AAA Institute™

2019 CATALOG

Address:
21300 Victory Boulevard, Suite 220
Woodland Hills, CA 91367

Phone: (818) 386-2109
Fax: (818) 538-3388
info@AAA-U.com

Catalog is effective January 1 to December 31 2019

Table of Contents

General Information About AAA Institute™ 7

Policy on Updating Catalog 7

Legal Control 7

Bankruptcy Statement 7

Catalog Disclosures 7

Locations 8

Mission Statement 8

Objectives 8

Schedule of Total Charges 9

Management Programs 11

Project Management and Business Processes 11

Project Management Professional (PMP®) 13

Assistant Project Management 15

PMI Agile Practitioner 17

Six Sigma Green Belt 18

Six Sigma Black Belt 20

Information Technology Infrastructure Library V3 (ITIL®) 22

Information Systems Auditor 24

Business Analysis Professional 26

Risk Management Professional (PMI-RMP) 27

Scheduling Professional (PMI-SP) 28

Basic Primavera P6 30

Advanced Primavera P6 31

Human Resources Management 33

Strategic Human Resources Management 34

Business Management Training 36
Information Technology 39
Software Testing/Software Quality assurance 39
Structured Query Language (SQL) 40
SAP FICO (Financials and Controlling) 42
Cisco Networking Level 1 43
Cisco Networking Level 2 45
Cisco Voice Over Internet Protocol (VOIP) Level 1 47
Cisco Voice Over Internet Protocol (VOIP) Level 2 49
SolidWorks : Parts, Assemblies and Drawings 51
Business Objects Universes and Enterprise 53
ASP.NET 55
Visual Basic Programming for .Net 56
C# Programming 57
Object Oriented Programming and SQL 59
Adobe Premiere Pro 61
Adobe Premiere Pro Advanced 63
GIS Software 64
QuickBooks and MS Office 65
Auto CAD and SolidWorks 69
Database and Programming Essentials 71
Network Systems Technology 74
HealthCare Programs 76
Medical Billing/Electronic Medical Records 76
Patient Account Specialist/Electronic Medical Records 79
Professional Coder/Electronic Medical Records 80

Electronic Medical Records/Electronic Health Records 80
Healthcare Information Technology 81
English Second Language Programs 84
English for Allied Health 84
English for Information Technology 85
English Language and Culture for Business 86
English Communication for Professionals (ECP) - Beginner Level 88
English Communication for Professionals (ECP) - Intermediate Level 90
English Communication for Professionals (ECP) - Advanced Level 91
Additional Programs 93
Renewable Energy: Design and Installation 93
Security Guard 95
Facilities and Equipment 97
Administrative Staff 97
2018 Holiday and Vacation Schedule 98
Policies and Procedures 98
Admissions 98
Notice of Non-Discrimination 99
Academic Policies… 99
Notice Concerning Transferability of Credits 99
Standards for Student Achievement 99
Attendance Policy 100
Leave of Absence Policy 101
Experiential Credit 101
Incomplete Grades 101
Course Withdrawal 101

Course Repetitions 102
Withdrawal from School 102
Reinstatement Policy 102
Appeals 102
Probation Policy 102
Suspension and Dismissal Policy 102
Financial Services… 103
Student Rights to Cancel 103
Refund Policy/Withdrawal from the Program 103
STRF… 104
Financial Aid 105
Student Loans 105
Changes in Tuition Fees 105
Student Services 106
Student Grievance Procedure 106
Orientation 106
Tutorial Assistance 106
Academic Advising 106
Housing 106
Library/Collection Development Policy 106
Job Placement Assistance 107
Student Conduct 107
Drug and Alcohol Policy 108
Dress Code 108
Parking 108
Loss or Stolen Personal Property 108

Administrative Policies..... 108

Administrative Prerogatives.....108

Course Changes..... 108

Disclosure of Student Records… 109

Change in Student File… 109

Instructors..... 110

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 (as amended) and Title 5 of the California Code of Regulations.

Legal Control

AAA Institute™ is incorporated in the State of California.

Bankruptcy Statement

AAA Institute™ has neither 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:
21300 Victory Boulevard, Suite 220 Woodland Hills, CA 91367
Satellite Campuses:
360 Mobil Ave, Suite 207A, Camarillo, CA 93010
3510 Torrance Blvd, Suite 112 Torrance, CA 90503
11100 Valley Blvd, Suite 221 El Monte, CA 91731
3450 Wilshire Blvd. Suite 600, Los Angeles CA 90010
1224 E. Ave S., Suite D, Palmdale CA 93550
100 N. Barranca Street Suite 742 West Covina CA 91791

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:

Program	Registration Fee	Books (Prices fluctuate depending upon book editions and pricing changes by publishers)	Student Tuition Recovery Fund Fee(Non-Refundable, $0.0 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 Program 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	$0.00	$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
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
Project Management Professional	$100	$135	$0.00		$3,764.00	$3,999
Assistant 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
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
Renewable Energy: Design & Installation***	$100	$105	$0.00		$3,796.00	$3,999
Security Guard	$100	$0.00	$0.00	$140	$1,660.00	$1,900
CPAS/EMR ***	$100	$60	$0.00		$7,340.00	$7,500
CPC/EMR***	$100	$60	$0.00		$7,340.00	$7,500
EMR/HER ***	$100	$60	$0.00		$7,340.00	$7,500
Business Management Training	$100	$300	$0.00		$14,600.00	$15,000
Database and Programming Essentials	$100	$300	$0.00		$14,600.00	$15,000
Healthcare Information Technology	$100	$300	$0.00		$14,600.00	$15,000
Human Resources Management	$100	$300	$0.00		$14,600.00	$15,000
Network Systems Technology	$100	$300	$0.00		$14,600.00	$15,000
Strategic Human Resources Management	$100	$60	$0.00		$3839.00	$3,999
Language Program***	-	-	-		-	-

** Total Program Charges is also Total Cost for Period of Attendance
Each program stands alone and is not part of a comprehensive program.

