

Online Course Catalog



2012



Peloton Institute Program Catalog

Academic Calendar Year 2012

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Philosophy/Mission

The mission of Peloton Institute is to offer cost-effective, comprehensive, and relevant online education for professionals within the Information Technology Asset Management markets. Our interdisciplinary approach fosters practical knowledge as well as critical thinking skills significant to the work environment.

Peloton Institute's institutional goals are to:

- Provide high value training and certificates based upon the International Association of Information Technology Asset Managers (IAITAM) Best Practice Library.
- Establish an admissions system that offers learning opportunities to all applicants who have a desire to learn and improve their personal status and who have a reasonable likelihood of success in the Peloton Institute's programs.
- Provide learners with instructors and advisors that have qualified academic backgrounds and successful professional experience who can guide learners in managing contemporary challenges.
- Prepare learners to be ITAM managers and leaders who can have a significant impact on their organizations.
- Conduct a system of continuous quality improvement based upon feedback provided from employees, instructors, learners, employers, and other interested parties of the community.

Peloton Institute offer scheduling flexibility, cost savings, and the knowledge necessary for today's ITAM professionals to excel in their fields. All of Peloton's courses are offered online for your convenience, allowing for a method of learning that offers unique pedagogical advantages over facilities-based learning models.

Exceptional Online Training

Peloton Institute understands your learning needs as a working ITAM professional and your desire to have relevant opportunities for lifelong learning. We also understand the pride you have in your accomplishments, in your proven capabilities to direct your own life, and in your potential as someone who can grow in today's rapidly changing work environments.

Peloton is an authorized training provider for IAITAM and is the only authorized online provider for the IAITAM Best Practices Library.

Network as you learn. Interact with respected technology leaders and fellow professionals from around the globe, and apply what you have learned right away in your professional environment.

Learning online is different from traditional learning. Online learning gives you the opportunity to dialogue with your fellow professionals and with instructors in a way that lecture-based learning does not. With online learning, learners participate in discussion rather than following a lecturer's presentation while simultaneously trying to take notes. Instructors serve as facilitators—rather than being the focal point in class—and allow groups of working professionals to share insights on the problems at hand. The instructors and learners work closely together to create a true learning community.

Peloton's online courses are offered starting every other Friday, synchronizing your classroom interaction with your instructor and fellow professionals from around the world. Log on and you are part of a virtual meeting of like-minds that allows you to collaborate, understand, and share insights.

Peloton Institute offers education to learners in all 50 US states as well as around the globe.

Course Delivery Schedule

Courses extend learning opportunities through peer-to-peer interaction. Peer-to-peer learning is what happens in an learning environment where learners (most of them working professionals) interact regularly with one another to share insights and experiences. Each course has an online discussion component guided by course instructors where learners share insights and opinions relative to the course material. Learners have the opportunity to gain significantly from the vast experiences of the instructors and other professionals. Some form lasting friendships that benefit both parties professionally.

Peloton programs are offered online and offer learners:

- The convenience of a flexible schedule.
- 24-hour, 7-day-a-week access to courses.
- Attendance from the privacy of your home, office, or anywhere with an internet connection.

Course Start Date	Course Completion Date
Friday, May 04, 2012	Sunday, May 20, 2012
Friday, May 18, 2012	Sunday, June 03, 2012
Friday, June 01, 2012	Sunday, June 17, 2012
Friday, June 15, 2012	Sunday, July 01, 2012
Friday, June 29, 2012	Sunday, July 15, 2012
Friday, July 13, 2012	Sunday, July 29, 2012
Friday, July 27, 2012	Sunday, August 12, 2012
Friday, August 10, 2012	Sunday, August 26, 2012
Friday, August 24, 2012	Sunday, September 09, 2012
Friday, September 07, 2012	Sunday, September 23, 2012
Friday, September 21, 2012	Sunday, October 07, 2012
Friday, October 05, 2012	Sunday, October 21, 2012

Friday, October 19, 2012	Sunday, November 04, 2012
Friday, November 02, 2012	Sunday, November 18, 2012
Friday, November 16, 2012	Sunday, December 02, 2012
Friday, November 30, 2012	Sunday, December 16, 2012
Friday, December 14, 2012	Sunday, December 30, 2012
Friday, December 28, 2012	Sunday, January 13, 2013

Learners work with books from the IAITAM Best Practice Library and online study guides to perform coursework that is submitted to instructors for evaluation and feedback via Peloton Institute's proprietary online platform.

Admissions Standards and Requirements

Peloton Institute tailors its programs to experienced adult learners from all over the world. Because Peloton's programs are designed for self-directed learners who know how to manage their time, successful learners have a basic understanding of ITAM management principles and practices, as well as good writing and research skills. Admission to Peloton Institute is based on thorough assessment of each applicant's potential to successfully complete the program.

- A resume, curriculum vita or list of professional accomplishments showing some experiences in the ITAM field.
- Completions of the short enrollment questioner to ensure you have the appropriate ITAM experience to be successful in the program.

