



DRUPaLEaSY
Academy

Catalog of Training

Volume 2: 2014

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This catalog will be made available to students at least one week prior to enrollment.

DrupalEasy Academy is a dba of, and legally controlled by, Anello Consulting Inc., a Florida Corporation:

Gwendolyn Anello, President

Michael Anello, Vice President

The name DrupalEasy is not intended to suggest to the public nor potential students that any of the training courses, including the Drupal Career Starter Program, are easy, nor does it imply any lessened effort to complete or progress through Drupal training courses or programs.

DrupalEasy Academy is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684.

Administration:

Gwendolyn Anello, President
Michael Anello, Vice President

Faculty:

Michael Anello BS, Aerospace Engineering; Florida Institute of Technology; MS, Mechanical Engineering–Florida Institute of Technology.

Programs taught: *Drupal Career Starter Program:*

- DEB 101 Introduction to Drupal
- DEB 102 Basic Concepts
- DEB 103 User Administration
- DEB 104 Content Administration
- DEB 105 Views
- DEB 106 Custom Modules and Using Drupal.org
- DEB 107 Basic Concepts Review/PHP/HTML/CSS Self Study
- DEB 108 Theming
- DEB 109 Panels & Context
- DEB 110 Git and basic Site Maintenance
- DEB 111 Site Deployment Team Collaboration
- DEB 112 Distributions and Wrap Up

**DrupalEasy Continuing Education Programs are intended for professional development, and are not licensed by the Commission for Independent Education.*

Continuing Education:

- DEB-001 Zero to Drupal
- DEB-002 Site Building 1
- DEB-003 Blue Collar Views
- DEB-004 Meet the Drupal Community
- DEB-005 Theming Fundamentals
- DEB-006 Ubercart Basics
- DEB-007 Acquia's Drupal in a Day
- DEB-008 Fundamentals of JavaScript and jQuery

- DEI-001 Blue Collar Git
- DEI-002 Site Building 2: Content Displays
- DEI-003 Intermediate Theming
- DEI-004 Site Administration: Beyond the Basics
- DEI-005 Building and Understanding Views
- DEI-006 Building Content Rich Sites
- DEI-007 Advanced Content Management
- DEI-008 Organizing Content
- DEI-009 Adding Advanced Functionality
- DEI-010 Module Development Fundamentals
- DEI-011 LAMP Administration for Drupal Production

- DEA-001 Advanced Theming
- DEA-002 Site Administration: Building Custom Workflows

Ryan Price BA, Digital Media: Internet and Interactive Systems–University of Central Florida; Continuing Education, Computer Graphics Technology, Schoolcraft College.

Programs taught: *Drupal Career Starter Program:*
DEB 101 Introduction to Drupal
DEB 102 Basic Concepts
DEB 103 User Administration
DEB 104 Content Administration
DEB 105 Views
DEB 106 Custom Modules and Using Drupal.org
DEB 107 Basic Concepts Review/PHP/HTML/CSS Self Study
DEB 108 Theming
DEB 109 Panels & Context
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DEI-008 Organizing Content
DEI-009 Adding Advanced Functionality
DEI-010 Module Development Fundamentals
DEI-011 LAMP Administration for Drupal Production

DEA-001 Advanced Theming
DEA-002 Site Administration: Building Custom Workflows

Mission

DrupalEasy Academy provides both comprehensive career development programs and targeted continuing education training courses in the open source, content management system Drupal, which is gaining wide use across the world as a

foundation for web- and mobile-based applications. DrupalEasy Academy multi-mode training combines the advantages of classroom instruction, Drupal Community involvement, group learning and practical independent study.

DrupalEasy Academy offers:

1. Comprehensive Career Programs: The Drupal Career Starter Program
Drupal Career Online
2. *Continuing Education Programs**:
 - a. Drupal Beginner Courses
 - b. Drupal Intermediate Courses
 - c. Drupal Advanced Courses
 - d. Custom Drupal Training Programs and Courses

**DrupalEasy Continuing Education Programs are intended for professional development, and are not licensed by the Commission for Independent Education.*

DrupalEasy Academy is an independent organization focused on the development of Drupal talent. We offer a catalog of programs and courses independently as the market dictates, in conjunction with workforce boards and Drupal Community events, and geographic opportunities, and according to the needs of organizations that commission internal or association/professional custom training.

Contact DrupalEasy Academy Administrative offices from 8:00am – 5:00 pm weekdays except holidays by calling 321-537-4144 or via email at Gwendolyn@anelloconsulting.com. Office meetings are by appointment only.

Academic Calendar

The DrupalEasy Calendar of Academic Programs is dynamic, developed in partnership with workforce board partners, in conjunction with Drupal Community events, and periodically at key locations throughout the world. The current Academic Calendar, including enrollment periods and registration can be found at www.drupaleasy.com/training.

For the Drupal Career Starter Program and Drupal Career Online, the enrollment periods begin 8 weeks prior to the course start date, with a registration deadline 3 weeks prior. Drupal Easy conducts 1 – 2 program briefings 3 weeks before the course begins in an effort to provide a full overview of the course and clarify the opportunities that may be available to Drupal developers, and as a mechanism to gauge the level of readiness of the potential participants and help in the selection process. Participant selections are announced 2 weeks prior to class start dates.

Admission Requirements, Policies and Procedures

Admission Requirements

All applicants must be at least 16 years of age, and a high school diploma is preferred to be accepted into DrupalEasy Academy programs. Applicants under the age of 18 must provide parental consent for application.

Specific admission requirements for DrupalEasy Training programs vary by course and program, and are included in each program listing. Each applicant is expected to have the prerequisite knowledge and technical skills outlined for each training program/course to which they make application. DrupalEasy recommends that applicants to any of our courses and programs have a strong general technical knowledge of the Internet, a passion and desire to work independently, the ability to be a self-starter with an entrepreneurial spirit, and the motivation to become part of the growing worldwide Drupal Community.