*** Program not offered

MANAGEMENT PROGRAMS

Project Management and Business Processes

Standard Occupational Classification (SOC) Code 13-1110

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

Upon completion of the program, the student will be able to:

- 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 Trainings (Six Sigma Green Belt or Black Belt) or Information Technology Infrastructure Library (ITIL), or Certified Business Analysis Professional (CBAP®), or Project Management Institute-Agile Certified Practitioner (PMI-ACP®), or Project Management Institute-Risk Management Professional (PMI-RMP®), or Project Management Institute-Scheduling Professional (PMI-SP®) or Professional in Human Resources (PHR), or Senior Professional in Human Resources (SPHR), or SAP-HR. Students gain the knowledge and skills they need to confidently pursue their career goals for gainful employment.

CONTENT OUTLINE

Week 1

Project Foundational Concepts
Project Management Institute (PMI's) Philosophy of Project Management
Project Roles
Process Framework

Organizational Structures
Process Group 1- Initiating
Process Group 2- Planning
Process Group 3- Executing
Process Group 4- Monitoring and Control
Process Group 5- Closing

Week 2
Integration Management
Project Charter
Manage Project Work
Scope Management

Week 3
Time Management
Cost Management

Week 4
Quality Management
Human Resource Management
Communications Management

Week 5
Risk Management
Procurement Management

Week 6
Stakeholder Management

Week 7
o Six Sigma Overview
Lean principles
Six Sigma (DFSS)
Six Sigma Stage- Define

Week-8:
Six Sigma Stage- Measure

Week-9:
Central Limit Theorem and sampling distribution of the Mean
Measurement System Analysis (MSA)
capability and performance

Week-10:
Six Sigma Stage- Analyze
Multi-Vari studies
simple linear correlation and regression
Generate hypothesis tests

Analyze Single Factor Analysis of Variation (ANOVA) Use
Chi Square in analysis
Week-11:
Six Sigma Stage- Improve
Design of experiments (DOE)
Week-12:
Six Sigma Stage- Control Statistical
Process Control (SPC)

CLASS SCHEDULE:
Monday-Wednesday 9am-1:30pm

Project Management Professional (PMP®)

Standard Occupational Classification (SOC) Code 11-1020
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
Upon completion of the program, the student will be able to:

- 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
"AAA Institute's project management program will introduce participants to practical insights and techniques that can be applied in managing projects. Students gain the knowledge and skills they need to confidently pursue their career goals for gainful employment.

CONTENT OUTLINE

Week 1
Project Foundational Concepts
Process Framework
Organizational Structures
Process Group 1- Initiating
Process Group 2- Planning
Process Group 3- Executing
Process Group 4- Monitoring and Control
Process Group 5- Closing

Week 2
Integration Management
Scope Management
Work Breakdown Structure (WBS)

Week 3
Time Management
Plan Schedule Management
Sequence Activities
Schedule
Critical Path Method
Cost Management

Week 4
Quality Management
Perform Quality Assurance
Human Resource Management
Communications Management
Project Manager's Role in Communications

Week 5
Risk Management
Plan Risk Responses
Monitor and Control Risks
Procurement Management

Week 6
Stakeholder Management
o Comprehend Identify Stakeholders
o Define Plan Stakeholder Management
o Describe Manage Stakeholder Engagement
o Comprehend Control Stakeholder Engagement

CLASS SCHEDULE:
Monday-Wednesday 9am-2pm

Assistant Project Management

Standard Occupational Classification (SOC) Code 11-3012

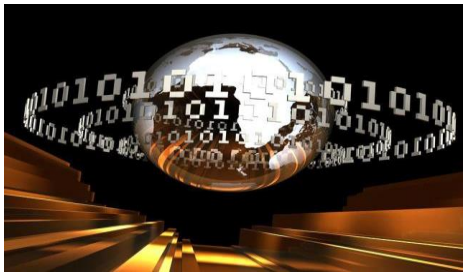
ADMISSION REQUIREMENTS

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

Upon completion of the program, the student will be able to:

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

COURSE DESCRIPTION

CAPM® is a valuable entry-level training for project practitioners with little or no project experience. The CAPM® demonstrates an individual understands the fundamental components, terminology and processes of effective project management. Students gain the knowledge and skills they need to confidently pursue their career goals for gainful employment.

CONTENT OUTLINE

Week 1

Understanding Project Influence
Project Life Cycle and Phases

Week 2

Project Stakeholders
Overview of Project Management Processes
Initiating Process Group

Week 3

Introduction to the Planning Process Group
Planning Project Scope, Schedule, and Budget

Planning Processes: Quality, HR, Communications, Risk, and Procurement

Week 4

Executing Process Group
Monitoring and Controlling Process Group
Project Integration Management.
Monitor and Control Project Work
Closing Process Group

Week 5

Project Management Essentials Simulation
The Importance of Project Integration Management
Developing the Project Charter
Developing the Preliminary Project Scope Statement
Developing the Project Management Plan
Directing and Managing Project Execution

Week 6

Monitoring and Controlling Project Work
Integrated Change Control
Closing a Project
Project Scope Management
Project Time Management
Project Scheduling
Project Cost Management
Estimating Activity Costs
Performing Quality Assurance and Control
Project Human Resources Management
Project Communication
Project Risk Management
Planning and Identifying Project Risk
Responding to and Controlling Project Risk
Project Procurement Management
Choosing Sellers and Administering and Closing Contracts

CLASS SCHEDULE:
Tuesday-Thursday 9am-1:15pm

PMI Agile Practitioner

Standard Occupational Classification (SOC) Code 13-1110

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

Upon completion of the program, the student will be able to:

- 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:

The Agile Management methodology emphasizes a highly flexible and iterative process for determining project requirements. Agile environments tend to be fast paced and highly collaborative. Graduates will be able to demonstrate to employers that they can appropriately apply Agile techniques to a given project. Students gain the knowledge and skills they need to confidently pursue their career goals for gainful employment.

CONTENT OUTLINE

Week-1

AP 101 Agile project communications

Agile Information radiator, Agile Team space, Agile tooling, Osmotic communications for collocated teams, Osmotic communications for distributed teams, Agile Daily stand-ups Agile Planning, Monitoring and Adopting, Agile Retrospectives, Agile task and Kanban boards, Agile Time boxing, Agile Iteration and release planning, Agile WIP limits, Agile Burn down/up charts, Agile cumulative flow diagrams, Agile process tailoring, Test (Self evaluation by participants and Analysis by Instructor)

Week-2

AP 102 Agile Estimation

Agile relative sizing/story points, Agile wide band Delphi, Agile planning poker, Agile affinity estimating, Agile ideal time, Agile process tailoring, Agile analysis and design, Agile product roadmap, Agile user stories and backlog, Agile story maps, Agile progressive elaboration, Agile wireframes, Agile chartering, Agile personas, Agile modeling, Product Quality, Agile frequent verification and validation, Agenda for the session, Agile test first development, Agile acceptance test-driven development, Agile definition of done, Agile continuous integration .

