# AAA Institute™

## 2015 CATALOG

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January 1, 2015 to December 31, 2015

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**General Information About AAA Institute™**

**Policy on updating Catalog**

AAA Institute™ provides a catalog pursuant to section 94909 of the Code, which will be updated annually. Annual updates are made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes will be reflected at the time they are made in supplements or inserts accompanying the catalog.

Prior to enrollment, AAA Institute™ will provide a prospective student, either in writing or electronically, with a school catalog.

**Approvals**

AAA Institute™ is a private institution, approved  by the Bureau for Private Postsecondary Education and is in compliance with state standards as set forth in  California Private Postsecondary Education Act of 2009.

**Legal Control**

AAA Institute™ is incorporated in the State of California.

**Bankruptcy Statement**

AAA Institute™ has neither have a pending petition in bankruptcy, nor is operating as a debtor in possession, nor has filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

**Catalog Disclosures**

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
P.O. Box 980818, West Sacramento, CA 95798-0818
www.bppe.ca.gov
Telephone: (888) 370-7589 or by fax (916) 263-1897
Telephone: (916) 431-6959 or by fax (916) 263-1897

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov

**Locations**

Main Campus:
6918 Owensmouth Ave Canoga Park, CA 91303

Satellite Campuses:
360 Mobil Ave, Suite 205A, Camarillo, CA 93010
1055 Wilshire Blvd, Suite 910, Los Angeles, CA 90017
3971 Pixie Ave., Lakewood, CA 90712

**Mission Statement**

AAA Institute™ uses sound educational practices in cutting-edge fields, anticipates the needs of the coming marketplace and inspires staff, faculty and students alike to strive for excellence in education.

**Vision**

AAA Institute™ will situate itself on the leading edge of vocational and ESL private postsecondary institutions while developing progressive programs to serve both growing and emerging industries. AAA Institute will be well known for its legacy of ambitious, highly-qualified graduates and faculty members who are leaders in their fields.

**Objectives**

AAA Institute™ will:
- Achieve academic excellence through a complete curriculum in Management, Information Technology and Health Care.
- Ensure, through the use of modern teaching methods and advanced technological resources, that students take responsibility for their own learning process in the various disciplines of knowledge.
- Promote and develop critical thinking and investigation skills.
- Promote cooperation and teamwork in order to obtain better results than those achieved through individual effort.
- Train students in appropriate programs to prepare them for success in Management, Information Technology and Health Care careers and career transitions.
- Assess student proficiency and the acquisition of effective learning outcomes by using a variety of measurements, including written and oral assignments, hands-on exercises, and exams.
- Assess the student's ability to communicate effectively orally and in writing.
- Encourage students to develop a sense of lifelong learning and continual professional and personal growth.

**Schedule of total charges:**

Each program stands alone and is not part of a comprehensive program.

Schedule of Charges

| Program | Registration Fee | Books (Prices fluctuate depending upon book editions and pricing changes by publishers) | Student Tuition Recovery Fund Fee(Non-Refundable, $0.50 for every $1,000 rounded to the nearest $1,000 (included in tuition amount) (California residents only) | Tools | Tuition(Prorated upon withdrawal. Refer to refund policy provision within enrolment agreement | Total Charges |
|---|---|---|---|---|---|---|
| Project Management Professional | $100 | $135 | $0.00 | | $3,764.00 | $3,999 |
| Associate Project Management | $100 | $100 | $0.00 | | $3,799.00 | $3,999 |
| PMI Agile Practitioner | $100 | $50 | $0.00 | | $3,849.00 | $3,999 |
| PMI Risk Management Professional | $100 | $100 | $0.00 | | $3,799.00 | $3,999 |
| PMI Scheduling Professional | $100 | $130 | $0.00 | | $3,769.00 | $3,999 |
| Six Sigma Green Belt | $100 | $130 | $0.00 | | $3,769.00 | $3,999 |
| Six Sigma Black Belt | $100 | $138 | $0.00 | | $3,761.00 | $3,999 |
| Information Technology Infrastructure Library | $100 | $95 | $0.00 | | $3,804.00 | $3,999 |
| Information Systems Auditor | $100 | $140 | $0.00 | | $3,759.00 | $3,999 |
| Business Analysis Professional | $100 | $100 | $0.00 | | $3,799.00 | $3,999 |

Schedule of Charges

| | | | | | | |
|---|---|---|---|---|---|---|
| Project Management and Business Processes | $100 | $275 | $0.00 | | $7,124.00 | $7,499 |
| Primavera P6 | $100 | $55 | $0.00 | | $3,844.00 | $3,999 |
| Advanced Primavera P6 | $100 | $80 | $0.00 | | $3,819.00 | $3,999 |
| Software Testing and Quality Assurance | $100 | $90 | $0.50 | $20 | $4,289.00 | $4,499 |
| Structured Query Language | $100 | $50 | $0.00 | | $3,849.00 | $3,999 |
| SAP FICO (Financials and Controlling) | $100 | $50 | $0.00 | $180 | $3,669.00 | $3,999 |
| Cisco Networking Level 1 | $100 | $86 | $0.00 | | $3,813.00 | $3,999 |
| Cisco Networking Level 2 | $100 | $188 | $0.00 | | $7,211.00 | $7,499 |
| Cisco VOIP Level 1 | $100 | $80 | $0.00 | | $3,819.00 | $3,999 |
| Cisco VOIP Level 2 | $100 | $262 | $0.00 | | $9,138.00 | $9,500 |
| SolidWorks | $100 | $100 | $0.00 | $220 | $4,079.00 | $4,499 |
| SolidWorks and Auto CAD | $100 | $120 | $0.00 | $295 | $6,984.00 | $7,499 |
| Business Objects | $100 | $300 | $0.00 | $200 | $6,899.00 | $7,499 |
| ASP.Net | $100 | $50 | $0.00 | | $3,849.00 | $3,999 |
| VB.Net | $100 | $50 | $0.00 | | $3,849.00 | $3,999 |
| C# Programming | $100 | $50 | $0.00 | | $3,849.00 | $3,999 |
| Renewable Energy | $100 | $105 | $0.00 | | $3,794.00 | $3,999 |
| Adobe Premiere Pro | $100 | $50 | $0.00 | | $6,350.00 | $6,500 |
| Advanced Adobe Premiere Pro | $100 | $55 | $0.00 | | $7,345.00 | $7,500 |

Schedule of Charges

| | | | | | | |
|---|---|---|---|---|---|---|
| GIS Software | $100 | $55 | $0.00 | | $3,844.00 | $3,999 |
| Quick Books and MS Office | $100 | $50 | $0.00 | | $6,349.00 | $6,499 |
| Object Oriented Programming and SQL | $100 | $100 | $0.00 | | $7,299.00 | $7,499 |
| Medical Billing/EMR | $100 | $60 | $0.00 | | $7,340.00 | $7,500 |
| Security Guard | $100 | | $0.00 | $140 | $1,660.00 | $1,900 |

**AAA Institute™ does not offer distance education. All instructions are conducted in-class.**

**Completion requirements for all the programs:**
Comply with all attendance and assignment requirements and pass the final exam. It is important that students comment and expand upon the ideas of their classroom peers. This interaction improves the learning environment.
Students' rate of achievement will be measured by their scores on assignments and exams, by achieving an overall grade of C or better, and by their successful placement after completion.

**Management Programs**

**Project Management and Business Processes**

ADMISSION REQUIREMENTS
High School Diploma or its equivalent (GED) is required and some professional work experience is recommended.

COMPLETION REQUIREMENTS

Total hours: 110

Students who complete all assessments will be awarded a certificate of completion.

Objectives

- Pre-plan and initiate a project.
- Be able to monitor, control and close projects
- Monitor the loss control issues and recommendations.
- Enhance technical problem solving skills.

COURSE DESCRIPTION

This training consists of Project Management and one of the Business Processes Training (Six Sigma Green Belt or Black Belt, or ITIL (Information Technology Infrastructure Library), or BAP (Business Analysis Professional) or PMI-ACP (Project Management Institute-Agile Practitioner) or Software Testing/Quality Assurance).

In Project Management the students will learn the skills how to successfully manage projects in different organizational structures. This is complemented with another business process training track.

Six Sigma Green Belts are employees trained in Six Sigma who spend a portion of their time completing projects, but maintain their regular work routine and responsibilities. Depending on their workload, they may spend 10% to 50% of their time on their projects. They operate under the guidance of Black Belts and support them in achieving the overall results. Green Belts use similar tools as Black Belts with a lower level of analytical prowess.

Six Sigma Black Belt offers powerful tools of experiments to assist in improvement. Design Of Experiments (DOE) is the main experimental tool adapted by Six Sigma Black Belt. The role of Six Sigma Black Belt is to assist management in producing the most value with the minimum amount of resources, in achieving efficiency. The organization does this by applying scientific Six Sigma principles to processes and products like the DMAIC (Define-Measure-Analyze-Improve-Control) approach or the DFSS (Design for Six Sigma) approach to design efficient products or processes. A number of companies have found that upon embracing the Six Sigma initiative, the business enterprise prospers.

The purpose of the ITIL® (Information Technology Infrastructure Library) training is to obtain knowledge of the ITIL® terminology, structure and basic concepts and to comprehend the core principles of ITIL® practices for Service Management.

A Business Analysis professional is a recognized expert in identifying the business needs of an organization in order to determine business solutions and is the key facilitator within an organization, acting as a bridge between the client, stakeholders, and the solution team. Responsible for requirements development and requirements management, CBAP®s are

competent individuals performing a role that is increasingly recognized as a vital component of any successful project.

PMI-Agile training will validate student ability to understand agile principles and concepts. Students will be able to demonstrate to employers and project stakeholders that the use of agile is among their project management skills, and they can apply its techniques based on the needs of their projects.

In Software Testing/Software Quality Assurance students will be exposed to numerous testing practices. The curriculum covers different types of testing performed at each phase of the software development lifecycle. Upon completing this training students will be proficient in Software Testing and Software Quality Assurance.

## Project Management Professional (PMP®)

ADMISSION REQUIREMENTS

High School Diploma or its equivalent (GED) is required and some professional work experience is recommended.

COMPLETION REQUIREMENTS

Total hours: 60

Students who complete all assessments will be awarded a certificate of completion.



Objectives
- Pre-plan and initiate a project.
- Be able to monitor, control and close projects.
- Define and manage quality.
- Communicate with clients and other stakeholders.

COURSE DESCRIPTION

In Project Management students will learn the skills how to successfully manage projects in different organizational structures. Rapid growth of global markets is forcing organizations to

become more flexible and responsive. Introduction of total quality management, continuous improvement programs and the drive to radically redesign business processes requires project management skills.

Successful and effective implementation of change employs specific skills, which are no more the domain of a few technical professionals. Proficiency in these skills is a prerequisite to managing change and growth at all levels. Project management provides a structured and organized way to achieve success every time.

**Assistant Project Management**

ADMISSION REQUIREMENTS

High School Diploma or its equivalent (GED) is required and some professional work experience is recommended.

COMPLETION REQUIREMENTS

Total hours: 50

Students who complete all assessments will be awarded a certificate of completion.



Objectives

- Negotiate and manage contracts
- Ensure a smooth project improvement.
- Develop a project charter.
- Develop project monitoring, controlling and closing techniques.

COURSE DESCRIPTION

PMI (Project Management Institute)'s assistant project management is a valuable entry-level training for project practitioners, designed for those with little or no project experience. This training demonstrates an individual's understanding of the fundamental knowledge, terminology and processes of effective project management.

**PMI Agile Practitioner**

ADMISSION REQUIREMENTS
High School Diploma or its equivalent (GED) is required and some professional work experience is recommended.

COMPLETION REQUIREMENTS

Total hours: 50

Students who complete all assessments will be awarded a certificate of completion.

Objectives
- Define the level of professionalism in Agile practices of project management.
- Develop frequent verification of test driven development.
- Develop and conduct risk advisory practices.
- Prioritize internal rate of return.

COURSE DESCRIPTION:
PMI Agile Practitioner (PMI-ACP®) training will validate students' ability to understand agile principles and concepts. Students will be able to demonstrate to employers and project stakeholders that the use of agile is among their project management skills, and they can apply its techniques based on the needs of their projects.

**Six Sigma Green Belt**

ADMISSION REQUIREMENTS
High School Diploma or its equivalent (GED) is required and some professional work experience is recommended.

COMPLETION REQUIREMENTS

Total hours: 50

Students who will comply with all attendance and assignment requirements will be designated as Certificated Six Sigma Green Belt (CSSGB®).

Objectives

- Identify and implement small scale improvement projects.
- Enhance technical problem solving skills.
- Develop data collection plans.
- Perform root cause analysis.

COURSE DESCRIPTION

Six Sigma Green Belt training provides participants with enhanced problem-solving skills, with an emphasis on the DMAIC (Define, Measure, Analyze, Improve and Control) model. Six Sigma Green Belt training helps the potential employee serve as a trained team member within his or her function-specific area of the organization. This focus allows the Green Belt to work on small, carefully defined Six Sigma projects, requiring less than a Black Belt's full-time commitment to Six Sigma throughout the organization. The Green Belt has two primary tasks: first, to help successfully deploy Six Sigma techniques, and second, to lead small-scale improvement projects within their respective areas. During the Six Sigma Green Belt Training you will learn how to use many of the Six Sigma problem-solving methods and statistical tools to contribute to the success of your organization.

**Six Sigma Black Belt**

ADMISSION REQUIREMENTS

High School Diploma or its equivalent (GED) is required and one-year experience in a Six Sigma environment is recommended.

COMPLETION REQUIREMENTS

Total hours: 60

Students who will comply with all attendance and assignment requirements will be designated as Certificated Six Sigma Black Belt (CSSBB®).



Objectives

- Develop process excellence.
- Demonstrate team leadership and understand team dynamics.
- Apply Six Sigma skills to lead a successful Six Sigma effort.
- Identify a wide range of process improvement techniques.

COURSE DESCRIPTION

Six Sigma Black Belt consists of different phases such as, Define, Measure, Analyze, Improve and Control phase.

The first step in the DMAIC (Define-Measure-Analyze-Improve-Control) model is to define the project. It is understood in the Define phase that a number of problems that is affecting business have been identified by the management through VOC (Voice of the Customer) tools and practical solutions have to be worked out for them. A challenge that management faces is to spot these problems in such a way that application of Six Sigma to them gives the maximum benefits. After the problems are identified, the projects to work on have to be decided by the champions, belts, and process owners. There can be many Six Sigma projects that run in parallel in the organization, with champions, Black Belts and Green Belts working throughout the organization. The implementation of the project is performed by these people.

**Information Technology Infrastructure Library V3 (ITIL®)**

ADMISSION REQUIREMENTS

High School Diploma or its equivalent (GED) is required and some professional work experience is recommended.

COMPLETION REQUIREMENTS

Total hours: 50

Students who complete all assessments will be awarded a certificate of completion.

Objectives
- Develop a cohesive set of best Practices in Information Technology.
- Enhance the delivery of Information Technology services.
- Establish and improve capabilities in service quality.
- Develop strategy, design, operation and continual improvement.

COURSE DESCRIPTION

The purpose of the ITIL® (Information Technology Infrastructure Library) training is to obtain knowledge of the ITIL® terminology, structure and basic concepts and to comprehend the core principles of ITIL® practices for Service Management.

The training covers the five core volumes, which provide an end-to-end view of IT (Information Technology) and its integration with business strategy. Those five core volumes are as follows:

- Service Strategy which looks at overall business aims and expectations to ensure IT strategy maps back to them.
- Service Design which starts with a set of new or changed business requirements and ends with the development of a solution designed to meet the documented needs of the business.
- Service Transition which is concerned with managing change, risk & quality assurance and has an objective to implement service designs so that service operations can manage the services and infrastructure in a controlled manner.
- Service Operation which is concerned with business as usual activities.
- Continual Service Improvement which has an overall view of all other elements and looks for ways that the overall process and service provision can be improved.

ITIL® V3 (Information Technology Infrastructure Library Version 3) Foundations provides students with a general overview of the IT Service Management Lifecycle and its supporting processes, functions and roles. The course also enables students to understand how an

integrated IT Service Management framework can be adopted and adapted within their own organization.

**Information Systems Auditor**

ADMISSION REQUIREMENTS
A minimum of three years of professional information systems auditing, control or security work experience is required.

COMPLETION REQUIREMENTS

Total hours: 50

Students who complete all assessments will be awarded a certificate of completion.



Objectives

- Develop and Implement an Information Systems Audit Strategy.
- Plan and conduct an audit.
- Communicate Issues, Risks, and Audit Results.
- Evaluate Control Mechanisms for Systems.

COURSE DESCRIPTION
The Information Systems Auditor program covers five modules:

- Module 1- The Process of Auditing Information Systems
- Module 2- Governance and Management of IT
- Module 3- Information Systems Acquisition, Development and Implementation
- Module 4- Information Systems Operations, Maintenance and Support
- Module 5- Protection of Information Assets

**Business Analysis Professional**

ADMISSION REQUIREMENTS
High School Diploma or its equivalent (GED) is required and some professional work experience is recommended.

COMPLETION REQUIREMENTS

Total hours: 50

Students who complete all assessments will be awarded a certificate of completion.

Objectives
- Plan Business Analysis in an organization.
- Conduct Enterprise analysis.
- Communicate and Manage Requirements effectively.
- Build core competencies to achieve organizational goals.

COURSE DESCRIPTION
According to the International Institute of Business Analysis (IIBA®), a Certified Business Analysis Professional (CBAP®) is a recognized expert in identifying the business needs of an organization in order to determine business solutions and is the key facilitator within an organization, acting as a bridge between the client, stakeholders, and the solution team. Responsible for requirements development and requirements management, CBAP®s are competent individuals performing a role that is increasingly recognized as a vital component of any successful project.

Business Analysis program covers 8 Modules:

**Module 1**- Business Analysis Framework
**Module 2**- Creativity and Critical Thinking
**Module 3**- Planning, Validating and Managing User Requirements
**Module 4**- Communications Input: Questioning, Listening, Facilitating and Managing Conflict
**Module 5**- Eliciting User Requirements
**Module 6**- Communications Output: Planning, Writing and Presenting
**Module 7**- Modeling the Business Problem and Solution
**Module 8**- Filling in the Gaps
- Review of course material mapped to the IIBA Body of Knowledge
- Enterprise analysis activities and the BA in Enterprise Analysis
- A review of the CBAP® exam process.

**Risk Management Professional (PMI-RMP®)**

ADMISSION REQUIREMENTS
High School Diploma or its equivalent (GED) is required and one year of work experience as a risk management practitioner is recommended.

COMPLETION REQUIREMENTS
Total hours: 60
Students who complete all assessments will be awarded a certificate of completion.

Objectives
- Perform a thorough risk assessment
- Make recommendations regarding risk management.
- Coordinate risk management and loss prevention activities.
- Monitor the loss control issues and recommendations.

COURSE DESCRIPTION
This training serves to help participants with the understanding of project risk management according to the Project Management Body of Knowledge (PMBOK®) Guide.
Risk Management Professional (PMI-RMP®) training provides the skills to identify and measure risks in project development and implementation. You learn to quantify risks and create risk response strategies to deliver projects that meet stakeholder expectations.
The Risk Management course addresses the project risk management processes of identification, analysis, response development and control. Students are provided with theory and practice on all 6 of the PMI Risk Management Processes with emphasis on developing the Risk Register. Risk Planning is discussed and practiced as an integral part of the overall project planning sequence. Risk Identification involves hands-on practice using a team case study. Identified risks are subjected to both qualitative and quantitative analysis techniques to identify the most important risks, quantify their probability of occurrence and impact. Response plans for influential risks are developed and analyzed. Take-away risk management templates are provided. Strategic Course
Goals:
1. The risk impact on project success objectives
2. Risk types and the relationship of risk to the project life cycle model
3. The relationship between risk and both cost and schedule contingency planning
4. Analysis of project risk as part of an overall project success initiative
5. Mechanics for the minimization of risk impacts and the maximization of risk based opportunities.
6. Risk management as a closed loop system

Upon completion of this course, participants will be able to:
- Describe and understand all Risk Management defined processes, as outlined in the PMI® PMBOK® Guide
- Use internationally-recognized best practices for managing project and operations risks.
- Apply risk management techniques to determine the true cost and schedule for projects and operations

- Demonstrate the impact of successful Risk Management to the organization
- Avoid common risk management pitfalls
- Describe Risk Management principles and techniques and how they apply to the day-to-day management of projects and operations
- Have a practical set of self-study techniques and bibliography of reference material
- Use common risk management terminology
- Be more focused and proactive about preventing problems, rather than just dealing with them as they occur

This training is intended for both project team members and project managers wishing to gain a fluent working knowledge of commonly accepted best practices for planning and mitigation of project risks. Team members and managers looking to improve the risk management skills and looking to improve their understanding of how risks impact project success and how they can be proactively managed should take this course.

**Scheduling Professional (PMI-SP)**

ADMISSION REQUIREMENTS
High School Diploma or its equivalent (GED) is required and One year of work experience as a Project Manager is recommended.

COMPLETION REQUIREMENTS
Total hours: 60
Students who complete all assessments will be awarded a certificate of completion.

Objectives
- Develop a work breakdown structure for a project.
- Identify successful schedule techniques.
- Develop and maintain the project schedule.
- Define the frequency and detail for measure performance.

COURSE DESCRIPTION
This training is designed for persons who have on the job experience performing project management tasks, whether or not project manager is their formal job role, who may or may not be certified project management professionals or have received formal project management training. The course is appropriate for these persons if they wish to develop professionally, increase their project management skills, apply a formalized and standards-based approach to project management, and seek career advancement by moving into a formal Project Manager job role.
Upon successful completion of this training, students will be able to:

- Describe project management fundamentals.

- Identify project management processes.
- Describe how projects are initiated.
- Identify the scheduling essentials.
- Define activities.
- Sequence activities.
- Estimate activity resources.
- Estimate activity duration.
- Develop a project schedule.
- Maintain and control schedules.
- Identify the basic principles of managing project risks and behavior in scheduling.

**Lesson 1:** Understanding Project Management Fundamentals
- **Topic 1A:** Identify Project Management Basics
- **Topic 1B:** Examine Organizational Influences on Project Management
- **Topic 1C:** Examine the Project Management Context

**Lesson 2:** Identifying Project Management Processes
- **Topic 2A:** Examine the Project Life Cycle
- **Topic 2B:** Recognize Process Groups

**Lesson 3:** Describing Project Initiation
- **Topic 3A:** Describe Project Selection Methods and Processes
- **Topic 3B:** Create a Project SOW
- **Topic 3C:** Create a Project Charter
- **Topic 3D:** Describe the Elements of a Project Management Plan
- **Topic 3E:** Create a Scope Statement
- **Topic 3F:** Identify Enterprise Environmental Factors

**Lesson 4:** Preparing to Build a Schedule
- **Topic 4A:** Identify Scheduling Process Fundamentals
- **Topic 4B:** Examine Schedule Inputs
- **Topic 4C:** Explore WBS Creation
- **Topic 4D:** Perform a WBS Quality Check

**Lesson 5:** Defining Activities
- **Topic 5A:** Explore Activity Definition
- **Topic 5B:** Create a Milestone List
- **Topic 5C:** Create an Activity List
- **Topic 5D:** Identify Activity Attributes

**Lesson 6:** Sequencing Activities
- **Topic 6A:** Describe the Process of Sequencing Project Activities
- **Topic 6B:** Determine Activity Dependencies and Relationships
- **Topic 6C:** Apply Lag and Lead in Activity Sequence
- **Topic 6D:** Create a Schedule Network Diagram

**Lesson 7:** Estimating Activity Resources

- **Topic 7A:** Identify Activity Resources
- **Topic 7B:** Determine Activity Resource Requirements
- **Topic 7C:** Create a Resource Breakdown Structure

**Lesson 8:** Estimating Activity Duration
- **Topic 8A:** Identify Activity Duration
- **Topic 8B:** Determine Activity Duration

**Lesson 9:** Developing a Schedule
- **Topic 9A:** Describe the Process of Developing a Project Schedule
- **Topic 9B:** Draft a Project Schedule
- **Topic 9C:** Identify the Critical Path
- **Topic 9D:** Optimize the Project Schedule
- **Topic 9E:** Establish a Schedule Baseline
- **Topic 9F:** Create Schedule Data

**Lesson 10:** Monitoring and Controlling Schedules
- **Topic 10A:** Explore the Control Schedule Process
- **Topic 10B:** Utilize an Integrated Change Control System
- **Topic 10C:** Communicate the Project Status
- **Topic 10D:** Monitor the Schedule
- **Topic 10E:** Calculate Schedule Efficiency

**Lesson 11:** Managing Risks and Behavior in Scheduling
- **Topic 11A:** Define the Concept of Risk
- **Topic 11B:** Overcome Risks in Scheduling
- **Topic 11C:** Describe Human Behavior in Project Scheduling

**Basic Primavera P6**

ADMISSION REQUIREMENTS
High School Diploma or its equivalent (GED) is required and Fundamental Project Management and basic computer knowledge is recommended.

COMPLETION REQUIREMENTS
Total hours: 60
Students who complete all assessments will be awarded a certificate of completion.

Objectives
- Develop project specific data.
- Identify components that comprise the project structure.
- Create and modify information in project details.
- Calculate the scheduling report.

COURSE DESCRIPTION

This course provides training for Primavera's client/server based solution. Participants will gain a thorough background in the concepts of planning and scheduling. All instructions use the three basic elements of project management: schedule, resource, and costs.

**1-1. The Project Management Life Cycle**
• Review· the relationship between Primavera and the Project Management Life Cycle
• Identify the five process groups in the Project Management Life Cycle

**1-2. Scheduling Overview**
• Planning Vs Scheduling
• Levels of Schedules
• Introduction to WBS
• Key Scheduling Definition i.e. Activities, Millstones, Predecessor and Successor etc
• Activity Sequencing Elements
• Critical Path

**1-3. Data, Navigating, and Layouts**
• Login
• Open an existing project
• Navigate in the Home window and Activities window
• Open an existing layout
• Customize a layout
• Save a layout

**1-4. Creating a Project**
• Create a project
• Navigate in the Projects window
• View and modify information in Project Details

**1-5. Creating a Work Breakdown Structure**
• Define a Work Breakdown Structure
• Create multiple levels of a WBS hierarchy

**2-1. Adding Activities**
- Describe an activity and its components
- Describe activity types
- Add activities
- Add a Notebook topic to an activity
- Add steps to an activity
- Assign activity codes to activities

**2-2. Creships**
• Create a network logic diagram
• Differentiate between the four relationship types
• Create relationships in the Activity Network

• Create relationships in Activity Details

**2-3. Scheduling**
• Perform a forward and backward pass
• Describe float and its impact on a schedule
• Identify loops and open ends
• Calculate a schedule
• Analyze the scheduling log report
• Assigning Constraints
• Apply an overall deadline to a project
• Apply a constraint to an individual activity
• Add notebook topics to constrained activities
• Describe the available constraint types

**2-4. Formatting Schedule Data**
• Group activities according to specific criteria
• Sort activities
• Apply a filter
• Create a filter

**3-1. Roles and Resources**
• Describe roles
• Views the roles dictionary
• Describe resources
• Identify the differences between labor, nonlabor and material resources
• View the resource dictionary

**3-2. Assigning Roles**
• Assign roles to an activity
• Assign rates on roles

**3-3. Assigning Resources and Costs**
• Assign resources by role
• Assign labor, nonlabor, and material resources to activities
• Adjust 'Budgeted Units/Time for a resource
• Assign expenses to activities

**3-4. Analyzing Resources**
• Display the Resource Usage' Profile
• Format a profile
• Format the timescale

**3-5. Base lining the Project Plan**
  • Create a baseline plan
  • Display baseline bars on the Gantt Chart
  • Modify the bars on the Gantt Chart

**Advanced Primavera P6**

ADMISSION REQUIREMENTS
Basic Primavera knowledge is required.

COMPLETION REQUIREMENTS
Total hours: 60
Students who complete all assessments will be awarded a certificate of completion.

Objectives
- Analyze the scheduling report.
- Apply an overall deadline to a project.
- Develop material resources.
- Create and assign expenses to activities.

COURSE DESCRIPTION

This course is structured around setting up the EPS, OBS, user profiles, and end users. The course is designed for Application Administrators that want control of their Primavera system down to the WBS structure within a project. This course will enhance your project management skills using Primavera V6. This course also provides in-depth project management training in P6 and the following:
- Creating a Project with Project Architect
- User Access
- Using Codes in Primavera
- Creating Calendars
- User Fields and Global Change
- Advanced Resource Analysis
- Duration Types
- Calculating Percent Complete
- Earned Value and Weighted Milestones
- Monitor Thresholds and Issues
- Importing and Exporting Data
- Transferring Data Between Primavera and Microsoft Excel
- Defining and Assigning Cost Accounts
- Advanced Scheduling
- Activity and Resource Calculations
- Creating Resources and Roles
- Manual Resource Allocation

- Leveling Resources
- Resource Reporting

## Information Technology

### Software Testing/Software Quality Assurance

ADMISSION REQUIREMENTS
High School Diploma or its equivalent (GED) is required and some professional work experience is recommended.

COMPLETION REQUIREMENTS

Total hours: 85

Students who complete all assessments will be awarded a certificate of completion.



Objectives
- Develop tests for system components.
- Define and manage product quality.
- Gain efficiencies in testing.
- Identify testing tools that bring efficiency to testing process.

COURSE DESCRIPTION
This is the most comprehensive training in software testing and software quality assurance. Students will be exposed to numerous testing practices. The curriculum covers different types of testing performed at each phase of the software development lifecycle. Upon completing this training students will be proficient in Software Testing, Software

Quality Assurance, Defect tracking and automation tools. This program is led by certified trainers using IEEE and NBS standards.

**Structured Query Language (SQL)**

ADMISSION REQUIREMENTS
High School Diploma or its equivalent (GED) is required and some professional work experience and Basic Knowledge of SQL is recommended.

COMPLETION REQUIREMENTS

Total hours: 50

Students who complete all assessments will be awarded a certificate of completion.



Objectives
- Define and manipulate data in a database.
- Develop disaster recovery and backup solutions.
- Build commands that control a database.
- Build commands that maintain a database.

COURSE DESCRIPTION
In this program students learn the basic of Microsoft Office that includes Excel, Word, Power Point, Access, Outlook etc. and the concepts of relational databases and the powerful SQL programming language. The students also learn to use single row functions to customize output, use conversion functions and conditional expressions and use group functions to report aggregated data. Demonstrations and hands-on practice reinforce the fundamental concepts. Students can also learn to control privileges at the object and system level. Additionally, this program covers creating indexes and constraints, and altering existing schema objects. Students also learn to create and query external tables and use the advanced features of SQL to query

and manipulate data within the database. Students learn to use the dictionary views to retrieve metadata and create reports about their schema objects.

**SAP FICO (Financials and Controlling)**

ADMISSION REQUIREMENTS
High School Diploma or its equivalent (GED) and basic accounting are required and some professional work experience is recommended.

COMPLETION REQUIREMENTS

Total hours: 65

Students who complete all assessments will be awarded a certificate of completion.



Objectives
- Ensure proper controls are in place into the SAP server.
- Evaluate the cost benefits identified in the feasibility study.
- Evaluate the security access restrictions to SAP FICO data.
- Ensure consistency with the laws and regulations governing storage of data.

COURSE DESCRIPTION
The SAP FICO (Financials and Controlling) module includes 2 major categories of functionality needed to run the financial accounts of a company - Financials (FI) and Controlling (CO). FI includes accounts payable, accounts receivable and general ledger; also procedures to post accounts, close books, prepare financial statements and balance sheet. Financial Accounting and Controlling are taught as one course.
The CO (Controlling) Module has multiple configuration steps that must be followed for complete implementation of this module. Each sub-component of the CO (Controlling) Module has its level of configuration requirements. Once you have defined your business needs in the

Controlling Area, a determination can be made as to what should be configured and what you do not need.

SAP controlling module represents the company's flow of cost and revenue. It is a management instrument for organizational decisions. It too is automatically updated as events occur.

**Cisco Networking Level 1**

ADMISSION REQUIREMENTS
Basic Computer and basic networking Knowledge.

COMPLETION REQUIREMENTS

Total hours: 65

Students who complete all assessments will be awarded a certificate of completion.



Objectives
- Identify key internetworking functions.
- Develop configuration and troubleshooting different routing protocols (such as RIP, OSPF, EIGRP).
- Define and manage Ethernet technology.
- Plan real time network performance.

COURSE DESCRIPTION
This program starts with basic networking concepts to create the foundation for Cisco networking associate level. This program validates the ability to install, configure, operate, and troubleshoot small-size route and switched networks, including implementation and verification of connections to remote sites in a WAN.

The curriculum includes basic mitigation of security threats, introduction to wireless networking concepts and terminology, and performance-based skills. This curriculum also

includes the use of these protocols: IP, Enhanced Interior Gateway Routing Protocol (EIGRP), Serial Line Interface Protocol Frame Relay, Routing Information Protocol Version 2 (RIPv2), VLANs (Virtual Local Area Network), Ethernet, access control lists (ACLs).

**Cisco Networking Level 2**
**Cisco Network Professional**

ADMISSION REQUIREMENTS
Cisco Networking Level 1 knowledge

COMPLETION REQUIREMENTS

Total hours: 160

Students who complete all assessments will be awarded a certificate of completion.
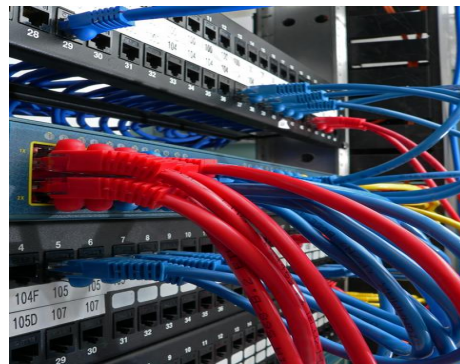


Objectives
- Plan and implement local and wide area networks.
- Develop advanced security, voice, wireless and video solutions.
- Develop and implement network security while ensuring integrity of IT infrastructure.
- Diagnose and solve complex networking issues.

COURSE DESCRIPTION
This program focuses on knowledge and skills required to install, configure and troubleshoot converged local and wide area networks. Students will gain the knowledge and skills required to manage the routers and switches that form the network core, as well as edge applications that integrate voice, wireless, and security into the network. The curriculum of this program includes Implementing Cisco IP Routing, Implementing Cisco IP Switched Networks, and Troubleshooting and Maintaining Cisco IP Networks.

**Cisco Voice Over Internet Protocol (VOIP) Level 1**

ADMISSION REQUIREMENTS

Basic Computer and basic networking Knowledge.

COMPLETION REQUIREMENTS

Total hours: 95

Students who complete all assessments will be awarded a certificate of completion.



Objectives

- Diagnose symptoms of voice quality issues.
- Define quality implications of a voice over IP network.
- Develop and maintain Voice Over IP support documentation.
- Plan and troubleshoot Voice Over IP issues and support network infrastructure.

COURSE DESCRIPTION

This program starts with interconnecting Cisco Networking Devices Part 1 and 2 to build the foundation for Cisco Certified Network Associate Voice (CCNA Voice). This program focuses on providing the skills and knowledge necessary to install, operate, and troubleshoot a small branch office Enterprise network, including configuring a switch, a router, and connecting to a WAN and implementing network security.

Cisco Voice Over Internet Protocol (VOIP) Level 1 validates associate-level knowledge and skills required to administer a voice network. Cisco Voice Over Internet Protocol (VOIP) Level 1 training confirms that the required skill set for specialized job roles in voice technologies such as voice technologies administrator, voice engineer, and voice manager. It validates skills in VoIP (Voice over IP) technologies such as IP PBX, IP telephony, handset, call control, and voicemail solutions.

This training also assesses skills and knowledge related to the Cisco Unified Communications Manager 8.0 (CUCM) 8.0. Additionally, Cisco Voice Over Internet Protocol (VOIP) Level 1 assesses skills and knowledge related to the Cisco CallManager Express (CME) and Cisco Unity Express (CUE) solutions typically used by medium and small organizations.

**Cisco Voice Over Internet Protocol (VOIP) Level 2**
**Cisco Network Professional for Voice**

ADMISSION REQUIREMENTS
Cisco VOIP Level 1 knowledge

COMPLETION REQUIREMENTS

Total hours: 195

Students who complete all assessments will be awarded a certificate of completion.



Objectives
- Plan high level design documents.
- Design multiple locations of Cisco Voice Over IP network.
- Create and implement high level Voice Over IP testing environment.
- High level assessment of risk to develop Voice Over IP solutions.

COURSE DESCRIPTION
This program focuses Cisco Unified Communications Manager (formerly Unified CallManager), quality of service (QoS), gateways, gatekeepers, IP phones, voice applications, and utilities on Cisco routers and Cisco Catalyst switches. Additionally, the integration and troubleshooting of Cisco Unified Communications applications are now covered in the CCNP Voice, specifically the Cisco Unity Connection and Cisco Unified Presence applications. This program consists of 5

classes: CVOICE v8.0 (Cisco Voice Over IP), CIPT1 v8.0 (Cisco IP Telephony Part1), CIPT2 v8.0 (Cisco IP Telephony Part2), TVOICE v8.0 (Troubleshooting Cisco Unified Communications), CAPPS v8.0 (Integrating Cisco Unified Communications Applications).

Cisco Voice over IP v8.0 (CVOICE) provides an understanding of how to implement and operate gateways, gatekeepers, Cisco Unified Border Element, Cisco Unified Communications Manager Express and QoS in a voice network architecture.

Cisco IP Telephony Part1 v8.0 (CIPT1) prepares you for installing and configuring, a Cisco Unified Communications Manager solution in a single site. This course focuses primarily on Cisco Unified Communications Manager, the call routing and signaling component for the Cisco Unified Communications solution. This course includes lab activities in which you will perform post installation tasks, configure Cisco Unified Communications Manager and switches, implement Media Gateway Control Protocol (MGCP) gateways; and build dial plans to place on-net and off-net phone calls. You will also implement media resources, Lightweight Directory Access Protocol (LDAP) and voice mail integration as well as numerous user telephone features.

Cisco IP Telephony Part2 v8.0 (CIPT2) prepares you for installing and configuring, a Cisco Unified Communications Manager solution in a multisite environment. This course focuses on Cisco Unified CallManager, the call routing and signaling component for the Cisco Unified Communications solution. It also includes H.323 and Media Gateway Control Protocol (MGCP) gateway implementation, the use of a Cisco Unified Border Element, and configuration of Survivable Remote Site Telephony (SRST), different mobility features, and voice security. This course includes lab activities in which you will apply a dial plan for a multisite environment, configure survivability for remote sites during WAN failure and implement solutions to reduce bandwidth requirements in the IP WAN. You will also enable Call Admission Control (CAC) and automated alternate routing (AAR), a feature that allows rerouting of calls over the public switched telephone network (PSTN) in case of no available bandwidth. There are labs for implementing device mobility, extension mobility, Cisco Unified Mobility, and voice security.

Troubleshooting Cisco Unified Communications v8.0 (TVOICE) provides knowledge and skills required to troubleshoot Cisco Unified Communications systems and solutions in different deployments. In addition, this course provides knowledge in troubleshooting methodology, triage, resources, tools, and fixes for Cisco Unified Communications Manager and the new v8.0 features such as Call Control Discovery, SIP Precondition, Extension Mobility Cross Cluster as well as dial plan troubleshooting including globalized call routing.
Integrating Cisco Unified Communications Applications v8.0 (CAPPS) provides knowledge of how to integrate the new Unified Communications Applications, which are part of the new version 8.0 Cisco Voice software.

**SolidWorks : Parts, Assemblies and Drawings**

ADMISSION REQUIREMENTS
High School Diploma or its equivalent (GED) is required and some professional work experience and Previous CAD/Drafting experience is recommended.

COMPLETION REQUIREMENTS

Total hours: 65

Students who complete all assessments will be awarded a certificate of completion.



Objectives

- Develop three dimensional printed models.
- Enhance the design process.
- Design and test mechanical products.
- Make students more productive more quickly.

COURSE DESCRIPTION
This course is an introduction to the 3D modeller SolidWorks and will take you to advance level of drawing. The course will focus on parts, assemblies and drawings. Topics will include sketching in SolidWorks, creating relationships, parametric constraints, 3D tools, configurations, associative 2D part drawings, design tables, and assemblies.
Solid Works: Parts and Assemblies is a project-based course and students will be required to complete a project successfully. The submitted drawing should be fully defined, dimensionally compliant, and follow proper technique.

**Business Objects Universes and Enterprise**

ADMISSION REQUIREMENTS

High School Diploma or its equivalent (GED) and basic computer knowledge is required. Some professional work experience and some experience with data base are recommended.

COMPLETION REQUIREMENTS

Total hours: 120

Students who complete all assessments will be awarded a certificate of completion.

Objectives
- Work with Business Requirements.
- Acquire proficiency with building interactive visualizations.
- Visualize data with charts.
- Apply best practices for designing Visualizations.

COURSE DESCRIPTION

This program starts with the concepts of relational databases and the powerful SQL programming language. The program continues with Business Objects reporting (Infoview, Webi and Deski and Crystal Reports).  In the next level students will learn Universe Design and finally Enterprise interface and architecture.

- Retrieve row and column data from tables with the SELECT statement

- Create reports of sorted and restricted data

- Employ SQL functions to generate and retrieve customized data

- Display data from multiple tables using the ANSI SQL 99 JOIN syntax

- Create reports of aggregated data

- Use the SET operators to create subsets of data

- Run data manipulation statements (DML) to update data in the Oracle Database 11g

- Run data definition language (DDL) statements to create and manage schema objects

- Identify the major structural components of the Oracle Database 11g

- Write queries with a WHERE clause to limit the output retrieved

- Use the comparison operators and logical operators

- Describe the rules of precedence for comparison and logical operators

- Use character string literals in the WHERE clause

- Write queries with an ORDER BY clause to sort the output

**ASP.NET**

ADMISSION REQUIREMENTS

High School Diploma or its equivalent (GED) and basic computer knowledge is required. Some professional work experience and some experience with basic programming are recommended.

COMPLETION REQUIREMENTS

Total hours: 65

Students who complete all assessments will be awarded a certificate of completion.

Objectives
- Define the architecture and basic elements of ASP.Net.
- Define available technologies in the implementation of ASP.Net.
- Explain the purpose of server controls (tags that are understood by the server) and use them when building Web Forms.
- Define the most common events (frameworks such as AbortTransaction, DataBinding, Error, Load) in Web pages and their order of processing.

COURSE DESCRIPTION

**Web Application Basics**

Students will learn HTTP Requests, HTTP Requests from a Browser, Making HTTP Requests without a Browser, HyperText Markup Language, Dynamic Content, HTML Forms, Common Gateway Interface (Very Retro), The Microsoft Platform as a Web Server, Internet Information Services, Internet Services Application Programming, Interface DLLs, Internet Information Services, Classic ASP (Putting ASP.NET into Perspective), Web Development Concepts, and ASP.NET

**ASP.NET Application Fundamentals**

Students will learn the Canonical Hello World Application, Building the HelloWorld Web Application, Mixing HTML with Executable Code, Server-Side Executable Blocks, The ASP.NET Compilation Model, Coding Options, ASP.NET 1.x Style, Modern ASP.NET Style, The ASP.NET HTTP Pipeline, The IIS 5.x and IIS 6.x Pipeline, The IIS 7.0 Integrated Pipeline, Tapping the Pipeline, Visual Studio and ASP.NET, Local IIS Web Sites, File System–Based

Web Sites, FTP Web Sites, Remote Web Sites, and Hello World and Visual Studio

**The Page Rendering Model**
Students will learn Rendering Controls as Tags, Packaging UI as Components, The Page Using ASP.NET, The Page's Rendering Model, The Page's Control Tree, Adding Controls Using Visual Studio, Building a Page with Visual Studio, and Layout Considerations.

**Custom Rendered Controls**
Students will learn The Control Class, Visual Studio and Custom Controls, A Palindrome Checker, Controls and Events, HtmlTextWriter and Controls, and Controls and ViewState, Composite Controls, Composite Controls versus Rendered Controls, Custom Composite Controls, User Controls, When to Use Each Type of Control, and Advanced Features.

**Web Parts**
Students will learn A Brief History of Web Parts, What Good Are Web Parts?, Developing Web Parts Controls, Web Parts Page Development, Web Parts Application Development, The Web Parts Architecture, WebPartManager and WebZones, Built-in Zones, Built-in Web Parts, and Developing a Web Part.

**Configuration**
Students will learn Windows Configuration, .NET Configuration, Machine Configuration, Configuration Section Handlers, Web.Config, Managing Configuration in ASP.NET 1.x, Managing Configuration in Later Versions, and Configuring ASP.NET from IIS.
Students will learn Logging In, Data Binding, Web Site Navigation, Session State, Application Data Caching, Diagnostics and Debugging, ASP.NET Web Services, Windows Communication Foundation, and AJAX.


**Visual Basic Programming for .Net**

ADMISSION REQUIREMENTS
High School Diploma or its equivalent (GED) and basic computer knowledge is required. Some professional work experience and some experience with basic programming are recommended.

COMPLETION REQUIREMENTS

Total hours: 65

Students who complete all assessments will be awarded a certificate of completion.


Objectives

- Incorporate VB.Net techniques into the web development process.
- Retrieve data from a database and to update the database.
- Server database access and updating from within VB.Net.
- Utilize VB.Net to read data files and to establish a database connection.

COURSE DESCRIPTION

This program starts with basic HTML language and then move into VB .Net programming. This program will introduce you to distributed computing and the evolution of .NET technology. You will learn about all of the latest software applications for web server administration in a .NET environment. Visual Basic enables programmers to effectively exploit the .NET runtime environment. This program provides the knowledge and techniques needed to build distributed Visual Basic applications.

Throughout the program, you work with VB functions and features to gain in-depth hands-on experience. Exercises include:

- Designing object-oriented software in VB
- Leveraging the RAD tools in Visual Studio
- Building a multitier application that accesses data with ADO.NET and LINQ
- Creating data-driven Web and Windows UIs
- Coding UI-independent data access components
- Exploiting OO features of Visual Basic: encapsulation, inheritance and polymorphism
- Deploying Windows and Web applications with Visual Studio

**C# Programming**

ADMISSION REQUIREMENTS

High School Diploma or its equivalent (GED) and basic computer knowledge is required. Some professional work experience and some experience with basic programming are recommended.

COMPLETION REQUIREMENTS

Total hours: 65

Students who complete all assessments will be awarded a certificate of completion.

Objectives
- Create data types and call methods.
- Integrate unmanaged code and libraries in C#.
- Read and Write data from a database using file Input and Output.

- Encrypt/Decrypt data using symmetric/asymmetric encryption.


COURSE DESCRIPTION

This program starts with basic HTML language and then move into C# programming. C# is a modern, object-oriented programming language intended to create simple yet robust programs, designed specifically to take advantage of CLI features. In this program, you gain the skills to exploit the capabilities of C# and of the .NET Framework to develop programs useful for a broad range of desktop and Web applications.

**Program Content:**

- The .NET Framework
- C# - Language Fundamentals

**C# Object Oriented (OOPS)**

- OOPS Part I – Making Classes and objects, Boxing and UnBoxing
- OOPS Part II – Inheritance, Polymorphism, Overloading

**Language Details Part 1**

- Array, Indexers and Collections
- String and StringBuilder

**Language Details Part 2**

- Structs
- Interfaces
- Introduction to Exceptions
- Introduction to Delegates and Events
- Revision of C# and Introduction to Exception and Delegates
- Exceptions Details
- Delegates and Events Details
- Windows App/Web Application using ADO.NET
- Web Services - SOAP, WSDL, ASP.NET Web Services
- Streams
- Assemblies and Versioning
- Attributes and Reflection
- Threads
- .NET and COM

- Introduction – JavaScript, AJAX and Web Services

**Object Oriented Programming and SQL**

ADMISSION REQUIREMENTS
Student should have Basic Knowledge of database.

COMPLETION REQUIREMENTS

Total hours: 110

Students who complete all assessments will be awarded a certificate of completion.

Objectives
- Integrate unmanaged code and libraries in C#.
- Define available technologies in the implementation of ASP.Net.
- Define and manipulate data in a database.
- Develop disaster recovery and backup solutions.

COURSE DESCRIPTION
In this program students will have a choice of both SQL and one of the Object Oriented Programming (C#, VB.NET Or ASP.NET) Or 2 of the Object Oriented Programming classes. In addition students have a choice of learning basic of Microsoft Office that includes Excel, Word, Power Point, Access, Outlook etc., and the basic concepts of relational databases and the powerful SQL language. This course provides the essential skills for data entry using Excel sheet and also create, edit and manipulate database information.

In SQL Students will learn how to retrieve row and column data from tables with the select statement, create reports of sorted and restricted data, employ SQL functions to generate and retrieve customized data, display data from multiple tables using the ANSI SQL 99 JOI.

In ASP.Net students will learn Web Application Basics, ASP.NET Application Fundamentals, The Page Rendering Model, Custom Rendered Controls, Web Parts, and Managing Configuration in ASP.NET.
In Visual Basic Programming for .Net will introduce students to distributed computing and the evolution of .NET technology. Students will learn about all of the latest software applications for web server administration in a .NET environment.

C# is a modern, object-oriented programming language intended to create simple yet robust programs, designed specifically to take advantage of CLI features. In this program, students gain

the skills to exploit the capabilities of C# and of the .NET Framework to develop programs useful for a broad range of desktop and Web applications.

**Renewable Energy: Design and Installation**

ADMISSION REQUIREMENTS
High School Diploma or its equivalent (GED) is required.

COMPLETION REQUIREMENTS

Total hours: 75

Students who complete all assessments will be awarded a certificate of completion.

Objectives
- Develop the opportunity to adopt cleaner and more efficient technology.
- Develop solar technology according to flexible design requirements.
- Plan an underlying flexible solar cell technology to optimize the solar materials.
- Monitor and validate to enhance performance and reliability of the solar products.

COURSE DESCRIPTION
The training starts with photovoltaic (PV) system design by introducing solar terms and solar site survey tools. Students will learn how to layout and optimize a PV system. The training also provides intensive hands-on exposure to the process of installing a photovoltaic system. With the increasing focus on ways to leverage renewable energy resources, predictions are favorable for the increased use of PV systems in both residential and commercial dwellings.

**Adobe Premiere Pro**
ADMISSION REQUIREMENTS
High School Diploma or its equivalent (GED) is required.

COMPLETION REQUIREMENTS
Total hours: 110
Students who complete all assessments will be awarded a certificate of completion.

Objectives
- Identify webpage content that is appropriate for the target audience.
- Identify techniques for basic usability tests.

- Identify elements of the Adobe Dreamweaver interface (such as insert bar, assets panel, files panel).
- Identify basic principles of website usability, readability and accessibility.

COURSE DESCRIPTION
This training course helps you understand and work with basic through advanced concepts and features of Adobe Premiere. You will run through a typical series of steps for creating, editing and fine-tuning a video piece or a Photo. Adobe® Premiere® Pro software is the industry-leading cross-platform video editing software. Edit low-resolution to 5K and higher resolution footage with greater speed and precision without trans coding. Get stunning 64-bit performance, highly intuitive workflows, and enabled for timesaving Adobe integration as you deliver professional video for virtually any screen.

**Adobe Premiere Pro Advanced**

ADMISSION REQUIREMENTS
High School Diploma or its equivalent (GED) is required.

COMPLETION REQUIREMENTS
Total hours: 110
Students who complete all assessments will be awarded a certificate of completion.

Objectives
- Understand project tasks and responsibilities.
- Develop and implement knowledge of page layout and concepts.
- Develop and maintain the website hierarchy.
- Develop website designs that work equally well on various operating systems.

COURSE DESCRIPTION
This training covers the AdobeCS Premiere Pro plus advanced level of Adobe Premiere (Creating CDs and DVDs)
**Outline**

TOURING ADOBE PREMIERE PRO CS6

- Nonlinear editing in Adobe Premiere Pro
- Expanding the workflow
- Touring the Adobe Premiere Pro interface

SETTING UP A PROJECT

- Setting up a project
- Setting up a sequence

IMPORTING MEDIA

- Importing assets
- Working with the Media Browser
- Importing images
- The media cache
- Capturing from videotape

ESSENTIALS OF VIDEO EDITING

- Using the Source Monitor
- Navigating the Timeline
- Essential editing commands

WORKING WITH CLIPS AND MARKERS

- Program Monitor controls
- Controlling resolution
- Using markers
- Using Sync Lock and Track Lock
- Finding gaps in the Timeline

- Moving clips
- Extracting and deleting segments

**GIS Software**

ADMISSION REQUIREMENTS
Intermediate skills and knowledge on basic computing, internet usage, word processing, and spread sheet is recommended. Basic map reading skills are useful as well.

COMPLETION REQUIREMENTS
Total hours: 60
Students who complete all assessments will be awarded a certificate of completion.

Objectives

- Develop methods for site selection.

- Develop and implement methods to capture diversity of land uses.
- Develop assessment for variables describing water quality.
- Ensure the sampling efforts will encompass the variety of natural resources.