Enrollment and Registration

Learners enroll in the Peloton Certificate of Advanced Study and select the two courses they would like to complete to earn the certificate.

Each course in the Certificate of Advanced Study is \$495 per course. The certificate comprises of two courses for a total of \$990. All course materials are included; there are no additional costs or fees.

NOTE: Final transcript and diploma will not be mailed until all financial obligations have been paid in full.

Cancellation and Refund Policies

Students can cancel their enrollment at any time by contacting Peloton by phone, email, fax, written letter, or in person. The effective date of cancellation is the date Peloton receives your cancellation request. If a refund is due, it will be processed back to the original remitter by check within 30 days after Peloton receives your cancellation notice.

If enrollment is cancelled	You pay
Prior to classroom access	Nothing (full refund)
After accessing the course but not completing any assignments	\$75, other monies for the course returned
After participating in more than 50% of the course assignments	Full course price, no refund
After exceeding completion time limit	Full course price, no refund

Academic Standards and Regulations

Learners and instructors are bound by the standards and regulations described here.

Academic Integrity Policy

Peloton Institute fosters a spirit of honesty and integrity. Learners at Peloton Institute are responsible for following accepted standards of academic integrity. Distance learning programs require a higher level of self-monitoring with regard to academic integrity. Learners found

guilty of academic dishonesty or plagiarism will be liable for sanctions, which may include dismissal from the program.

Code of Conduct

Peloton learners agree to treat the opinions of others with respect. Derisive comments on the work or opinions of others will not be tolerated in online discussions or other interactive forums. Communications with learners or instructors containing threats and discriminatory statements regarding another student's race, nationality, gender, ethnicity, religion, or sexual orientation will not be tolerated. Work submitted for evaluation is assumed that of the student. Evidence of plagiarism, cheating, or the submission of false or misleading information, including information about the student's prior academic background, is grounds for dismissal.

Continuous Enrollment

In order to receive the Certificate of Advanced Study, Peloton Institute learners must complete two courses within 12 months from the date of enrollment in their first course.

COURSE COMPLETION AND EXTENSION POLICY

Each course must be completed in 16 days. Failure to complete a course within the allotted time frame will result in a grade of "I" (Incomplete) being keyed on the scheduled last day of course. If an "I" is keyed the student will need to reenroll, including paying course tuition, and complete the course as appropriate.

Learners may request a one week extension, so long as the request form is submitted and approved at least the week before the scheduled end date of the course. If an extension is requested after the deadline it will not be approved and the student must submit all modules by the end of the scheduled last day of course or receive the Incomplete. Learners will be limited to one extension per course.

Withdrawal Policy

If a student does not feel that he or she will be able to complete the required course work within the allotted time for any reason, the student may petition the Registrar to withdraw from the class. To do this a student must send an email, including the course number, to the Office of the Registrar at registrar@Pelotoni.com requesting the withdrawal. The request must

be made before the student's scheduled end date for that class. To view all scheduled end dates please visit the Academic Calendar. All withdrawals will show up on the student's transcript as a "W". Please note, when withdrawing from a course or program the student is subject to the applicable policies.

GRIEVANCE POLICY

The Peloton Institute Grievance Policy is designed to provide a formal procedure to address issues requiring resolution, and to promote honesty, respect inherent in, and essential to the learning process and work environment of its learners and instructors. This policy is applicable to all learners, administration, and instructors of Peloton Institute. Peloton Institute believes that there should not be any problem that cannot be resolved through close cooperation between learners, instructors, and staff administrators. Fundamental to the process is the principle that all parties have made a good-faith effort to resolve the grievance prior to initiating this process. Every attempt needs to be made to ensure that the party has sought resolution of the grievance at the appropriate levels (for example with a student's instructor, program Dean, Student Services Department, Academic Support Department, or the President of the Peloton Institute). Following are the steps recommended to resolve grievances, problems, complaints, etc.

Step 1: The student is encouraged to resolve the problem informally with the instructors or staff member involved.

Step 2: If Step 1 does not resolve the problem, the student is encouraged to communicate informally with the instructors or staff member's supervisor.

Step 3: If Step 2 does not resolve the problem, the student should submit a written letter to the Student Services Department, explaining the situation; any supporting documentation must be attached to the letter. This letter must be submitted within one month of the grievable action. The student has the right to forego the first two steps of this process and submit a letter of grievance directly to the Student Services Department.

Step 4: After reviewing the grievance, the Student Services Department shall attempt to resolve the situation directly to the mutual satisfaction of all parties.

Step 5: If such resolution is unsuccessful, the Peloton Grievance Committee shall conduct a hearing and render a decision. The Committee shall review the grievance and render a decision in writing no later than 30 days after the letter is submitted.

Step 6: The student may appeal, in writing, any decision of the Grievance Committee to the President of Peloton Institute. An appeal may also be made to the President in cases of probation, suspension, expulsion, and/or other disciplinary action. The President's decision shall be in writing, and it shall be final.

NOTE: Instructors may follow these same steps to file a grievance, with the exception of steps 3 and 4. Instructor's grievances at this stage will go through the Academic Support Department for resolution.