Admission Policies

DrupalEasy has an open admissions policy, serving students from diverse educational backgrounds. Students may enroll in any course or program as long as individual course/program prerequisites are met and space is available. DrupalEasy policy is to admit students who are able to benefit most from our educational offerings. Fiscal and facilities limitations may limit the number of admissions to individual programs.

DrupalEasy selects participants without regard to race, color, creed, gender, sexual orientation, place of national origin, age, or handicap. The selection decision is individualized and based on qualifications gauged by the range of information the applicant provides and demonstrates regarding technical abilities and capabilities in working independently with an entrepreneurial spirit. Prerequisites are considered, and vary with the Drupal Career Starter Program and individual courses.

There are no special requirements or limitations, such as physical capabilities or criminal record that would impact the ability of participants to practice and become a professional in the Drupal field.

For the Drupal Career Starter Program, students must meet the minimum technical knowledge listed as prerequisites for the program in this catalog and online, and demonstrate motivation and a high probability of success in a career in Drupal as an independent contractor. Should the number of qualified applicants exceed the number of seats available in the program, candidates are selected based on the greatest likelihood of success as demonstrated on the application and at the *Taste of Drupal* briefings.

Students are selected for DrupalEasy Continuing Education courses on a first come, first serve basis. Applicants to these courses are expected to have the required knowledgebase to attend the courses, and are encouraged to contact drupaleasy@gmail.com with any questions or to have requirements clarified.

DrupalEasy Academy does not accept credit or grant certificates based on prior education/training experience or transcripts. It is the student's responsibility to confirm whether or not credits will be accepted by another institution or the student's choice.

Admission Procedures

Admission to DrupalEasy Academy courses and programs are initiated through online registration through either DrupalEasy.com. DrupalEasy does not charge application fees.

The Drupal Career Starter Program application requires that applicants provide an inventory of relevant general technical skills/knowledge on the online application. Individuals who receive cursory acceptance must attend the hands-on *Taste of Drupal* briefing, held after the application period is closed, but before selection of program students. Application for admission can occur anytime during application process, normally a 4 – 6 week period, ending 3 weeks before the program begins.

The briefing allows faculty to provide a comprehensive overview of Drupal, and define expectations of the course and the types of opportunities a Drupal career offers, as well as provides a mechanism to assess applicant capabilities through abilities to perform basic required tasks and interviews.

The top applicants, generally 18 – 25, who are determined after the briefing as those most likely to be successful in the program. Those selected are informed of selection based on the applications and briefing assessments, and must confirm acceptance.

Procedures for application to Continuing Education courses are via online registration at DrupalEasy.com. These courses, presented in conjunction with Drupal Community events, periodically in markets whose Drupal communities warrant focused courses, and that are commissioned by organizations, admit on a first come, first served basis, all who apply who feel they meet the prerequisites listed for each individual course.

Grading System

DrupalEasy does not provide grades for courses and ongoing programs, but does use a criterion-referenced system to determine each student's level of progress throughout the course through one-on-one interaction with faculty and class/lab assistants. Those students not mastering concepts and skills as taught, work with faculty, teaching assistants and each other to raise skill and confidence levels. Rather than grades, DrupalEasy provides diploma certificates that indicate the level of preparedness that students have attained upon completion of courses or program, which are outlined in the diploma section of this catalog.

Academic Standards

Participants in both the Drupal Career Starter Program and DrupalEasy Continuing Education courses are held to standards of satisfactory progress that include at a minimum, mastering the skills taught in the course or program, attending or remaining present for class presentations and completing the activities requirements of the respective program or course. Those students who complete the DCSP who

have attained enough skill and confidence to begin internships or work as junior developers have reached the standard designated by DrupalEasy as WorkReady.

Minimum standards for Completion include :

- Participation/attendance in at least 85% of course meeting/*clock hours*
- Completion of all required assignments and activities
- Basic understanding of concepts
- Basic abilities to complete course/program requirements

Minimum Standards for Work Ready include:

- All standards for Completion
- The ability to work independently or lead a group on a project
- Mastery of the basic skills to build sites and applications using Drupal
- The confidence to work in conjunction with experienced Drupal developers

Students who do not meet the minimum standards for Completion, or who wish to upgrade their certificate to Work Ready may audit classes and lab sessions during the next presentation of the program free of cost in order to meet the required standards and earn the requisite certificate.

Clock Hours: One clock hour constitutes at least 50 minutes of directed, supervised instruction and appropriate breaks.

Diplomas

DrupalEasy confers two types of certificates to completers of courses or programs.

DrupalEasy Training Completion Certificate*:

This certificate indicates the completer has met all attendance requirements, completed all of the assigned coursework, and executed all required community activities, as assigned. It is presented to individual course completers and those DCSP participants who met the activity requirements, but may not have mastered the skills nor attained the confidence to obtain real world Drupal work.

DrupalEasy Work Ready Certificate*:

This certificate indicates that participants, in addition to meeting all attendance requirements and assigned coursework, and executing all required community activities, as assigned, have mastered the skills and gained the confidence to participate in real-world Drupal projects through work experience, internships and volunteer efforts.

**Transferability of credits earned at DrupalEasy Academy are at the discretion of accepting institution. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.*

Tuition

Drupal Career Starter Program.

Tuition is \$4,400, which includes course instruction, all supplies, monitored lab hours, instructor online support and assistance with internship opportunities. It may also include mentor coordination, as well as facilitating networking within the Drupal Community. DrupalEasy Academy does not collect service charges, student fees or registration fees. Tuition is subject to change, with notice to the Commission for Independent Education, potential students and workforce boards. DrupalEasy will, for additional cost to sponsoring organizations, conduct outreach and secure companies to host Adult Work Experiences.

Drupal Career Online

Tuition is \$3,400, which includes course instruction, all supplies, instructor online support and assistance with internship opportunities. It may also include mentor coordination, as well as facilitating networking within the Drupal Community. DrupalEasy Academy does not collect service charges, student fees or registration fees. Tuition is subject to change, with notice to the Commission for Independent Education, potential students and workforce boards. DrupalEasy will, for additional cost to sponsoring organizations, conduct outreach and secure companies to host Adult Work Experiences.

Continuing Education Courses

Tuition for individual courses vary according to the costs (venue, marketing, catering, staff) of Continuing Education Course presentations at the time, and at the location. Prices for these courses are listed on the DrupalEasy.com/training site as they are scheduled.

Financial aid

DrupalEasy Academy does not offer financial aide, but does work in partnership with workforce boards to present programs and courses for those who are unemployed, underemployed or need training to transition their careers. Local workforce boards often have training funds/scholarships available for qualifying individuals that may be used to support entire Drupal Career Starter Program sessions, or individual scholarships. Contact your local workforce board to learn about these training funds, and how you might use them to participate in DrupalEasy training.

Cancellation and Refund Policy

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

1. Cancellation can be made in person, by electronic email, by certified mail or by termination.

2. All moneys 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 \$150.00)
4. Cancellation after attendance has begun, but prior to 40% 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 40 percent 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 students' enrollment or receipt of Cancellation Notice from a student.

Should DrupalEasy Academy cancel a course, students will be reimbursed 100 percent of tuition. Refunds will be made within 14 days of cancellation.

All requests for refunds must be made to Gwendolyn@anelloconsulting.com.

Facilities

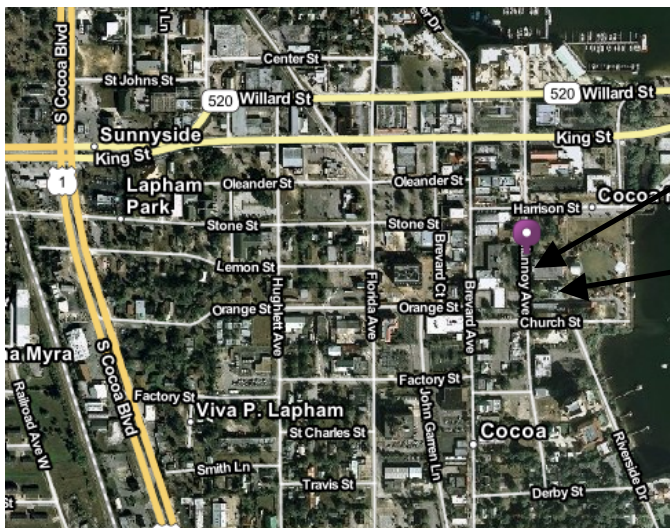
DrupalEasy Academy

Administrative Offices

Porcher House
434 Dellanoy Avenue
Cocoa, Florida, 32922
321-537-4144

Classrooms:

Cocoa Civic Center
430 Dellanoy Avenue
Cocoa, Florida, 32922
321-537-4144



Drupal Easy Academy Classrooms

DrupalEasy Academy Administrative Office

DrupalEasy Academy Administrative Offices:

Porcher House, Suite 205
434 Delannoy Ave.
Cocoa, FL 32922

DrupalEasy administrative offices are located in Cocoa Village on the second floor of the iconic Porcher House, an example of 20th Century revival architecture, built of coquina rock in 1916. The City obtained the home in the early 1950s, and converted it to city hall, and later renovated it to its current configuration, which provides office space and common areas on the second floor and first floor meeting and event space.

DrupalEasy Academy Academic Facilities:

Cocoa Civic Center
430 Delannoy Ave.
Cocoa, FL 32922

Located on the same campus as the Porcher House directly next door, the Cocoa Civic Center provides several classrooms and meeting spaces, including a grand room with panoramic views of Riverfront Park and the Indian River for corporate functions and special events, including Drupal Career Starter Program pre-start briefings. For the Drupal Career Starter Program, DrupalEasy uses the main classroom, which has wifi, a projector and screens, and seating and workspace configured to accommodate DrupalEasy Academy students.

For DrupalEasy Academy Continuing Education Courses, DrupalEasy utilizes its classroom facilities at its main campus, as well as at venues in other regions, depending on the program location and requirements. All classroom facilities used by DrupalEasy:

1. Are clean and safe for attendees and teaching staff
2. Provide adequate wifi to accommodate the needs of all class participants
3. Provides adequate power outlets/strips to accommodate participants' laptops
4. Is equipped with a projector and screen
5. Has adequate seating and workspace for the number of course participants

Student Services

DrupalEasy Academy provides students with several services designed to contribute to the overall potential of success for participants, including:

- Ongoing technical/academic support throughout, and after the program/course
- Assistance with connections to community mentors
- Assistance with connections to internship/work experience opportunities and referrals*
- Outreach to participate in Drupal Community learning and networking events

**DrupalEasy does not guarantee employment upon completion of the Drupal Career Starter Program nor any of its continuing education programs.*

Student Conduct

DrupalEasy Student Conduct Policy sets standards for behavior of participants in DrupalEasy courses and programs. The standards for behavior are intended to ensure that each participant in DrupalEasy Academy training programs has the opportunity to leverage the maximum benefit from their training experience. Students are expected to conduct themselves responsibly, work honestly, and remain respectful of classmates and instructors at all times.

Any student who does not comply with 3 or more requests by faculty or staff to remedy unacceptable behavior, outlined below, will be barred from attending class sessions, and will be denied a certificate of completion. The student will be withdrawn by necessity, and neither fees nor tuition will be reimbursed. Appeals to negate faculty requests for behavior modification and complaints may be sent to Gwendolyn@Anelloconsulting.com. A meeting to discuss the issue will be set, and thereafter a final decision will be rendered. After three infraction, no appeals or remedies will be made.

The following behaviors are not permitted at DrupalEasy class or lab sessions, or in relation to class projects or activities:

1. Conduct that threatens or endangers any person or persons, or causes actual harm.
2. Dishonesty or misrepresentation of any kind to faculty or staff.
3. Disorderly conduct interfering with instruction or other's ability to conduct course work.
4. Disruption of classroom or course related activities.
5. Theft of DrupalEasy, classmates' or venue property.
6. Vandalism or intentional damage to DrupalEasy, classmates or venue property.
7. Unauthorized entry of DrupalEasy leased facilities
8. Use, possession or distribution of illegal drugs, or other controlled substances during class or class activities.

Grievances

Any student who has a complaint or grievance with faculty, administration or policies may send an email outlining the issues(s) to the president at Gwendolyn@Anelloconsulting.com. A meeting to discuss the issue will be set, at which time a resolution will be sought.

Appeals for disciplinary measures or other action related to a student may made to the President of DrupalEasy Academy. Appeals must be sent to Gwendolyn@Anelloconsulting.com, and include an explanation of the situation and statement that supports the appeal. The grievance will be

scheduled to be heard at a meeting set at the earliest time possible for the petitioner, Academy staff involved, and the President. The President will hear evidence from the student and Academy staff, collect appropriate clarifications, review catalog policies and render a ruling that will become binding upon the administration and the student who filed the grievance.

If a complaint cannot be resolved, then the student may contact:

Florida Commission for Independent Education
325 S. Gaines St., Suite 1414
Tallahassee, FL 32399-0400
850-245-3200
Toll free (888) 224-6684

Training Programs

DrupalEasy Academy Course Numbering System

DE: DrupalEasy **B:** Beginner level **001 – 099:** individual courses (4–10 hrs)
I: Intermediate level **100-200:** multi session programs
A: Advanced Courses **V:** online

DrupalEasy Training Catalog/calendar available online at: drupaleasy.com/training

DEB 100 Drupal Career Starter Program

DrupalEasy Training Completion Certificate

DrupalEasy Work Ready Certificate

84 Class Hours, 44 Lab Hours

Overview

The DCSP provides multi-modal fundamental technical training and professional preparation for those who seek to create a self-sustaining careers in the job-rich areas of Drupal (Drupal.org), an open-source content management framework experiencing rapid world-wide adoption for internet applications that include large databases, user generated content such as blogs, video and photos, and online communities. The growing worldwide Drupal Community is an industry focused on the development of sustainable Internet applications for government, industry and other data-intensive organizations for a wide range of connected devices.

The program includes classroom instruction; hands-on, practical training; community involvement; and required independent practical lab activity to encompass the required skills to be successful as an employee, independent contractor, consultant and/or small business focused on Drupal for web development projects. It includes technical development training and experience as well as introduction to the industry networks to become self sufficient as employees or contractors for traditional jobs or worldwide telecommuting positions.

Objective

The objective of this course is to master Drupal, learn to work independently, to leverage the work and learning opportunities within the Drupal Community, and gain confidence to begin a career and become a self-sufficient Drupal practitioner.

Program Overview

Sessions: Each of the program's 12 courses encompasses 7 hours each divided into single or two sessions. Sessions usually include:

- learning objectives - instructor-led examples - reviews
- concepts - walk-throughs - independent examples

Independent Exercise: At the close of the each session, independent exercises that will help develop the practical capabilities of participants will be assigned. Exercises will take between 1 to 3 hours to complete per week.

Lab Hours: Four hours of cooperative, instructor guided lab hours provide students with focused sessions to tackle individual challenges, and gain valuable experience in working cooperatively within the Drupal Community. (Begins Week 2)

Technical Support: Two hours per week of Technical support are available outside of sessions to provide assistance with independent exercises and general discussion of topics being covered.

Courses/Curriculum Outline

DEB 101: Introduction to Drupal	7 Hours
- What is Drupal?	- What technologies is Drupal built on?
- What is open-source?	- Drupal distributions
- Common features of a CMS	- Installing a local copy of Drupal
DEB 102: Basic Concepts	7 Hours
- Users	- Themes
- Nodes	- Content types
- Taxonomy	- Menu system
- Modules (core vs. contrib vs. custom)	- Downloading & installing new modules/theme new modules & themes
DEB 103: User administration	7 Hours
- Roles	- Permissions
- Profiles	- Supporting modules
DEB 104: Content administration	7 Hours
- Content types	- Image handling
- Fields	- WYSIWYG
- Taxonomy	
DEB 105: Views	7 Hours
- Concepts	- Advanced views
- Basic views	
DEB 106: Basic Concepts Review/PHP/HTML/CSS Self Study	7 Hours
- Independent work project	- Basics of modern HTML self study
- Basics of PHP scripting language self study	- Basics of modern CSS self study
DEB 107: Custom Modules and Using Drupal.org	7 Hours
- Module Anatomy	- Drupal's hook system
- Coder module	- Drupal.org forums
- Drupal.org issue queues	- Drupal.org documentation
- Finding and evaluating modules and themes	
DEB 108: Theming	7 Hours
- HTML/CSS/PHP	- Template files
- Anatomy of a Drupal theme	- Theme functions
- Theme Developer module	
DEB 109: Panels & Context	7 Hours
- Panel pages and variants	- selection rules
- Integration with views	- Overriding pages
- context	
DEB 110: Git and Basic Maintenance	7 Hours

- Introduction to Git Version Control System
- Basic Git commands
- Working with remote Git repositories
- Site backups
- Site security

DEB 111: Site Deployment Team Collaboration **7 Hours**

- Basics of site deployment
- Deploying to a Drupal-friendly hosting environment
- Deploying to a generic hosting environment
- Fundamentals of a team development stack
- Integrating version control with a team development stack

DEB 112: Distributions and Wrap Up **7 Hours**

- What is a distribution?
- Review of commonly-used Drupal distributions
- The business side of Drupal

Completion Requirements

In order to earn a Course Completion certificate, participants must:

- Attend at least 22 of the 24 sessions
- Complete all assigned practical exercises
- Register on the Drupal.org site
- Participate in the Drupal.org user forums
- Participate in the Drupal.org Issue queues
- Demonstrate knowledge to the class by leading 2 examples during sessions

In order to earn a Work-Ready Certificate, completers must achieve all elements listed above, and:

- Develop a web site using assigned set of core & contributed Drupal modules
- Participate in the Drupal.org user forums
- Participate in the Drupal.org Issue queues
- Exhibit confidence and leadership in Drupal develop

Prerequisite Skill Requirements

Although formal IT training in programming is not a pre-requisite, applicants should have, or be familiar with:

Web development in one or more of the following:

HTML	JavaScript	CSS
PHP	Any modern content management system	

OR

Programming experience with one or more of the following:

PHP	Python	
JavaScript	Java	Microsoft ASP or ASP.NET

OR

Sysadmin experience with one or more of the following:

*nix	MySQL	Apache
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Prerequisite Technology Requirements

All participants must have access to a suitably configured WiFi-enabled laptop for every class session. The laptop can be any one of the following:

- Modern Microsoft-based OS (VISTA or 7), 512 MB RAM, 1GB free hard drive space.
- Apple OS X (10.4 or higher), 512MB RAM, 1GB free hard drive space.
- Modern Linux-based OS, 512MB RAM, 1GB free hard drive space.

DEB 100V Drupal Career Online

DrupalEasy Training Completion Certificate

DrupalEasy Work Ready Certificate

84 Class Hours

Overview

The DCO provides fundamental technical training and professional preparation for those who seek to create a self-sustaining careers in the job-rich areas of Drupal (Drupal.org), an open-source content management framework experiencing rapid world-wide adoption for internet applications that include large databases, user generated content such as blogs, video and photos, and online communities. The growing worldwide Drupal Community is an industry focused on the development of sustainable internet applications for government, industry and other data-intensive organizations for a wide range of connected devices.

The program includes online instruction; practical training; encouragement of regional community involvement; and required independent practical activity to encompass the required skills to be successful as an employee, independent contractor, consultant and/or small business focused on Drupal for web development projects. It includes technical development training and experience as well as introduction to the industry networks to become self sufficient as employees or contractors for traditional jobs or worldwide telecommuting positions.

Objective

The objective of this course is to master Drupal, learn to work independently, to leverage the work and learning opportunities within the Drupal Community, and gain confidence to begin a career and become a self-sufficient Drupal practitioner.

Program Overview

Sessions: Each of the program's 12 courses encompasses 7 hours each divided into single or two sessions. Sessions usually include:

- learning objectives
- instructor-led examples
- reviews
- concepts
- walk-throughs
- independent examples

Independent Exercise: At the close of the each session, independent exercises that will help develop the practical capabilities of participants will be assigned. Exercises will take between 1 to 3 hours to complete per week.

Technical Support: Two hours per week of Technical support are available outside of sessions to provide assistance with independent exercises and general discussion of topics being covered.

Courses/Curriculum Outline

DEB 101V: Introduction to Drupal **7 Hours**

- What is Drupal?
- What is open-source?
- Common features of a CMS
- What technologies is Drupal built on?
- Drupal distributions
- Installing a local copy of Drupal

DEB 102V: Basic Concepts **7 Hours**

- Users
- Nodes
- Taxonomy
- Modules (core vs. contrib vs. custom)
- Themes
- Content types
- Menu system
- Downloading & installing new modules/theme new modules & themes

DEB 103V: User administration **7 Hours**

- Roles
- Profiles
- Permissions
- Supporting modules

DEB 104V: Content administration **7 Hours**

- Content types
- Fields
- Taxonomy
- Image handling
- WYSIWYG

DEB 105V: Views **7 Hours**

- Concepts
- Basic views
- Advanced views

DEB 106V: Basic Concepts Review/PHP/HTML/CSS Self Study **7 Hours**

- Independent work project
- Basics of PHP scripting language self study
- Basics of modern HTML self study
- Basics of modern CSS self study

DEB 107V: Custom Modules and Using Drupal.org **7 Hours**

- Module Anatomy
- Coder module
- Drupal.org issue queues
- Finding and evaluating modules and themes
- Drupal's hook system
- Drupal.org forums
- Drupal.org documentation

DEB 108V: Theming **7 Hours**

- HTML/CSS/PHP
- Anatomy of a Drupal theme
- Theme Developer module
- Template files
- Theme functions

DEB 109V: Panels & Context **7 Hours**

- Panel pages and variants
- Integration with views
- context
- selection rules
- Overriding pages

DEB 110V: Git and Basic Maintenance **7 Hours**

- Introduction to Git Version Control System
- Basic Git commands
- Working with remote Git repositories
- Site backups
- Site security

DEB 111V: Site Deployment Team Collaboration**7 Hours**

- Basics of site deployment
- Deploying to a Drupal-friendly hosting environment
- Deploying to a generic hosting environment
- Fundamentals of a team development stack
- Integrating version control with a team development stack

DEB 112V: Distributions and Wrap Up**7 Hours**

- What is a distribution?
- Review of commonly-used Drupal distributions
- The business side of Drupal

Completion Requirements

In order to earn a Course Completion certificate, participants must:

- Attend at least 22 of the 24 sessions
- Complete all assigned practical exercises
- Register on the Drupal.org site
- Participate in the Drupal.org user forums
- Participate in the Drupal.org Issue queues
- Demonstrate knowledge to the class by leading 2 examples during sessions

In order to earn a Work-Ready Certificate, completers must achieve all elements listed above, and:

- Develop a web site using assigned set of core & contributed Drupal modules
- Participate in the Drupal.org user forums
- Participate in the Drupal.org Issue queues
- Exhibit confidence and leadership in Drupal develop

Prerequisite Skill Requirements

Although formal IT training in programming is not a pre-requisite, applicants should have, or be familiar with:

Web development in one or more of the following:

HTML	JavaScript	CSS
PHP	Any modern content management system	

OR

Programming experience with one or more of the following:

PHP	Python	
JavaScript	Java	Microsoft ASP or ASP.NET

OR

Sysadmin experience with one or more of the following:

*nix	MySql	Apache
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Prerequisite Technology Requirements

All participants must have access to a suitably configured WiFi-enabled laptop for every class session. The laptop can be any one of the following:

- Modern Microsoft-based OS (VISTA or 7), 512 MB RAM, 1GB free hard drive space.
- Apple OS X (10.4 or higher), 512MB RAM, 1GB free hard drive space.
- Modern Linux-based OS, 512MB RAM, 1GB free hard drive space.

Continuing Education Courses

***DrupalEasy Continuing Education Programs are intended for professional development, and are not licensed by the Commission for Independent Education.** All DrupalEasy Continuing Education Courses are 8-hour sessions. Participants must attend the entire course to receive a completion certificate.

Beginner Continuing Education Courses

**DrupalEasy Continuing Education Programs are intended for professional development, and are not licensed by the Commission for Independent Education.*

DEB001: Zero to Drupal

DrupalEasy Training Completion Certificate

8 Hours

Overview: This full day course covers the basics of Drupal, helps to give you the information you need to decide if Drupal is right for you, and teaches you all the steps to installing, getting up to speed, and learning the basics you need to know.

Objective: Learn to install Drupal and build a very simple site.

Outline: What is Drupal? (the software, the community, open source)
Drupal Building Blocks (nodes, blocks, taxonomy, users)
Starting from scratch
 Installing an Apache/MySQL/PHP stack
 Installing a text editor (notepad++, TextWrangler)
 Installing Drupal
 setting up cron
 Drupal updates/security
 Installing modules/themes
 Users, roles, permissions
Drupal building blocks hands on editing
 Blocks and regions
 Nodes
 Taxonomy
 Menus
 Users
 Settings
 Themes

Search
Modules

Short intro to heavy-hitting modules like CCK and Views
Drupal and Search Engine Optimization (SEO)
What happens when you get stuck? Tips for teaching yourself.

Prerequisites: An interest in learning about Drupal. You must bring a wifi-enabled laptop to class.

DEB-002 Site Building 1

DrupalEasy Training Completion Certificate

8 Hours

Overview: This full-day course covers the building blocks of Drupal and what makes up a web site, the types of content and how to best add, delete and edit content.

Objective: Master the skills to build a site, understand how to select modules to build sites, learn the basics of site maintenance.

Outline: Review of Drupal building blocks (regions, blocks, nodes, users, settings)
What makes up a web site? (nodes and users and comments)

- Content types
- Adding/editing/deleting content
- Taxonomy
- Comments
- Users (roles, permissions, profiles)

Prerequisites: Basic knowledge about what Drupal is and to have a working copy of Drupal installed. Wifi enabled laptop for class.

DEB003: Blue Collar Views

DrupalEasy Training Completion Certificate

8 Hours

Overview: Blue Collar Views will teach students how to quickly and effectively leverage one of the most popular contributed modules. Views is used by more than 450,000 sites around the globe, so being able to wield its awesome power is a necessary skill for site builders of all levels. This course will not only teach the basics of Views, but will also teach students how to quickly use what they learned on real-world sites.

Objective: Master the ability to effectively use the Views Module.

Outline: Fundamental parts of Views

- Fields
- Filters
- Sorts
- Formats

- Displays.
- Advanced features
 - Contextual filters
 - Relationships
 - Contributed modules that integrate with Views to create slideshows, carousels, and calendars.

Prerequisites: A good foundational knowledge of core Drupal including content types and fields, taxonomy, and user profiles.

DEB004: Meet the Drupal Community

DrupalEasy Training Completion Certificate

8 Hours

Overview: We spend time during most of our courses talking about the many ways you can interact with the Drupal community. It is often said that organizations that don't become involved with the community are only getting half of the Drupal experience. We'll help you discover how to choose modules, evaluate developers, find documentation, and get connected with your local community.

Objective:

Master how to choose modules, evaluate developers, find documentation, and leverage the local and global Drupal Community.

Outline:

Drupal Community Sites: api.drupal.org, groups.drupal.org

What is IRC and which rooms should I use?

There seem to be 5 modules that solve this problem... which one do I choose?

The right and wrong way to ask questions in the forums

DrupalCon, DrupalCamp, and User Groups

Drupal Companies, Useful Sites, Blogs, Videos and Podcasts

Prerequisites: None

DEB005: Theming Fundamentals

DrupalEasy Training Completion Certificate

8 Hours

Overview:

This course focuses on the anatomy of a Drupal theme.

Objective:

Fully understand what makes up a Drupal Theme

Outline:

Separating content from presentation

Examples of theme-switching in Drupal

Intro to XHTML

Intro to CSS

Intro to PHP (print \$content;)
Breaking down a Drupal site (page, node, block, etc...)
Anatomy of a theme
page.tpl.php
node.tpl.php
template.php

Prerequisite:

The ability to administer content, comments, and user on a Drupal site.

DEB006: Ubercart Basics

DrupalEasy Training Completion Certificate

8 Hours

Overview: This course teaches how to turn any Drupal site into an ecommerce powerhouse by leveraging the capabilities of Ubercart, a rich and vibrant set of modules designed to let you sell virtually anything online. Ubercart supports both physical and virtual (downloadable) products and integrates with various shipping and payment modules.

Objective: Master Ubercart for ecommerce applications

Outline: This course uses the development of a sample ecommerce site to learn:

- What is Ubercart?
 - Products
 - Shipping methods
 - Payment methods
 - Add-ons
 - Installation and initial setup
 - Store configuration
 - Product classes
 - Product images
 - Product attributes
 - Tax rules
- Store administration
 - Order processing
 - Reports
 - Stock levels
 - Conditional actions
 - Additional functionality
- Google Analytics
 - Product kits

Prerequisites: A basic working knowledge of Drupal is highly recommended.

DEB007: Acquia's Drupal in a Day

DrupalEasy Training Completion Certificate

8 Hours

Overview: As a training partner of one of leading Drupal firms in the world, we are pleased to offer Acquia's "Drupal in a Day" training course. This course digs into the powerful tools that make Drupal 7 the most flexible and efficient way to get a website online. This introductory, hands-on workshop, teaches latest release of this popular web content management system.

Objective: Get a solid understanding of Drupal, and a cursory knowledge of how to use Drupal.

Outline:

- Key tasks for building and administering a Drupal site
- Creating and managing content
- Granting user permissions
- Expanding a site's capabilities with key modules

Prerequisites: None - just a interest in learning about Drupal!

DEB008: Fundamentals of JavaScript and jQuery

DrupalEasy Training Completion Certificate

8 Hours

Overview: Along with HTML and CSS, JavaScript is one of the fundamental client-side building blocks of modern, interactive web sites. The course provides a solid introduction to this scripting language. The course also covers jQuery, a popular JavaScript library that makes using JavaScript easier, faster, more efficient, and often more powerful.

Objective: Master JavaScript and jQuery

Outline:

- JavaScript
 - Syntax
 - Rules
 - Common uses
 - Best practices
- jQuery
 - Basics
 - Plugins are
 - How to leverage jQuery on web sites.

Online resources available for continued education.

Prerequisites: Students should be comfortable with modern HTML and CSS. To participate in the in-class exercises, students should have a wifi enabled laptop

Intermediate Continuing Education Courses

**DrupalEasy Continuing Education Programs are intended for professional development, and are not licensed by the Commission for Independent Education.*

DEI001: Blue Collar Git

DrupalEasy Training Completion Certificate

8 Hours

Overview: The Git version control system can sometimes be a little intimidating for new users -- until you learn just a little bit about what is under the hood, then the full power of this modern version control system is fully revealed. This course is valuable for anyone just learning Git, or experienced users who aren't aware of what is actually going on "under the hood" during everyday usage.

Objective: Integrate the Git version control system into Drupal site development.

Outline:

- Basic commands of Git (including merge and rebase)
- Remote repositories
- Dealing with conflicts
- Working with patches.

Prerequisites: All students should have a working local copy of the git version control system on their computer (Windows: <http://help.github.com/win-set-up-git/>, Mac OS X: <http://git-scm.com/>). It is recommended (but not required) that students be familiar with the concepts of version control systems.

DEI002: Site Building 2: Content Displays

DrupalEasy Training Completion Certificate

8 Hours

Overview: This daylong course dives into three of the most widely used modules that are used to display a site's content: Views, Context, and Panels. Understanding how these modules work (and work together) is key to building a site that delivers content to the right place at the right time in the right format.

Objective: Master Views, Context and Panels Drupal modules.

Outline:

- Fundamentals of the Views module
- Fundamentals of the Context module
- Fundamentals of the Panels module
- Using Views, Context, and Panels together

Prerequisites: Ability to add/edit/delete content/comments/users from a Drupal site.

DEI003: Intermediate Theming

DrupalEasy Training Completion Certificate

8 Hours

Overview: This course focuses on creating a new theme from a base theme, including theming CCK and Views output.

Objective: Master the ability to create new themes using key modules.

Outline:

- Using zen or blueprint as a base theme
- Theming CCK
- Theming views
- Creating a new theme based on a base theme with CCK and Views custom theming

Prerequisites:

Knowledge of CSS, XHTML, PHP, and Drupal theme anatomy.

DEI004: Site Administration: Beyond the Basics

DrupalEasy Training Completion Certificate

8 Hours

Overview: This course demonstrates various strategies that will allow you to add and configure advanced features to your site via the administration area.

Objective: Master key strategies to advance your site administration capabilities.

Outline:

- Essential modules: administration menu and devel module
- Setting up a rich-text editor
- Configuring your site for search engine optimization (SEO)
- Theming a site element: choosing the best method
- Security best practices
- Friendly, taxonomy-based URLs
- Getting help when you're stuck

Prerequisites: Basic Drupal knowledge, comfortable in the admin area.

DEI005: Building and Understanding Views

DrupalEasy Training Completion Certificate

8 Hours

Overview: This course covers one of the most popular and useful modules for the Drupal CMS. The Views module allows site administrators to create customized lists of content for use in various places. The Views module can output content lists as pages, blocks, RSS feeds, slideshows, and numerous other formats. Views can also be used as powerful tools for site administration, custom search interfaces, and dynamic displays. As time permits, the workshop will also introduce modules related to Views that can provide different style outputs and bulk operations.

Objective: Master the use of the Views Module

Outline: Basics of creating simple views
Creation of complex views
Involving multiple content types
Leveraging the power of Views arguments.

Prerequisites: Ability to add/edit/delete content/comments/users from a Drupal site

DEI006: Building Content Rich Sites

DrupalEasy Training Completion Certificate

8 Hours

Overview: This course covers two of the most widely used modules in the Drupal eco-system: Content Construction Kit and Views.

CCK is used to create "content types" for your site. For example, if you run an entertainment-based site, you might have content types for movies, television shows, and musical artists. Each "content type" can have its own set of unique fields that describes a particular item. A "movie" content type might have the title, year of release, box office gross, and director. A "television show" content type might have the title, channel, number of seasons, and list of episodes.

Views is a way of creating lists of content on your site. Using the entertainment-based site example, you might create a view that lists all movies from a particular year, or all content (regardless of the content type) in which a particular actor appeared.

Objective:

Master the use of CCK and Views to gain the ability to build content rich sites.

Outline: Creating a new content type
Using images in content types
Using references to other site content
Using dates in content types
Creating a basic View
Understanding Views displays
Using Views Relationships
Using Views Attachments
Supporting modules:
 Date/Date API
 Node Reference (part of CCK module)
 User Reference (part of CCK module)
 Calendar
 ImageField
 Link
Advanced Help

Prerequisites: Ability to add/edit/delete content/comments/users from a Drupal site.

DEI007: Advanced Content Management

DrupalEasy Training Completion Certificate

8 Hours

Overview: This course focuses on building a magazine-style web site that pulls in syndicated content and gives editors and users the ability to add ratings and comments. The content is then published in various dynamic layouts based on editor and user input.

Objective: Master strategies to build more complex web sites.

Outline: Using Node Reference, Taxonomy, & Embedded Media Filed with CCK
Populating your site via FeedAPI and Feed Element Mapper
Editorial control of content using Nodequeue and Flags
Auto-magic content displays using argument-driven views
Dynamic context-sensitive panels

Prerequisites: Some knowledge of Views, CCK, Taxonomy, Panels.

DEI008: Organizing Content

DrupalEasy Training Completion Certificate

8 Hours

Overview: A site's usability is often tied directly to the user's ability to find exactly what they're looking for quickly. Drupal's powerful built-in content categorization ("taxonomy") system can often provide this with relatively little effort. This course will focus on understanding how the taxonomy system works and how you can customize it for your particular site. We'll also discuss several very powerful companion modules that work with the taxonomy system to provide your users with alternate ways to find the content they're looking for.

Objective: Master using the Drupal content categorization system.

Outline:

- What is taxonomy?
- An overview of the taxonomy system
- Taxonomy vs. descriptive
- Hierarchical taxonomy
- Taxonomy and Views
- Pathauto
- Hierarchical Select
- Tagadelic
- Calias Yahoo Terms
- Recommendation modules

Prerequisites: The ability to administer a Drupal site.

DEI009: Adding Advanced Functionality

DrupalEasy Training Completion Certificate

8 Hours

Overview: This course covers some of the more widely used Drupal modules to add both functionality and usability to a Drupal-powered site. Included in this course are modules aimed at improving a site's search engine optimization (SEO) and layout as well as modules that allow users to rate content. The course also covers several administrator-level tools to help manage content workflow and advanced site configuration techniques.

Objective: Mastering several Drupal modules in order to add more functionality to websites.

Outline:

- Panels
- Pathauto
- Voting API
- Fivestar
- Rules
- Trigger (included with Drupal core)
- Workflow
- Administration Menu

Prerequisites: The ability to add/edit/delete content/comments/users from a Drupal site. The ability to perform basic site administration functions in a Drupal site. Knowledge of Views and CCK.

DEI010: Module Development Fundamentals

DrupalEasy Training Completion Certificate

8 Hours

Overview: Finding that existing Drupal modules don't quite meet all the requirements when developing a web site? If so, you're probably ready to learn how to extend Drupal's functionality with some custom modules. In this course, we cover the basics of writing custom functionality the "Drupal way". You will learn how to leverage Drupal's powerful "hook" system as well as good coding practices that will help make your modules easier to understand, upgrade, and maintain.

Objective: Learn to create custom modules using best coding practices.

Outline:

- How to avoid writing a new module
- Module files (.info, .module, .install, etc...)
- Overview of the hook system
- Using the menu system
- Setting and using permissions
- Creating and customizing forms
- Customizing node output
- Writing secure code

Prerequisites: XHTML, PHP, some JavaScript/jQuery helpful, ability to administer a Drupal site

DEI011: LAMP Administration for Drupal Production

DrupalEasy Training Completion Certificate

8 Hours

Overview: Long before the birth of the Internet, Bell Labs gave UNIX to the world. Now a majority of the world's websites use this system and its cousin, Linux, to host sites and enable developers to work more efficiently with a time-tested and often-dreaded tool: the command line.

Objective: Gain confidence with the keyboard by practicing on a "sandbox" environment.

Outline: Setting up Drupal Multi-site installations

- Keeping multiple copies of your Drupal site in sync - using default Views, Features and configuration settings stored in code

- Administering Drupal from the command line with the powerful Drush package manager

- Practical subversion (SVN) use - resolving conflicts, branch/merge, properties, externals

- Essential SSH and FTP for remote administration

- MySQL command line basics

- Navigating your server with bash shell (UNIX)

- UNIX file permissions, users and groups

- Setting up a .bash_profile and aliases for common commands

- Transforming processes into a single word with bash scripts

- How to find and tweak (and backup) your server configuration

- Introduction to AWK scripts and UNIX Pipes

- Server backup with Backup and Migrate, SCP, Amazon S3 and Cron

Prerequisites: Advanced computer skills, some knowledge of programming are helpful, basic Drupal site administration.

Advanced Continuing Education Courses

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DEA001: Advanced Theming

DrupalEasy Training Completion Certificate

8 Hours

Overview: If you have theming down and want to learn how to override theme functions and theme CCK and Views output, this is the full-day course for you.

Objective: Master how to override theme functions.

Outline: Overriding Drupal's base templates
Theming specific content types and fields
Formatting teasers and RSS output
Creating theme-specific modules for formatting fields

Prerequisites: A working knowledge of CSS, XHTML, PHP, and Drupal theme anatomy.

DEA002: Site Administration: Building Custom Workflows

DrupalEasy Training Completion Certificate

8 Hours

Overview: "Work smarter, not harder." Do you find yourself hitting the ceiling with Drupal's administration tools? Do Editors and Clients complain about difficulty, or are they prone to make mistakes? Do you need advanced permissions, with multi-level approval? Per-department, per-user, or worse? Drupal's been helping solve these problems for years, and new modules are making it more powerful all the time.

Objective: Get a handle on tools to speed up content administration, and build moderation workflows that span from simple to head-spinning. This full-day course covers:

Outline: Combining Views with custom modules to make administration screens
Views Bulk Operations and Batch processing
Multi-step review with Workflow
Permissions with Taxonomy Access Control and TAC Lite
Auto-rotating content with Slot Machine
Using Flags and Date fields for Editorial control, Moderation and Voting
Sending and receiving administrative Email with Drupal
Customizing WYSIWIG editors for Content Admins

Prerequisites: 6-12 months of Drupal Administration, advanced knowledge of CCK and Views, some PHP skills, some module development.

Custom Continuing Education Training

In addition to standard programs and courses, DrupalEasy tailors training programs for specific businesses or organizations that address particular applications, workflows, and issues to get the most out of Drupal. Our portfolio of training events includes sessions of varying lengths and focus. One-on-one or groups, on site or at a venue of choice.

The catalog of DrupalEasy Training begins with the basics and goes all the way to workshops on advanced programming and theming. All courses can be customized according to the needs of your company, your institution, your professional association, or user group.

We want to make sure that each participant in DrupalEasy workshops gets the most out of the training, so we begin with a discussion session that outlines the level of Drupal familiarity and needs of the group. From here, we aim to address relevant applications and examples that speak to the participant's needs.

DrupalEasy Training can be customized and presented anywhere in the world for individuals, small groups and large classes. Contact us to plan a training event.