Week-3-4

AP 103 Overview Soft skills negotiation

Agile emotional intelligence, Agile collaboration, Agile adaptive leadership, Agile negotiation, Agile conflict resolution, Agile servant leadership, Test (Self evaluation by participants and Anal sis by Instructor), Value-based prioritization, Agile return on investment (ROI), Agile net present value (NPV), Agile internal rate of return (IRR), Agile compliance, Agile customer-valued prioritization, Agile minimally marketable feature (MMF), Agile relative prioritization or ranking, Test (Self evaluation by participants and Analysis by Instructor), Risk Management, Agile risk-adjusted backlog, Agile risk burn down graphs, Agile risk-based spike, Agile Metrics, Agile velocity, Agile velocity, Agile cycle time, Agile earned value management (EVM) for agile projects, Agile escaped defects, Agile Value Stream Analysis, Agile value stream mapping, Agile Flow charts, Agile Spaghetti Diagrams

Week-5-6

AP 104 Agile Knowledge and Skills

Active listening, Agile Manifesto values and principles, Assessing and incorporating community and stakeholder values, Agile Brainstorming techniques, Building empowered teams, Coaching and mentoring within teams, Agile Communications management, Feedback techniques for product (e.g., prototyping, simulation, demonstrations, evaluations), Incremental delivery, Agile Knowledge sharing, Agile Leadership tools and techniques, Prioritization, Agile Problem-solving strategies, tools, and techniques, Project and quality standards for Agile projects, Stakeholder management, Agile Team motivation, Time, budget, and cost estimation, Building high-performance teams, Agile Business case development, Collocation (geographic proximity)/distributed teams, Agile Continuous improvement processes, Elements of a project charter for an Agile project, Agile Participatory decision models (e.g., input-based, shared collaboration, command), PMI's Code of Ethics and Professional Conduct, Process analysis techniques, Self assessment, Value-based analysis, Agile contracting methods, Agile project accounting principles, Applying new Agile practices, Compliance (organization), Control limits for Agile projects, Agile Failure modes and alternatives, Globalization, culture, and team diversity, Agile Innovation games, Principles of systems thinking (e.g., complex adaptive, chaos), Regulatory compliance, Variance and trend analysis, Variations in Agile methods and approaches, Domains in Agile project management, Value-Driven Delivery, Agile Stakeholder Engagement, Boosting Team Performance Practices, Adaptive Planning.

CLASS SCHEDULE:

Monday-Wednesday 12noon-4:15pm

Six Sigma Green Belt

Standard Occupational Classification (SOC) Code 13-1111

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

Upon completion of the program, the student will be able to:

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

COURSE DESCRIPTION

This course addresses Lean Six Sigma philosophy and the body of knowledge. 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. The program targets professionals from all fields seeking to obtain gainful employment.

CONTENT OUTLINE

Week-1
Six Sigma Overview
Process management for Six Sigma projects
Customer data

Week-2:
Six Sigma Stage- Measure
process models
Develop documentation
Valid statistical conclusions

Week-3
Six Sigma Stage- Measure
Central Limit Theorem and sampling distribution of the Mean
Measurement System Analysis (MSA)
Process capability and performance

Week-4
Six Sigma Stage- Analyze
Multi-Vari studies
Generate hypothesis
tests
Analyze Single Factor Analysis of Variation (ANOVA)
Use Chi Square in analysis

Week-5
Six Sigma Stage- Improve
Design of experiments (DOE)

Week-6
Six Sigma Stage- Control
Statistical Process Control (SPC)

CLASS SCHEDULE:
Tuesday-Thursday 12noon-4:15pm

Six Sigma Black Belt

Standard Occupational Classification (SOC) Code 13-1111
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
Upon completion of the program, the student will be able to:

- 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

This course addresses Lean Six Sigma philosophy and the body of knowledge required to obtain a Six Sigma Black Belt Certification. Students will learn the DMAIC structure of addressing problems – Define, Measure, Analyze, Improve, and Control. Key analytical concepts and statistical tools required in Six Sigma will be discussed. The program targets professionals from all fields seeking to obtain gainful employment.

CONTENT OUTLINE

Week 1-2

Six Sigma and the Organization

Organizations exist for one purpose; to create value. The organization is considered to be effective if it satisfies customers and its shareholders. If the organization is able to add value with minimum resources, it becomes efficient. The role of Six Sigma is to assist management in producing the most value with the minimum amount of resources, that is, 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.

Week 3-4

Business Process Management

Coordination is imperative at all levels in all organizations. The right blend of all the elements is important to achieve a near perfect product and this is what a Six Sigma project strives for. The aim of any Six Sigma project is also to deliver defect-free products. The correct combination of the process elements and a disciplined approach to turn them into productive output is required. It is important to consider the generic process elements that may affect a product.

It would be better if the combination of the process elements is known. This would help determine the reasons as to what factors affect the product. Also, the Black Belts and Master Black Belts should be able to make out if alterations done to one element affect the other elements. The process elements that are resistant to change or which are most likely to get affected by unforeseen changes or events are also demarcated.