COURSE DESCRIPTION

GIS Software training is designed to store, retrieve, manage, display, and analyze all types of geographical and spatial data. GIS software lets you produce maps and other graphic displays of geographic information for analysis and presentation. With these capabilities a GIS is a valuable tool to visualize spatial data or to build decision support systems for use in an organization.

**What is GIS - Geographic Information System**
- Concept - Maps with data
- What can I do with GIS
- Why should I use GIS
- Types of questions a GIS can answer

**What is Spatial Data?**
- Raster and vector - basic data types

**What is open source software**
- Useful free software for local history, heritage
- and community archaeology projects
- QGIS, Inkscape, Open Office
- Installing QGIS and setting system defaults
- Installing plugins

**GIS data management**
- Setting up folders and documentation
- The importance of metadata
- Designing your project for sharing
- HER compliance

**Setting up a project**
- Projection and units
- Grid references and other coordinate system

**Data sources**
- Digitization - introduction
- Survey data - Total station data
- Cad files
- CSV files – creating data in Open Office or Excel
- OS OpenData
- working with OS OpenData

- Importing text data
- Editing tables
- Changing appearance

**Quick Books and MS Office**

ADMISSION REQUIREMENTS
Basic computer knowledge.

COMPLETION REQUIREMENTS
Total hours: 110
Students who complete all assessments will be awarded a certificate of completion.

Objectives
- Keep accurate financial records and information.
- Identify different scenarios and items for accounting entries.
- Develop query in Microsoft Access database.
- Create presentation and manipulate the data.

COURSE DESCRIPTION

**QuickBooks**
An overview of the application is presented, including using the Easy Step Interview process to enter basic company information and set up accounts. Tasks covered including setting up company records, entering historical data, managing accounts, and creating lists, reports, and graphs. Managing invoices, sales tax information, bills, and assets is also covered. Additional topics covered include managing payroll and employee data, managing taxes, online banking, and creating budgets.

**Course Outline**
This course explains how to get started with QuickBooks and how to begin the EasyStep
Interview process.
- Using QuickBooks for the First Time
- Preparing Information for QuickBooks
- Beginning the Interview
- Entering Basic Company Information
- Entering Accounts and Inventory

**Setting Up Accounting**
This course shows users how to complete the EasyStep Interview to set up company records in QuickBooks.
- Establishing Preferences

- Enabling QuickBooks Features
- Starting Accounts and Items
- Setting Up Inventory
- Entering Opening Balances
- Setting Up Payroll

**Entering Historical Data**

This course shows users how to enter current or past information about their companies to establish QuickBooks information.
- Entering Bills and Invoices
- Entering Money Received
- Entering Bills and Deposits
- Entering Other Transactions
- Getting Help in QuickBooks

**Managing Accounts and Lists**

This course shows users how to use QuickBooks to track accounts and manage items in their companies. This includes how to create and manage lists for viewing and how to generate reports and graphs for visually assessing a company's accounting status.
- Understanding Accounts and Accounting
- Adding and Deleting Accounts
- Understanding Items
- Viewing Finding and Adding Items in Lists
- Managing Items
- Creating Item Reports and Graphs
- Customer Vendor and Employee Lists

**Invoices and Sales Tax**

This course shows users how to manage invoices and record sales tax information in QuickBooks.
- Creating an Invoice
- Tracking Invoices
- Recording Income
- Collecting Sales Tax
- Managing Sales Tax

**Managing Assets and Reports**

This course shows how to track inventory and other assets and how to create QuickBooks reports on a business.
- Using the Inventory Tracking System
- Managing Inventory
- Inventory Reports
- Managing Fixed Assets
- Standard Reports
- Customizing Reports

**Managing Taxes**

This course shows how to withhold and pay employee taxes create tax reports and account for income taxes in QuickBooks

- Working with W-2s and the Payroll Tax Table
- Setting Up Employee Taxes
- Withholding Taxes
- Creating Tax Payroll Items and Tax Forms
- Tax Reports
- Accounting for Income Taxes

**Online Banking and Budgets**

This course shows how to manage online banking create and track budgets and use existing information to create forecast reports in QuickBooks

- Investigating Online Banking
- Setting Up an Online Account
- Using the Online Banking Center
- Managing Online Transactions
- Budgeting
- Forecasting
- Creating Forecasts

**MS OFFICE**

This course provides a comprehensive overview of the four main MS Office applications. The main focus of the course will be 'using the right tool for the job'. As each application is explored, participants will learn

- Core techniques
- Productivity tips and keyboard shortcuts.
- MS Office application best practices

**Microsoft Word**

Microsoft Word is a powerful word processing program written and distributed by Microsoft. Microsoft Word includes a thesaurus, spell checker, grammar checker, table editor, mail merge, and other powerful features. The lessons included in our tutorial are:

- Starting Word, creating, and opening a new document
- Saving as a number of different formats
- Spell Checking
- Formatting text
- Correcting Mistakes
- Using tables
- Inserting color, images and clip art
- Saving your work and Closing
- Printing
- Working with Toolbars, Multiple Windows and Menus

**Microsoft Excel**

Microsoft Excel is an electronic spreadsheet that enables you to create worksheets for data entry, to make calculations and to manage a database. With Excel, you can perform many types of financial, statistical or logical calculations. The lessons included in our Basic tutorial are:

- Creating a new Worksheet and Workbook
- Labels
- Formatting rows and columns
- Spell Checking
- Using Auto Sum
- Using different number types
- Using basic formulas and functions
- Charts
- Saving your work and Closing
- Printing and selecting print areas

**Microsoft PowerPoint**

Microsoft PowerPoint is a presentation program. It is used by business people, educators, student and trainers and has become the world's most widely used presentation program. The lessons included in our Basic tutorial are:

- Start a new presentation
- Choose a theme
- Tailor the theme
- Add slides, pick layouts
- Insert a picture
- Insert a text box caption
- Insert an organization chart
- Apply a simple animation
- Setup the show, check spelling and review
- Print, distribute and set program options

**Microsoft Outlook**

Microsoft Outlook is a program in the Microsoft Office Suite that can be used for e-mail, appointment and task scheduling, and recording of personal and business contacts. The lessons included in our Basic tutorial are:

- Understanding the standard email folders
- Reading and writing email messages
- Attaching a file to an email message
- Viewing an attachment

- Replying to an forwarding email messages
- Adding contacts to your address book
- Using Calendar features
- Creating email folders
- Moving messages to another folder
- Printing email messages

**Auto CAD and SolidWorks**

ADMISSION REQUIREMENTS

Previous CAD/Drafting experience is recommended.

COMPLETION REQUIREMENTS

Total hours: 110
Students who complete all assessments will be awarded a certificate of completion.

Objectives
- Enhance the design process.
- Design and test mechanical products.
- Use functions of AutoCAD to create three dimensional drawings.
- Automate the drafting process.

COURSE DESCRIPTION

**AutoCAD**

This training provides instruction in drawing construction with CAD for architectural drafting based on conventional drafting techniques (basic, intermediate, and advanced levels), a review of basic math skills applicable to CAD, architectural terminology, drafting standards and methods, computer fundamentals, employment literacy, as well as occupational safety guidelines. Participants will learn the basics of CAD geometry creation and manipulation using a variety of computer command inputs including keyboard shortcuts, toolbox icons and mouse menu selection. Geometry created will include points, lines, circles, arcs, and basic polygons. Geometry is edited or manipulated using commands such as zoom, pan, trim, extend, copy, rotate and by the use of geometry "grips".

**Course Outline**

- Basic Commands, Entry and Mouse/Keyboard Functions

- Creating Basic Geometry
  Points and Lines
  Circles, Arcs and Polygons
- Editing and Manipulating
  Using Object Snaps
  Zoom and Pan Features
  Copy, Offset, Rotate
  Erase, Trim, Extend, & Grips
  Fillets and Chamfers
  Creating Blocks
- Attributes and Properties
  Layers, Line types and Colors
  Inserting & Text properties
- Detailing
  Adding Dimensions
  Adding Notes
- Outputs
  Saving and Opening Files

## SolidWorks:

This course is an introduction to the 3D modeller SolidWorks and will take you to advance level of drawing. The course will focus on parts, assemblies and drawings. Topics will include sketching in SolidWorks, creating relationships, parametric constraints, 3D tools, configurations, associative 2D part drawings, design tables, and assemblies.
Solid Works: Parts and Assemblies is a project-based course and students will be required to complete a project successfully. The submitted drawing should be fully defined, dimensionally compliant, and follow proper technique.

## HealthCare Programs

### Medical Billing/ Electronic Medical Records (EMR)

ADMISSION REQUIREMENTS
High School Diploma or its equivalent (GED) is required. Health care experience is a plus.

COMPLETION REQUIREMENTS

Total hours: 100

Students who complete all assessments will be awarded a certificate of completion.

Objectives

- Utilize knowledge of medical terminology and insurance policies.
- Design knowledge of diagnosis and procedure coding to orchestrate smooth flow of operations.
- Develop knowledge of bookkeeping techniques in sync with medical terminology.
- Utilize solutions based on knowledge of hospital, federal and state billing procedures.

COURSE DESCRIPTION

Students enrolled will gain knowledge to work in a billing company, physician practice or an insurance representative.  An extensive range of publications, online sites, and printable guidelines will be utilized. Students will learn Medicare and Medicaid, Inception/history/present day focus, Types of insurance coverage, HMO PPO Fee based, Federal/State/Private, The revenue cycle of a facility or practice, Billing forms, Remittance Advices (RA) Audit, appeals, reconsiderations, EMR Landscape, EMR adoption and implementation, Reporting structures, EMR Software exposure, content of a medical record, Information Technology, Online billing software including FSS, Epremis, DSG,  Fraud and Abuse, Compliance in Healthcare.

**Security Guard Training**

ADMISSION REQUIREMENTS
High School Diploma or its equivalent (GED) and able to pass background check.

COMPLETION REQUIREMENTS

Total hours: 65

Students who complete all assessments will be awarded a certificate of completion.

Objectives
- Patrol the assigned areas to check suspicious activity akin to vandalism and robbery.
- Investigate unusual circumstances.
- Respond to any alarms or suspicious sounds.
- Develop high level of integrity in order to provide safe surroundings.

COURSE DESCRIPTION
The Security Guard Training prepares students for a career in the private security field. At the end of the training, the students will have their guard card and a general knowledge of computers and word processing.

**FACILITIES AND EQUIPMENT**

At the main campus in Canoga Park we have three classrooms. All classrooms have the capacity of 10 students. All 3 classrooms are equipped with projector, central air conditioner and Internet connection. We own all the projectors.

At the satellite campus in Camarillo we have two classrooms with the capacity of 10 and 8 students.  Both classrooms are equipped with projector, central air conditioner and Internet connection. We own all the projectors.

At Wilshire and Lakewood locations we have one classroom with capacity of 12 in each location. Instructors take projectors with them owned by the school. We have Internet connection at Wilshire location and instructors use Hot Spot Internet at Lakewood location.

For our future growth we can add to our leasing space at all locations.

We have setup racks with Cisco equipments at the main campus. The following equipments are available for Cisco classes:

**Equipments:** (We own all the following equipments).

- Catalyst 3550
- Cisco routers 2811
- Cisco Access Server 3600
- UC540
- Catalyst 3750
- IP phones 7940 and 7960
- Cisco Server 7800
- BE3000

**Administrative Staff**

Al Moayeri, MBA
President and Chief Executive Officer

Shah Raza, M. Commerce
Chief Operating Officer and Executive Vice President

Dr. Hasnain Rizvi, PMP, CSM, CPCU, CISA, CISM, CRISC, CITP (Fellow), CSSGB, CSSBB, CMBB, PhD,
Chief Academic Officer, Director of Education

Dr. Ellie Miraftabi, Ph.D.
VP for Student Affairs and acting Director of HR

Jillian Armstrong, Career Services specialist

Maral Zivcovich, Administrative Assistant, Registrar

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**2015 Holiday and Vacation Schedule**
Thursday January 1$^{st}$
Monday January 19th
Monday February 16th
Monday May 25$^{th}$
Monday September 7$^{th}$
Wednesday November 11th
Thursday November 26$^{th}$
Friday November 27$^{th}$
Friday December 25$^{th}$ to Thursday December 31$^{st}$

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**Administrative Policies**

## Policies and Procedures
Policies and procedures may be amended at any time in accordance within State and Federal regulations.

AAA Institute™ does not accept credits earned at other institutions or through challenge examinations and achievement tests. AAA Institute™ does not have any articulation agreements with any other college or university that provides for the transfer of credits earned in the program of instruction.

Applicants for admissions at AAA Institute must have the following:

1. High school diploma (received from an approved high school in the US) or GED or successful passing of the Ability to Benefit Test (Wonderlic). Passing score, under the Wonderlic ATB guidelines, will be 210 out of 500 for math and 200 for English/language out of 500. The exam will be given at our main campus and an ITA (Independent Test Administrator) will administer the exam.
2. Official transcript of the high school diploma or GED Certificate if applicable
1. At least 18 years old
2. Interview with Admissions Representative
3. Tour of the Facility

4. Meeting with Placement Department and demonstrating interest in the chosen field
5. Receiving positive recommendation from Admissions and Placement Representative for acceptance to the institution

AAA Institute™ does not admit students from other countries, nor provide any visa services for foreign students.

The minimum level of English language proficiency required of students is GED or High School diploma for all programs, and English language services, including instruction such as ESL are not provided by AAA Institute™.

AAA Institute™ does not provide instruction in a language other than English.

AAA Institute™, and none of its programs, is accredited by an accrediting agency recognized by the United States Department of Education.

None of the educational program at AAA Institute™ is designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in California and other states.

AAA Institute™ does not offer degree programs and none of the programs are designed to make students be eligible to sit for the applicable licensure exam in California and other states.

Certificate of completion that you receive from AAA Institute™ as an unaccredited institution may or may not be recognized for some employment positions, including but not limited to positions with the State of California.

Students enrolled in AAA Institute™ as an unaccredited institution are not eligible for federal financial aid programs.

**Transferability of credits and credentials**

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION".

The transferability of credits you earn at AAA Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate of completion that you earn in any of our educational programs is also at the complete discretion of the institution to which you may seek to transfer. If the certificates of completion that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending AAA Institute to determine if your certificate will transfer.

**Student Tuition Recovery Fund Payment**

"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a

residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or

2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.

2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.


**Financial Aid**

Students enrolled in AAA Institute™, as an unaccredited institution will not be eligible for federal financial aid programs.

AAA Institute has had an agreement with South Bay Workforce Investment Board Inc. (SBWIB), since March 1st 2009 to provide training services under the Workforce Investment Act (WIA). According to our agreement with SBWIB, AAA Institute has been an approved school per I-Train (Interstate Training Resource and Information Network) and ETPL (Eligible Training Provider List), and has complied with all rules and regulations governing the WIA. By enrolling a student in any of our training programs, AAA Institute is stating that the student has met all the minimum requirements and prerequisites for the program.


**Standards for Student Achievement**

Students will meet the school's standards of achievement by meeting the goals and objectives of the program in which they are enrolled. Their rate of achievement will be measured by their scores on assignments and exams, by achieving an overall grade of C or better, and by their successful placement after completion."

**Administrative Prerogatives**

AAA Institute™ reserves the right to make changes at any time in regulations, policies, procedures and fees.  We also reserve the right to cancel any course if registration does not justify continuance.

**Changes in Tuition and Fees**

Prices are subject to change at any time.

**Course Changes**

Course schedules are subject to change.  In keeping with AAA Institute's™ philosophy of responding to the needs of the students and employers, AAA Institute™ reserves the right to modify course content and the overall structure of the curriculum.  Such changes will be in compliance with existing State and Federal regulations.

**Disclosure of Educational Records**

Students have the right to review information contained in their educational records. Educational records are defined as documents which contain information directly related to a student and are maintained by AAA Institute™.  Students may be asked to submit a written request to Student Services to review their student file and must make arrangements in advance to schedule a time for such review.

Written consent is required before educational records may be disclosed to third parties, with the exception of accrediting bodies and government agencies so authorized by law.  Enrollees are advised that AAA Institute™ complies with State regulations regarding the retention of student records, which stipulate that student records are maintained for not less than five years, at its principal place of business in this State.

AAA Institute™ maintains student records indefinitely. Records show all of the following:

1. The courses that were completed, or were attempted but not completed, and the dates of completion or withdrawal;
2. The final grades given to the student if applicable;
3. Certificates awarded to the student;
4. The name, address, email address, and telephone number of the institution;

**Changes in Student File**

Students are to file any changes in their current name, address, email address, and telephone number with the Student Services department within five (5) days of any change.

**Student Grievance Procedure**

Students experiencing difficulty during their course should immediately bring the matter to the attention of their instructor.

Should the instructor fail to satisfy the grievance, or if the student prefers to discuss the matter with Administration, he/she may go to Student Services.  Student Services will investigate the complaint, attempt to bring it to a satisfactory resolution, and advise the student of the outcome within five (5) school days.  If additional time is necessary, the student will be so advised.  If the student is not satisfied with the conclusions of the Student Services Department, the student may request a meeting with the School President.

**Notice of Non Discrimination**

Students will be admitted to the school without regard to race, creed, color, ethnic background, native origin, physical disability, or sexual orientation. Any students or prospective students that feel they have been a victim of such discrimination should immediately report it to the President, who will conduct an investigation and will carry out any disciplinary action deemed appropriate.

**Orientation**

If not provided during the admissions process, new students will attend an orientation before the start of the first class. AAA Institute's™ policies and procedures will be discussed. Students will sign an acknowledgment for their file indicating that they have received all pertinent information, which includes a copy of the school catalog.

**Experiential Credit**

AAA Institute™ does not award any credit for prior experiential learning, including assessment policies and procedures, provisions for appeal, and all charges that a student may be required to pay.

**Incomplete Grades**

No incomplete grades will be given, as each program stands alone and is not part of a comprehensive program.  Therefore students who do not complete assignments will receive an F for the course, and will have to re-enroll and pay all associated fees in the course if they wish to receive a passing grade.

**Course Withdrawal**

Any student who withdraws from a course prior to its completion will be assigned the grade of "W" (Withdrawal).  This grade is not calculated in the cumulative grade point average, but will be considered credits hours attempted for the purpose of determining successful course completion percentages.

**Course Repetitions**

Students enroll in each course individually.  Therefore, there are no course repetitions.  If students receive an "F" or do not complete the course, they must re-enroll and pay all associated fees and costs.

**Withdrawal from School**
If a student chooses to withdraw from AAA Institute™, the student is expected to provide written notice of that intention. If a student does not attend class, is not on an approved Leave of Absence and fails to notify the school for a period of 4 consecutive class sessions, the student will be deemed withdrawn as of the last date of attendance.

**Reinstatement Policy**
At AAA Institute™, students enroll into individual courses.  Since each course is independent, there is no reinstatement allowed, except as noted below for suspension or dismissal. Students who do not complete a course, or wish to repeat a course, must re-enroll in that course and pay all associated fees and costs.

**Appeals**
Students may appeal any decision regarding their progress, probation, suspension, or dismissal. All appeals must be submitted in writing to AAA Institute's™ President within one (1) week of the action causing the appeal.  The letter of appeal should include any reasons or extraordinary circumstances as to why the decision should be reversed. The appeal will be reviewed and the student will be notified of a decision within 10 days.

**Probation Policy**
Students enroll into individual courses.  Therefore, there is no academic probation.  If a student fails or withdraws from a course, and wishes to repeat the course, they must re-enroll and pay any associated fees and costs applicable at that time.

Students may be placed on Conduct Probation should the following behaviors occur: disruptive or disrespectful behavior toward staff, faculty, or other students; theft of property, use of indecent or profane language, cheating on examinations, repeated violations of the school dress code, harassment of instructors or other students, or discrimination of any kind.

**All conduct rules apply to the classrooms, school buildings, and parking areas.**
A student placed on probation will meet with the Chief Academic Officer, who will outline a plan for the student to be removed from probation.

**Suspension and Dismissal Policy**
It is at the sole discretion of AAA Institute's™ President whether to take probationary action or further disciplinary action, which may include termination of a student. Students may be suspended or dismissed for the following reasons:

Failure to adhere to any probation plan developed by the appropriate administrative personnel;

A third (3rd) probation of any kind, based upon the recommendation of the appropriate administrative personnel;

Excessive violations, based upon assessment and recommendation by the appropriate administrative/instructional personnel, with approval of AAA Institute's™ School President;

In any event, should a student be on probation and found to be violating any school rules and/or attendance policy, the student may be terminated from school for "Probation Violation";

The school will notify the student in writing of the suspension or dismissal.  Any student suspended or dismissed may appeal that decision as per the appeal procedure noted previously.  Any student suspended or dismissed may apply for reinstatement only upon approval by AAA Institute's™ School President. Reinstatement is subject to space availability.  Students suspended or dismissed will be required to return all materials loaned to them by the school.

**Attendance Policy**
Students are expected to maintain 100% attendance.  The minimum acceptable standard to ensure reasonable progress in classes is 75% of any course module.  Attendance below this standard may result in dismissal.  Students are required to report absences by telephone or email to AAA Institute™ before class starting time on the day of the absence.  All absences and tardiness count toward excessive absenteeism.  Students who enter class after the class begins or who leave early may be counted as tardy.

**IMPORTANT:  Attendance will make up a percentage of grading criteria for final grades in each course.**  The percentage is 10%.

If make-up work is necessary due to an absence, the student is responsible for meeting with the instructor to identify and complete those assignments immediately after the absence.

If the Chief Academic Officer deems the student has excessive absences, they may schedule a conference with the student to determine the reason for the absences.  Recurring, frequent absences may result in being dismissed from the course.

Should a student who was dismissed from school due to excessive absences wish to return to AAA Institute™, the student must show that the problems causing the excessive absences have been corrected to the satisfaction of the Chief Academic Officer.

PLEASE NOTE:  Students attending AAA Institute™ under a rehabilitation plan or government job training program are required to sign a release allowing the school to provide their rehabilitation firm or case worker access to their student file.

**Excused and Unexcused Absences**
AAA Institute™ does not differentiate between an excused or unexcused absence in determining the maximum number of absences allowed.

**Leave of Absence**

Students  in good standing and making acceptable progress toward completion of their course who must interrupt studies for compelling reasons which may include but not be limited to personal illness, unusual family responsibilities, or military service must file a Request for Leave of Absence.  Students must file this Request with the Administration and have approval from the Chief Academic Officer.

During the leave of absence a student is not entitled to assistance from the faculty or use of school facilities.

Students who do not return to enrolled status at the end of the approved leave of absence are no longer considered active.

**Student Services**

In accordance with the mission of AAA Institute™, the institution offers student services that enhance the student's learning experience as well as assist in preparing students for employment.

Student services include academic advising, and job placement guidance.

**Tutorial Assistance**

AAA Institute™ is a student centered institution and therefore any active student who needs assistance may be assigned to an appropriate instructor who works with the student to address academic issues a student may have.  This academic assistance is available at the student's request.  A student should discuss this with their instructor or The Chief Academic Officer. Students needing individual assistance beyond general tutoring offered by the instructor may request private tutoring, which may require additional student fees.

**Academic Advising**

Academic advising is the responsibility of the instructor and The Chief Academic Officer. Advising is designed to ensure students are provided the correct guidance in completing their studies.

Students needing academic advising may contact their instructor to schedule an appointment.

**Housing**

All of our students are local residents of LA County and Ventura County and live in their homes. AAA Institute™ does not assume responsibility for student housing, does not have dormitory facilities under its control, nor assume responsibility for availability of housing located reasonably near AAA Institute™'s  facilities.

**Library / Collection Development Policy**

AAA Institute™ maintains an online e-library/student resource center, licensed through Books24X7.  The e-library offers a collection of current references, catalogs, journals, books, and trade publications relating to the program of study.  Publications containing articles, tips and job

announcements are also available. Computers with internet access are located in the computer lab for student use.

In addition to using our reference collection, AAA Institute™ students are able to visit the University of California at Los Angeles, California State University Northridge, and Chapman University's Academic Libraries free of charge.

**Job Placement Assistance**
By providing both educational and business skills, AAA Institute™ Alumni are well rounded who can exhibit their qualifications in a professional manner. AAA Institute™ offers assistance by:

1- Ensuring alumni understand the scope of their career possibilities and how to approach the particular job market
2- Enhancing their ability to obtain and retain the job
3- Improving their career opportunities through the use of workshops focused on interviewing skills and attire, resume writing and job fairs
4- Industry focused curriculum provided in a short yet effective format, enabling alumni to get a job quicker or improve their performance on their current assignment
5- Counseling and Career Services Department assisting students and graduates with their job search activities.  Contacts are maintained with local and national companies and interviews may be coordinated for students and graduates.  AAA Institute™ also provides assistance with the development of resumes. Although AAA Institute™ provides placement assistance; AAA Institute™ does not guarantee employment. Ultimately, the responsibility for the graduate's employment is that of the graduate.
6- LinkedIn AAA Institute™ Alumni group maintaining an active job board
7- Network of contacts with consulting firms and recruiters to assist alumni with job opportunities as well as practical internships
8- AAA Institute™ is authorized to award Six Sigma Green Belt and Six Sigma Black Belt certifications   to the students who successfully meet all the required attendance, assignments and exam.

As a California-based innovative and independent training organization, AAA Institute™ strives to prepare alumni for fulfilling careers, providing them with the training and resources they need to advance and succeed in their chosen career paths.


**Student Conduct**
Students enrolled at AAA Institute™ agree to conduct themselves within the limits of acceptable behavior and appearance that will enable the school to recommend the graduate to prospective employers.

The following are considered violations of acceptable student conduct and may result in dismissal:

- Cheating in any form on academic work;

- Use of alcoholic beverages or drugs;

- Use of indecent or profane language;

- Failure to follow common sense rules of safety and/or posted safety regulations;

- Harassment or discrimination of any kind;

- Possession or use of a weapon of any kind;

- Misuse of school property.


**Drug and Alcohol Policy**
Possession of alcohol, drugs, or any indication of substance abuse will be **grounds for immediate dismissal from school** without probationary status.

**Dress Code**
Students enrolled at AAA Institute™ are training to enter a highly professional work environment. Although casual wear is allowed, students are encouraged to ensure that school attire is always clean, neat, and appropriate for the classroom.  They are to refrain from wearing tank tops, tube tops, mini-skirts, halter tops, or any provocative or offensive attire.  Authorized administration shall maintain the right to make a final determination, based solely on their opinion, as to the appropriateness of student attire.  This determination may also require the student to leave campus until appropriate attire is worn.

**Parking**
You may park anywhere in the parking lot that is not reserved or handicapped.

**Lost or Stolen Personal Property**
AAA Institute™ is not responsible for lost or stolen personal property.  Valuables should not be left unattended on school grounds or facilities.

**Student Loans**
If a student obtains a loan, the student will have to repay the full amount of the loan, plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.


**Tuition Refund Policy**

**Student's Right To Cancel**

- Students have the right to cancel their program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, they also have the right to stop the school at any time; and they have the right to receive a pro rata refund if they have completed 60 percent or less of the scheduled days in the current payment period in their program through the last day of attendance.
- Student Tuition Recovery Fund Fee: This is a Non-Refundable fee of $0.0 for every $1,000 rounded to the nearest $1,000 (included in tuition amount)
- Cancellation may occur when the student provides a written notice of cancellation at the following address: 6918 Owensmouth Ave, Canoga Park, CA 91303. This can be done by mail or by hand delivery.
- The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
- The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
- If the Enrollment Agreement is cancelled, the school will refund the student any money he/she paid, less a registration or administration fee not to exceed $200.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

**Withdrawal from the Program**

Students may withdraw from AAA Institute™ at any time after the cancellation period (described above) and receive a pro rata refund if they have completed 60 percent or less of the scheduled days (or hours) in the current payment period in their program through the last day of attendance. The refund will be less a registration or administration fee not to exceed $200.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies AAA Institute™ of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- AAA Institute™ terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to AAA Institute™.
- The student has failed to attend class for 4 consecutive school days without notifying AAA Institute™ of their intent to continue.
- Failure to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance.  The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal.  For the purpose of determining when the refund must be paid, unless the student has notified AAA Institute™ of a specific date of withdrawal, the student shall be deemed to have withdrawn at the end of 4 consecutive class session absences.

For programs beyond the current "payment period," if a student withdraws prior to the next payment period, all charges collected for the next period will be refunded.  If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan.  Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

**Instructors:**

**Hasnain Rizvi**
Dr. Hasnain Rizvi has the following active professional industry certifications: PMP, CSM, PMI-ACP, PMI-RMP, PMI-SP, CISA, CISM, CRISC, CSSGB, CSSBB, CMBB, CPCU, CITP(Fellow), CDIA+ and ITIL V3 Foundations.
Dr. Rizvi has worked in the industry in a senior capacity managing mission critical projects and programs. He has been an instructor for over 8 years.

**Damon Brink**
Dr. Damon Brink is a business and technology leader with a proven record of strategic planning, business and technology development, team building, and program management experience. He developed and commercialized six product families and process technologies in three industries. Damon directed intellectual property strategy and managed portfolios resulting in 37 pending and granted patents worldwide. Dr. Brink is PMP & CSSGB certified.

**Don Kim**
Don Kim is a project management speaker, trainer, educator, writer and consultant.  His core competencies are to consult, train and educate your organization, department or teams to

better manage people and projects, act as a catalyst for change, and to push new boundaries.  He is also the founder of the popular PM portal www.projectation.com.

**Kathryn C. Dorsey**
Certified Professional Coder (CPC) American Academy of Professional Coders, Certified Medical Assistant, Healthcare-Medical Billing.

Over 30 years of experience with an emphasis in facilitating the acquisition of necessary job skills to diverse student population

**Stephen Foster**

MCSE, A+, CNA, CCNP, CCVP, B.S. Telecommunication Systems, Information Technology- Cisco

Over 11 years of working experience as Network Manager, Network Administrator and Corporate Trainer for CompTIA A+, Network +, Linux +, CCNA, CCNP, CCVP, CCSP

# Chuck Ausburn

PMP, PMI-ACP, OCDBA, MCSE, IBMCSA, MCP, CPT

Information Technology

Chuck Ausburn has over 30 years experience in the IT sector. Chuck has worked for numerous organizations throughout his career including roles such as computer operator, database and systems administrator, applications and systems programmer, network engineer, IT operations supervisor manager, business analyst and project manager.

**Lawrence Grossman**
Mr. Grossman has over 25 years of experience in armed and unarmed security guard training. Lawrence is skilled in utilizing building security, lock systems and procedures with in-depth knowledge of local, state and federal traffic rules and regulations governing the operation of a passenger vehicle. His experience includes PR-21 Baton Training, Handcuffing/Control Holds, and Crisis Intervention classes.
Mr. Grossman has Associates degrees in Criminal Justice, as well as Administration of Justice, His certification include Defensive Tactics, Criminal Law and Concepts, as well as handling and securing firearms.

**Max Nawaz**

Mr. Nawaz has more than 10 years of extensive experience in the analysis, design and test of software, including Education, Insurance, Telecom Software, Natural Language Processing (NLP), Inference, Code Generation, Search Technology, Information Retrieval, DBMS, Compiler Technology, Algorithms, OCR, OMR and Distributed Processing. He has been teaching software development classes for over 6 years.

**Sean(Syed) Haider**

Mr. Haider has over six years of engineering experience in the field of Mechanical Engineering with good knowledge and background in Tech Support and customer service. Sean is proficient in Auto CAD 2D, 3D, SolidWorks design and Cosmos Motion Analysis, Adobe InDesign, Fireworks, Dreamweaver, Photoshop, Illustrator, AfterEffects, and Adobe Premiere. Mr. Haider has over 3 years of experience in teaching in his area of expertise.

**Julie Martin**

Ms. Martin has over 18 years of SAP, and SAP project management experience. She has been managing small to mid-size roll out projects. She has also been senior SAP FICO consultant with comprehensive experience implementing SAP Financial Accounting, Controlling and Project System modules since 1995. Ms. Martin has over 10 years of experience teaching SAP FICO.