Honesty and Privacy in Records

Peloton Institute depends on the accuracy of the records submitted by its learners. False information on an application, an act to intentionally mislead or misinform a instructors member or administrator, or submission of work written or produced by another as his or her own will be grounds for dismissal.

Retention of Records

All records of learners' academic achievement at Peloton Institute are retained indefinitely at the Peloton Institute Registrar's office.

Equal Opportunity

Peloton Institute is open to all qualified applicants regardless of race, creed, sex, color, religion, national origin, sexual orientation, or disability.

Certificate Program - Peloton Certificate of Advanced Study

The Peloton Certificate of Advanced Study (CAS) is earned by studying two area of information technology asset management (ITAM). Peloton advanced courses are built around the world class curriculum developed by the International Association of Information Technology Asset Managers.

The certificate can be earned by completing two courses of advanced study through our online platform. Courses contain a series of video lectures, access to full time instructors as needed, review of ITAM concepts, and complete with a self-evaluation exercise that both brings the materials together, and provides immediate business value for you and your organization.

Course Agenda

- Review of ITAM Program Concepts
- Introduction to the ITAM Professional Code of Ethics
- Overview of Scope, Roles, and Definitions for this Key Process Area (KPA)
- Review of KPA Workflow
- Access to Best Practice Templates & Worksheets
- Development of Projects to Establish/Improve KPA
- Review of Available Technology to Support KPA
- Business Area Assessment Specific to Learners Business
- Development of Buy-in Pitch based upon the Business Assessment

Advanced Training course consists of the following

- IAITAM Best Practice Library for the selected Key Process Area
- CD containing Policy Management Templates, Workflows, Diagrams and Whitepapers
- Series of video lectures
- Access to full time instructors as needed
- Review of ITAM concepts
- Self-evaluation exercise that incorporates best practices to uncover immediate business value for you and your organization

Project Mgmt Advanced Training Course

The Project Management advanced course of instruction is based on the information and practices contained in the IAITAM Best Practice Library (IBPL) Project Management volume 5 which defines Project Management as an organized and managed set of activities that results in the achievement of a unique and well defined resultant work product or deliverable, all completed through a controlled and well planned process.

Policy Mgmt Advanced Training Course

The Policy Management advanced course of instruction is based on the information and practices contained in the IAITAM Best Practice Library (IBPL) Policy Management volume 3, which clearly cites the criticality of this Key Process Area to any IT Asset Management program.

Financial Mgmt Advanced Training Course

The Financial Management advanced course of instruction is based on the information and practices contained in the IAITAM Best Practice Library (IBPL) Financial Management volume 7 which shows that Financial Management practices encompass not only the Asset Management

Documentation Mgmt Advanced Training Course

The Documentation Management advanced course of instruction is based on the information and practices contained in the IAITAM Best Practice Library (IBPL) Documentation Management volume 6 which encompasses the management of all IT related documents throughout an asset's lifecycle.

Compliance and Legislation Advanced Training Course

The Compliance and Legislation advanced course of instruction is based on the information and practices contained in the IAITAM Best Practice Library (IBPL) Compliance and Legislation Volume 8 that shows how Compliance and Legislation is the focal point for risk avoidance and audit response processes.

Asset Identification Advanced Training Course

The Asset Identification advanced course of instruction is based on the information and practices contained in the IAITAM Best Practice Library (IBPL) Asset Identification volume 11 which pertains to the activities that uniquely identify and validate the physical presence of IT

Communication and Education Advanced Training Course

The Communication and Education advanced course of instruction is based on the information and practices contained in the IAITAM Best Practice Library (IBPL) Communication and Education volume 4 which makes clear the fact that this Key Process Area is truly enterprise-wide, and requires the direct support of many people to provide awareness and understanding of policy throughout the organization.

Disposal Mgmt Advanced Training Course

The Disposal Management advanced course of instruction is based on the information and practices contained in the IAITAM Best Practice Library (IBPL) Disposal Management volume 12 which pertains to the activities and procedures for properly removing assets from an

Vendor Mgmt Advanced Training Course

The Vendor Management advanced course of instruction is based on the information and practices contained in the IAITAM Best Practice Library (IBPL) Vendor Management volume 9 which defines attributes of maturity in how well an organization communicates with, leverages and negotiates with their vendors.

Acquisition Mgmt Advanced Training Course

The Acquisition advanced course of instruction is based on the information and practices contained in the IAITAM Best Practice Library (IBPL) Acquisition volume 10 which professes the Acquisition Manager to be the “Gatekeeper” for the application of all IT Asset Management strategies. Simply put, all IT assets should be ordered through the processes controlled by the Acquisitions Department.

Instructor

DR. DAVID E. LADY

Doctor of Business Administration, Engineering & Technology

Master of Business Administration

Master of Science, Information Management

Bachelor of Science, Business Administration

Peloton Institute Contact Information

PELTON INSTITUTE

Admissions Office

4955 S. Durango Drive, Suite 111

Las Vegas, Nevada 89113-1053 USA

Phone: (720) 518-5081

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