Process vs. Functional View
Establishing Customer Requirements
Process Elements
Goal Posts vs. Kano
Owners and Stakeholders
Quality Function Deployment
Project Management and Benefits
Big Ys Little Ys
Project Measures
Business Results
Voice of the Customer
Project Performance metrics
Identifying the Customer

Benchmarking
Collecting Customer Data
Financial Benefits
Analyzing Customer Data

Week 5-6

Project Management and Selecting Six Sigma Projects
Selecting the Right Projects
Team Facilitation
Project Management and Benefits
Team Performance Evaluation
Importance of Project Management
Team Effectiveness Tools
Project Characteristics
Negotiation and Conflict Resolution Techniques
Project Plan and Project Charter
Motivation Techniques
Charter/ Plan Elements
Organizational Roadblocks
Planning Tools (PERT, Gantt Chart, Tree Diagram)
Management and Planning Tools
Project Documentation
Affinity Diagrams
Charter Negotiation
Tree Diagrams
Six Sigma Team Leadership
Interrelationship Diagraphs
Team Initiation
Matrix Diagrams
Team Selection
Prioritization Matrix
Stages in Team Development
PDPC
Team Dynamics and Performance
Activity Network Diagrams
Team Member Roles and Responsibilities

CLASS SCHEDULE:
Monday-Wednesday 2pm-7pm

Information Technology Infrastructure Library V3 (ITIL®)

Standard Occupational Classification (SOC) Code 15-1230
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

Upon completion of the program, the student will be able to:

- 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

Students learn about the IT Service Management Lifecycle and its supporting processes, functions and roles. They also discover how an integrated IT Service Management framework can be adopted within their own organization. Students gain the knowledge and skills they need to confidently pursue their career goals for gainful employment.

CONTENT OUTLINE

Week-1

Service Management as a Practice
ITIL and best practices aligned with organizational goals
Services, customers and stakeholders
Process and functions in the service lifecycle
Construct the process model
(DFSS)

Week-2

Service Strategy
Value of services
management of risk in service management
Service Strategy Processes

Financial management process
Business relationship management

Week-3
Service Design

Week-4
Service Transition and Change Management Processes
Change management process
Advisory board

Week-5
Continual Service Improvement (CSI)

Week-6
Improvement process

CLASS SCHEDULE:
Tuesday-Thursday 2pm-6:15pm

Information Systems Auditor

Standard Occupational Classification (SOC) Code 15-1253
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
Upon completion of the program, the student will be able to:

- 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

Certified Information Systems Auditor (CISA) is for the IS audit, control, assurance and/or security professional who wishes to set themselves apart from their peers. This course will cover the following six modules: 1) The IS Audit Process, 2) CISA's Role in IT Governance, 3) CISA's Role in Systems and Infrastructure Life Cycle Management, 4) CISA's Role in IT Service Delivery and Support, 5) CISA's Role in Protection of Information Assets, 6) CISA's Role in Business Continuity and Disaster Recovery. Students gain the knowledge and skills they need to confidently pursue their career goals for gainful employment.

CONTENT OUTLINE

Week 1
ISACA IS Auditing Standards, Guidelines and Procedures and Code of Professional Ethics
Control objectives and controls related to IS
CoBit controls
Procedures used to store, retrieve, transport, and dispose of confidential information assets
Control Self-Assessment (CSA)
IS auditing practices and techniques

Week 2
IT governance frameworks
Quality management strategies and policies
Risk management methodologies and tools
Use of control frameworks (e.g., CobiT, COSO, ISO 17799)
Practices for monitoring and reporting of IT performance

Week 3
Processes for managing emergency changes to the production systems
Use of maturity and process improvement models (e.g., CMM, CobiT)

Week 4
Contracting strategies, processes and contract management practices
Control objectives and techniques that ensure the completeness, accuracy, validity, and authorization of transactions and data within IT systems applications

Week 5
Enterprise architecture design related to data, applications, and technology
Acquisition and contract management processes
System development methodologies and tools and an understanding of their strengths and weaknesses

Week 6
Data conversion tools, techniques, and procedures
Business Impact Analysis (BIA)
CISA question and answer review

CISA Training
Capacity planning and monitoring techniques for CISA Certification Training

CLASS SCHEDULE:
Monday-Wednesday 6pm-10:15pm

Business Analysis Professional

Standard Occupational Classification (SOC) Code 15-1210
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
Upon completion of the program, the student will be able to:

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

COURSE DESCRIPTION
AAA Institute's business analysis training prepares candidates for delving into the role and responsibilities of the business analyst and providing comprehensive training on building, documenting, communicating, and managing requirements. This course provides an in-depth, structured approach to understanding the Business Analysis Body of Knowledge® (BABOK®).This training concentrates on the key areas of the BABOK V2.0, and provides useful discussions to reinforce the concepts detailed in the BABOK V2.0. Students gain the knowledge and skills they need to confidently pursue their career goals for gainful employment.

CONTENT OUTLINE

Week-1
Business Analysis Planning and Monitoring
The business analysis approach
Stakeholder analysis
Requirements communications management plan
Risk management

Week-2
Eliciting Requirements

Static requirements gathering

Week-3
Managing Requirements Communication
Scope of project requirements
Conflicting requirements
Create requirements package

Week-4
Working as an Enterprise Business Analyst
Business analyst role
Business architecture

Week-5
Analyzing and Documenting Project Requirements
Prioritize requirements

Week-6
Analyze solution requirements
Define requirements and attributes

CLASS SCHEDULE:
Tuesday-Thursday 6pm-10:15pm

Risk Management Professional (PMI-RMP®)

Standard Occupational Classification (SOC) Code 11-1021
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
Upon completion of the program, the student will be able to:

- 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 gain the knowledge and skills they need to confidently pursue their career goals for gainful employment.

CONTENT OUTLINE

Week-1
Risk Management Overview
PMI's Risk Management processes
Plan Risk Management
The importance of the project to the organization

Week-2
Identify Risks
Risk in a cause-risk-effect format

Week-3
Qualitative Risk Analysis
Make go/no-go decision

Week-4
Perform Quantitative Risk Analysis
Analyze which risks require response planning
Probability of achieving cost or schedule objectives for the project

Week-5
Plan Risk Responses
Risk Register

Week-6
Monitor and Control Risks
Implement the risk response plans
Risk Governance
Create metrics

CLASS SCHEDULE:
Monday-Wednesday 9am-2pm

Scheduling Professional (PMI-SP)

Standard Occupational Classification (SOC) 13-1082
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
Upon completion of the program, the student will be able to:

- 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 role.

CONTENT OUTLINE

Week-1
Scheduling Management Overview
PMI's Time Management processes
Schedule Model

Week-2
Project Scope
Management processes

Week-3
Time Management
Schedule Components

Week-4
Schedule Creation and Analysis
Critical Path Method (CPM)
Program Evaluation and Review Technique (PERT) estimates
Precedence Diagramming Method (PDM)
Critical Chain Method
Monte Carlo Method
Earned Value Management

Week-5
Monitor, Control and Report
Schedule control

Week-6
Scheduling Tools
Project calendar and time periods in MS Project
Critical path analysis

CLASS SCHEDULE:

Tuesday-Thursday 9am-2pm

Basic Primavera P6

Standard Occupational Classification (SOC) Code 13-1082
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
Upon completion of the program, the student will be able to:

- 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. Students gain the knowledge and skills they need to confidently pursue their career goals for gainful employment.

CONTENT OUTLINE

Week-1
The Project Management Life Cycle
Primavera and the Project Management Life Cycle
Scheduling Overview
Planning vs Scheduling
Introduction to WBS
Key Scheduling Definition i.e. Activities, Millstones, Predecessor and Successor, etc.
Activity Sequencing Elements
Critical Path

Week-2
Data, Navigating, and Layouts
Login
Navigate in the Home window and Activities window
Open an existing layout
Creating a Project
Navigate in the Projects window

Week-3
Work Breakdown Structure
Multiple levels of a WBS hierarchy
Adding Activities

Week-4
Creating Relationships
Forward and backward pass
Float and its impact on a schedule
Identify loops and open ends
Calculate a schedule

Week-5
Formatting Schedule Data
Group activities according to specific criteria
Sort activities

Week-6
Roles and Resources
Assigning Roles
Assign roles to an activity
Assign rates on roles

CLASS SCHEDULE:
Monday-Wednesday 2pm-7pm

Advanced Primavera P6

Standard Occupational Classification (SOC) Code 13-1082
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

Upon completion of the program, the student will be able to:

- 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. Students gain the knowledge and skills they need to confidently pursue their career goals for gainful employment.

CONTENT OUTLINE

Week-1
The Project Management Life Cycle
Planning vs Scheduling
Introduction to WBS
Key Scheduling Definition i.e. Activities, Millstones, Predecessor and Successor, etc.
Activity Sequencing Elements
Critical Path

Week-2
Data, Navigating, Layout, Login
Open an existing project
Navigate in the Home window and Activities window
Creating a Project

Week-3
Work Breakdown Structure
Adding Activities

Week-4
Creating Relationships
Create a network logic diagram
Forward and backward pass
Calculate a schedule

Week-5
Formatting Schedule Data
Group activities according to specific criteria

Week-6
Roles and Resources
Labor, non-labor and material resources

CLASS SCHEDULE:
Tuesday- Thursday 2pm-7pm

HUMAN RESOURCES MANAGEMENT

Standard Occupational Classification (SOC) Code 11-3121

Admission Requirements

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

Total hours: 100

Course description:

This course is a comprehensive study of Human Resources Management principles and the body of knowledge. Students will learn the historical perspective of the profession, management concepts and strategic applications, workplace health and safety regulations and workforce planning. The program targets those with professional experiences particularly in human resources.

Objectives:

The Human Resources Management program is designed to provide updating and/or broadening the knowledge of employees in the field of human resources and for individuals desiring to enter the field.

Content Outline

Module		Hours
1	Introduction to the Strategic Role of Human Resources in Organizations	10
2	Workforce Planning and Employment	20
3	Human Resource Development	20
4	Compensation and Benefits	20
5	Employee and Labor Relations	20
6	Risk Management	10
	Total	100

COURSE DESCRIPTION OF REQUIRED COURSES

Module 1- Introduction to the Strategic Role of Human Resources in Organizations: Topics include the evolving role of the Human Resources Professional, Human Resources Business Management Skills and Strategic Planning Process

Module 2- Workforce Planning and Employment: Topics include Key Legislation affecting employee rights, Gender discrimination and harassment in the workplace and Organizational staffing requirement

Module 3- Human Resource Development: Topics include Human Resource development and the organization, Key Legislation affecting Human Resource Development and Training and Development Programs

Module 4- Compensation and Benefits: Topics include Key compensation legislation, Objectives of a compensation and benefits system and Compensation structures

Module 5- Employee and Labor Relations: Topics include Laws affecting employee and labor relations, Organizational Culture and employee relations and Employee involvement strategies

Module 6- Risk Management: Topics include Organizational risk and management defined, Occupational Safety and Health Act and Role of Human Resources Professional.

STRATEGIC HUMAN RESOURCES MANAGEMENT

Standard Occupational Classification (SOC) Code 13-1071

Admission Requirements

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

Total hours: 720

Course description

This program is 720 hours consisting of theory, computer laboratory and internship providing the student a comprehensive study of Human Resources Management principals and the body of knowledge which include the significance of the historical perspective of the profession, management concepts and strategic applications, workplace health and safety regulations and workforce planning. In addition, this course examines the role of the human resource profession as a strategic partner in managing today's organizations. Implications of legal and global environments are appraised and current issues such as diversity training, sexual harassment policies, and rising benefit costs are analyzed. The course will stress the need for keeping employee ethical questions and concerns confidential as well as developing and putting into a practice a professional code of ethics for all employees. Additional topics covered in this course include affirmative action, seniority, sex discrimination, religious discrimination, retaliatory discharges and right to privacy in the workplace. The course will also focus on advancing the development and leadership of the students entering the human resource profession. Students will learn about the profession's career life cycle from intern to executive. Students are required to complete classroom components prior to internship. Successful completion of internship is a requirement for graduation.

Objectives:

The Human Resources Management program provides students a well-rounded training in entrepreneurial concepts and resources, and management and personnel skills including the ability to handle various challenges of a human resources professional and obtain employment as an HR Generalist HR Manager, HR Director, and Vice President of Human Resources.

CORE	Hours
Psychology of Success	80
Strategic Role of Human Resources in Organizations	100
Workforce Planning and Employment	60
Human Resources Development	60
Compensation and Benefits	60
Employee Relations	60
Risk Management	60
Career Preparedness	80
Internship	160
Total clock hours	**720**

Psychology of Success: 80 hours

This course is a comprehensive study of Understanding Success, Self-Awareness, Discovering Your Strengths Setting and Achieving Goals and taking control of one's life. The course covers, Disciplining Your Thinking, Recharging Your Motivation, Managing Your Resources as well as Time Management, Money Management, Communication and Relationships and Effective Communication.

Strategic Role of Human Resources in Organizations: 100 hours

Discussions on the introduction of the evolving role of the Human Resources Professional, Human Resources Business Management Skills and Strategic Planning Process

Workforce Planning and Employment: 60 hours

Discussions on the Key Legislation affecting employee rights, Gender discrimination and harassment in the workplace and organizational staffing requirement

Human Resource Development: 60 hours

Discussions on Human Resource development and the organization, Key Legislation affecting Human Resource Development and Training and Development Programs

Compensation and Benefits: 60 hours

Discussions on Key compensation legislation, Objectives of a compensation and benefits system and Compensation structures

Employee and Labor Relations: 60 hours

Discussion on Laws affecting employee and labor relations, Organizational Culture and employee relations and employee involvement strategies

Risk Management: 60 hours

Discussion on Organizational Risk and Management and Occupational Safety and Health Act.

Career Preparedness: 80 hours

Students will acquire a deeper understanding of today's labor and hiring market, leading to finding or maintaining gainful employment. This course will teach Career Development and Career Strategies, Labor Market Information and Statistics, Hidden Job Market, Social Media and Social Networking, Interviewing, Portfolio Development, Hiring Strategies and how to find a job and plan a career in a

changing technological world given current economic circumstances.

Internship: 160 hours

This course intends to develop the knowledge and skills of the students obtained at AAA Institute and to help them gain the initial experience in their chosen field of study. The internship allows the graduates to obtain the practical skills to excel in the job market. It also instills professionalism in the graduate and establishes the criteria of how to perform a job in a professional manner. An internship also increases the chances of the students getting hired after graduation. AAA Institute adheres to Federal and California's Department of Labor Standard's legal requirements for unpaid Internships.

BUSINESS MANAGEMENT TRAINING

Standard Occupational Classification (SOC) Code 11-1020

Admission Requirements

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

Total hours: 720

Course description

This program is 720 hours consisting of theory, laboratory and internship. The program teaches the Fundamentals and Best Practices in Project Management, Process Groups in Project Management, Initiating, Planning, Executing, Monitoring and Controlling, Closing of Projects. It also covers the following knowledge areas: Stakeholder Management, Communications, Risk Management, Quality Management, Human Resource Management, Cost and Schedule Management, Procurement Management. The program consists of theory, laboratory and internship. Students are required to complete all classroom components prior to internship. Successful completion of internship is a requirement for graduation.

Objectives: Business Management Training program provides relevant technical knowledge and skills needed to prepare for further education and careers in the Business, Management, and Administration career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Business, Management, and Administration career cluster.

CONTENT OUTLINE

CORE	Hours
Psychology of Success	80
Project Management Professional (PMP)	100
Business Analysis Professional (BAP)	100
Basic Primavera P6	100
*Elective	100
Career Preparedness	80
Internship	160
Total clock hours	**720**

Students must enroll in one of the following courses as an elective:

* ELECTIVES	Hours
Six Sigma Green Belt	100
Advance Primavera P6	100
PMI Agile Practitioner (PMI-ACP)	100
Scheduling Professional (PMI-SP)	100
Risk Management Professional (PMI-RMP)	100
Human Resources Management (HRM)	100
Information Technology Infrastructure Library V3 (ITIL)	100
MS Project	100

Required Courses and Course Description

Psychology of Success: 80 hours

This course is a comprehensive study of Understanding Success, Self-Awareness, Discovering Your Strengths Setting and Achieving Goals and taking control of one's life. The course covers, Disciplining Your Thinking, Recharging Your Motivation, Managing Your Resources as well as Time Management, Money Management, Communication and Relationships and Effective Communication.

Project Management Professional (PMP): 100 hours

This course is a comprehensive study of Project Management principals and the body of knowledge. Students will learn about the five Process Groups and ten Knowledge Areas.

Business Analysis Professional: 100 hours

This deals with 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.

Basic Primavera: 100 hours

Primavera P6

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.

Career Preparedness: 80 hours

Students will acquire a deeper understanding of today's labor and hiring market, leading to finding or maintaining gainful employment. This course will teach Career Development and Career Strategies, Labor Market Information and Statistics, Hidden Job Market, Social Media and Social Networking, Interviewing, Portfolio Development, Hiring Strategies and how to find a job and plan a career in a changing technological world given current economic circumstances.

Internship 160 hours

This course intends to develop the knowledge and skills of the students obtained at AAA Institute and to help them gain the initial experience in their chosen field of study. The internship allows the graduates to obtain the practical skills to excel in the job market. It also instills professionalism in the graduate and establishes the criteria of how to perform a job in a professional manner. An internship also increases

the chances of the students getting hired after graduation. AAA Institute adheres to the Federal and California's Department of Labor Standards legal requirements for unpaid Internships

Six Sigma Green Belt
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.

Scheduling Professional (PMI-SP)
This course is a comprehensive study of Project Scheduling principals and the body of knowledge. Students will learn about the five Schedule Domains and given exposure to PMI's Risk Standard.

Risk Management Professional (PMI-RMP)
This course is a comprehensive study of Project Risk Management principals and the body of knowledge. Students will learn about the four Risk Domains and given exposure to PMI's Risk Standard.

Information Technology Infrastructure Library V3 (ITIL)
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.

Human Resources Management (HRM)
This course is a comprehensive study of Human Resources Management principals and the body of knowledge. Students will learn the historical perspective of the profession, management concepts and strategic applications, workplace health and safety regulations and workforce planning.

PMI Agile Practitioner Agile (PMI-ACP)
Graduates will acquire a deeper understanding of the Agile Charter, Agile Project Methodologies, Agile and Scrum, Agile estimating and planning, Agile project execution, Release and sprint planning, Agile Risk Management, Agile tools and techniques, Value-Driven Delivery, Task and Kanban boards, Time boxing, User stories and Agile personas.

Advance Primavera P6
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.

MS Project
Students discover how to effectively plan, implement, and control projects using Microsoft Project. In these lessons, students learn how to use Microsoft Project to think through and organize your project's details, plan a schedule, sequence tasks, produce a baseline, assign resources and costs, track your progress, identify and analyze variances, and revise project plan. Once constructed a basic schedule, students will see how to enlarge it and share it with clients and co-workers. In addition, students learn Microsoft Project's techniques for fine-tuning different aspects of a project, including splitting tasks for work interruptions and defining material consumption rates.

INFORMATION TECHNOLOGY

Software Testing/Software Quality Assurance

Standard Occupational Classification (SOC) Code 15-1253

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

Upon completion of the program, the student will be able to:

- 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. Students gain the knowledge and skills they need to confidently pursue their career goals for gainful employment.

CONTENT OUTLINE

Week 1 – Week 2

Documentation Systems

Flexible and current documentation system

Configuration management

Week 3:
Managing Requirements Communication

Week 4
Audits
Roles and responsibilities

Week 5
Teams
Team-building techniques

Week 6:
Hands on Defect Tracking Tools, Automation Tools
Defect Tracking Tools, Automation Tools

CLASS SCHEDULE:
Monday- Wednesday 6pm-10pm Saturday 9am-3pm

Structured Query Language (SQL)

Standard Occupational Classification (SOC) Code 15-1243
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
Upon completion of the program, the student will be able to:
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 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 gain the knowledge and skills they need to confidently pursue their career goals for gainful employment.

CONTENT OUTLINE

Week-1
- SQL Server Basics
- Client-Server database architecture and SQL Server architecture
- Installing MS SQL Server (2008, 2012 or earlier)
- Tables, relational databases, SQL and database objects
- Design and develop MS SQL Server databases and tables
- Referencing objects in SQL Server databases
- Obtaining information from database tables
- SQL Server security

Week-2
- Understanding Tables and Databases
- Defining a maintenance plan wizard
- Databases using Transact-SQL
- Database manipulation: characteristics and deletions
- Working with tables
- Indexes and Views
- Creating views (including using view manager)

Week-3
- Database Diagrams, The Query Analyzer and SQL Basics
- Server connectivity and Screen management
- Working with queries
- SQL essentials (select, create table, insert, delete, update)
- Stored Procedures, Triggers and Replication
- Components of stored procedures
- Creating and working with stored procedures/system stored procedures
- Components of triggers

Week-4

Data Transformation Services (DTS), Back Ups/Restores, Users, Roles, Logins and Analysis Manager
- Creating, importing and exporting DTS
- Creating, scheduling backups and restores
- Authentication types, users, roles, security plans
- Configuring DSN, loading analysis manager and working with cubes

Week-5
- Creating, scheduling backups and restores

Authentication types, users, roles, security plans
Configuring DSN, loading analysis manager and working with cubes

Week-6
Creating and working with triggers
Replication model and types of replication
Merge replication

CLASS SCHEDULE:
Tuesday- Thursday 6pm-10:15pm

SAP FICO (Financials and Controlling)

Standard Occupational Classification (SOC) Code 13-2050
ADMISSION REQUIREMENTS
High School Diploma or its equivalent (GED) is required and basic accounting 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
Upon completion of the program, the student will be able to:
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 FI CO (Financials and Controlling) module includes two 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. Students gain the knowledge and skills they need to confidently pursue their career goals for gainful employment.

CONTENT OUTLINE

Week 1: SAP introduction.
SAP modules, SAP commands
Configuration menu (IMG)?
Financial organization structure overview

Week 2: Define/create the FICO organization structures and understand how and why each structure is assigned to one another. Required elements in SAP to configure a fully functional company? Financial Accounting & Controlling

Week 3: This session will be learning how to define the controlling area. Why do we need a control area? Relationship between CO & FI.

Week 4: This session is to learn the FI-sub-module functionality:
1) General Ledger,
2) Banks,
3) Customer, Vendors and
4) Functionality offered in each sub-module.
5) How is the sub-module integrated
- General Ledger Tax configuration, House Bank / Bank master data, Vendor Master Data

Week 5: This session will be leaning the SAP accounts payable automatic payment run configuration and the payment run process. How to setup payment methods and how everything is integrated together? Automatic payment run process.

Week 6: This session will be leaning how to setup or configure the electronic bank statement and how to use the electronic bank statement, SAP reporting overview, Electronic bank statement

CLASS SCHEDULE:
Saturday- Sunday 9am-2:30pm

Cisco Networking Level 1

Standard Occupational Classification (SOC) Code 15-1231
ADMISSION REQUIREMENTS
High School Diploma or its equivalent (GED) is required and some Basic Computer and basic networking Knowledge is recommended.

COMPLETION REQUIREMENTS

Total hours: 65

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

Objectives
Upon completion of the program, the student will be able to:

- 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). Students gain the knowledge and skills they need to confidently pursue their career goals for gainful employment.

CONTENT OUTLINE

<u>Week 1</u>
The Foundations of Networking
The OSI/802 Model
Network Design
Network Cabling Media
Wireless Communication

<u>Week 2</u>
Network Architecture
Network Infrastructure Components
Preparing for Server Installation
Installing the Server
Server Based Networking Operating System

Implementing a Multi-Vendor Environments
Server Configuration

Week 3
TCP/IP
WAN Connectivity
WAN Devices
WAN Protocols and Standards
Network and Server Maintenance and Troubleshooting

Week 4
Networks function, identifying major components, functions of network components and the Open System Interconnection (OSI) reference models.
Ethernet LAN , Ethernet Networking issues.
RF wireless access.
Networks using TCP/IP.
Wide Area Networks (WANs), the major devices of WANs, and configure PPP encapsulation, static and dynamic routing, PAT and RIP routing.

Week 5
Command-line interface to discover neighbors on the network and managing the router's start up and configuration.
Configure and troubleshoot a small network.
Small LAN to a medium sized LAN with multiple switches, supporting VLANs, trunking, and spanning tree.
Routing concepts as they apply to a medium sized network and discuss considerations when implementing routing on the network.

Week 6
Configure, verify, and troubleshoot OSPF, EIGRP.
ACLs based on network requirements and to configure, verify, and troubleshoot ACLs on a medium sized network.
NAT or PAT on a medium sized network, and to configure NAT or PAT on routers.
WAN technology based on network requirements.

CLASS SCHEDULE:
Saturday- Sunday 1pm-6:30pm

Cisco Networking Level 2

Standard Occupational Classification (SOC) Code 15-1231

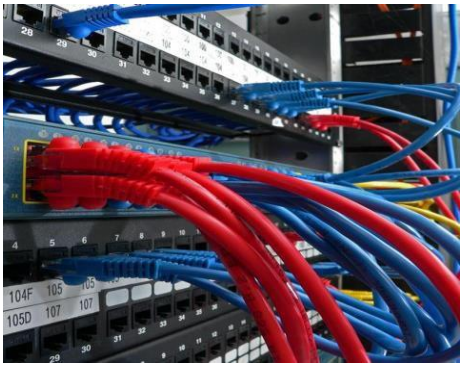
ADMISSION REQUIREMENTS

High School Diploma or its equivalent (GED) is required and some Basic Computer and basic networking Knowledge is recommended.

COMPLETION REQUIREMENTS

Total hours: 160

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



Objectives

Upon completion of the program, the student will be able to:

- 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. Students gain the knowledge and skills they need to confidently pursue their career goals for gainful employment.

CONTENT OUTLINE

<u>Week 1-3</u>
Course Introduction to Routing an Enterprise Networks
Configuring EIGRP
Configuring OSPF
The IS-IS Protocol

<u>Week 4-7</u>
Manipulating Routing Updates
Setting Up Static Route
Implementing BGP
Implementing Multicast
Introduction to EIGRP

<u>Week 5-8</u>
Implementing the Basics of IPv6

Introduction to Catalyst Multi Layer Switches
Installing Catalyst Multi Layer Switches
Configuring Catalyst Multi Layer Switches

Week 9-12
Introduction to Campus Networks
Defining Virtual Networks (VLANs)
Introduction to Campus Infrastructure Module
Introduction to Enterprise Composite Network Model
Introduction to Converged IP Data

Week 13-15
Introduction to IPC (Voice)
Introduction to AirSpace WLAN (Wireless)
Implementing Spanning Tree
Implementing InterVLAN Routing
Implementing High Availability in a Campus Environment

Week 16-17
Configure VPN Access Control
Set Up VPN Access Security
Wireless Client Access
Minimizing Services Loss and Data Theft in a Campus Network
Describe Specific Requirement for Implementing a VOIP Network

CLASS SCHEDULE:
Saturday- Sunday 9am-1:15pm

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

Standard Occupational Classification (SOC) Code 15-1231

ADMISSION REQUIREMENTS

High School Diploma or its equivalent (GED) is required and some Basic Computer and basic networking Knowledge is recommended.

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. Students gain the knowledge and skills they need to confidently pursue their career goals for gainful employment.

CONTENT OUTLINE

Week-1

Course Introduction to Routing in an Enterprise Networks
Configuring EIGRP
Configuring OSPF
The IS-IS Protocol

Week-2-3

Manipulating Routing Updates
Setting up static route
Implementing BGP
Implementing Multicast
Introduction to EIGRP
Implementing the Basics of IPv6
Introduction to Catalyst Multilayer Switches

Week-4

Installing Catalyst Multilayer Switches
Configuring Catalyst Multilayer Switches

Week-5-6

Introduction to Campus Networks
Defining Virtual Networks (VLANs)
Introduction to Campus Infrastructure module
Introduction to Enterprise Composite Network model
Introduction to converged IP data

Week-7-8
Introduction to IPC (Voice)
Introduction to AirSpace WLAN (Wireless)
Implementing Spanning Tree
Implementing InterVLAN Routing
Implement High Availability in a Campus Environment

Week-9
Configure VPN Access Control
Set up VPN Access security
Wireless Client Access
Minimizing Service Loss and Data Theft in a Campus Network
Describe specific requirements for implementing a VOIP network

CLASS SCHEDULE:
Monday- Wednesday 9am-2:15pm

Cisco Voice Over Internet Protocol (VOIP) Level 2 ***
Standard Occupational Classification (SOC) Code 15-1231
ADMISSION REQUIREMENTS
High School Diploma or its equivalent (GED) and 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 Call Manager), 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). Students gain the knowledge and skills they need to confidently pursue their career goals for gainful employment.

CONTENT OUTLINE

Week-1-3

- IP Communication theory.
- VoIP technology, their limits, and their boundaries.
- Digitizing voice traffic and voice compression standards.
- Analog to digital conversion in a VoIP network.
- Quality of Service (QoS) requirements in a converged data and voice network.

Week-4-6

- IP communications design
- Troubleshooting procedures for IP communications
- Redundancy in VoIP design.
- Advanced Voice over IP (VoIP) and Data Bundle
- Bandwidth speeds needed for uninterrupted service and fast uploads and downloads.

Week-7-9

- *Statistical Analysis System (*SAS) sessions to exchange data by using the TCP/IP communications access method.
- SAS/SHARE server ID has been added to the TCP/IP SERVICES file.
- Configure VoIP fax applications for universal access servers.
- Universal access servers to send and receive faxes across packet-based networks using modems.
- Video over IP systems using existing standards to reduce the data to a bitstream and then an IP network to carry the encapsulated data in a stream of IP packets.

Week-10-12

- Routing concepts.
- Purpose, architecture, and operations of a router.
- Vector routing protocols.
- Router configuration skills.

Week-13-15

- LAN design and concepts.
- Switched network architecture.
- VLAN configuration skills.
- LAN switch configuration tasks including remote access management, switch port modes, and trunks.
- Basic wireless concepts and configuration.
- Standards associated with wireless media, including IEEE, WI-FI Alliance, and ITU/FCC standards.

Week-16-17

- Wide area networks (WAN).
- WAN topologies and MAN topologies.

CLASS SCHEDULE:
Saturday- Sunday 9am-2:45pm

SolidWorks : Parts, Assemblies and Drawings

Standard Occupational Classification (SOC) Code 17-3010

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 modeler 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. Students gain the knowledge and skills they need to confidently pursue their career goals for gainful employment.

CONTENT OUTLINE

Week-1
• Introduction to Solid-works
• Introduction to parts drawing
• The Solid-Works interface
• Sketch planes
• 2D sketching and constraints

Week-2
• 2D part modeling
• 2D sketching and editing
• Creating geometric relationships
• Part modeling
• Introduction to 3D modeling

Week-3
• 3D operations
• Hole wizard and Simple holes
• Viewing, shading, zooms and pans
• Editing sketches and feature definitions
• Using the feature manager and rollback

Week-4
• Introduction to configuration tools
• Introduction to table design.
• Part configurations and design tables

• Creating assemblies
• Exploded assemblies

Week-5
• Part editing in assembly
• Creating 2D orthographic drawings
• Section views, auxiliaries, enlarged
• Drawings of assemblies and Bill of Materials

Week-6
• Introduction to lofts and sweeps
• