map to your working environment and the roles you have within your workplace.

<ADVANCED SYSTEMS ADMINISTRATION: £595>

This course is defined by its 3 core modules: Server Systems Architectures; Database Systems and Services; Client Server Mail Systems

The Certificate requires 3 further modules selected from the following electives:

IT Systems; Disaster Recovery Planning; End User Systems – Planning, Development & Deployment; Advanced Web Services & Server Architectures; Advanced IT Infrastructure Security; Scripting for Networks, Advanced Scripting; Multimedia Networks; Introduction to IPv6.

<ADVANCED NETWORK ENGINEERING: £595>

Again this course is defined by its 3 core modules: Routing and the Global Internet; Network Management and Core Services; Wireless and Mobile Networking.

To complete the Certificate 3 further modules are selected from the following electives:

Multimedia Networks; Introduction to IPv6; Scripting for Networks, Advanced Scripting; Advanced IT Infrastructure Security; IT Systems Disaster Recovery Planning; End User Systems – Planning, Development & Deployment; Advanced Web Services & Server Architectures.

PROGRAMMING...

<SYSTEMS & NETWORK PROGRAMMING: £595>

Designed as the final year for those following the Foundation Degree programme, this course provides basic programming skills using C# and the .NET framework, an introduction to software engineering, project

management skills for software development and distributed computing and communications. Throughout the course students will work together to develop skills that will culminate in a work-based collaborative project.



COURSE STRUCTURE

<INDUCTION DAY>

Each course starts with an induction day workshop during which you will be introduced to the course content, try out

the on-line conferencing system, meet fellow students and have a look around the University.

<STUDY DAYS>

Courses are split into modules. Depending on the course you may have between 1 and 5 study days per module. Each study day involves short lectures,

demonstrations and practical hands-on training in one of our training rooms in InfoLab21. Class sizes range from 6 to 16 and each delegate has their own PC.

<SELF-PACED STUDY AND WORKPLACE LEARNING>

After the study day read around the subject area – use suggested course books, find your own materials or read current articles about issues affecting the

industry. Studying the way the network & systems operate in your workplace will play a major role throughout all of our courses.

<ON-LINE STUDY>

Use the on-line conference system, accessed via the web from home or work – 24 hours a day. It will:

- Provide additional support – from your tutor and your fellow students
- Allow you to follow a series of questions in your own time and refer back to the conference for help
- Provide help with your assignments
- Allow you to chat with your fellow students about the course, problems at work or just about the weather!

WANT TO KNOW MORE?

Let us know if there's more you need to know – we're always happy to help. Phone Tracy or Mandy on 01524 510425 / 510427 or e-mail ictfocus@lancaster.ac.uk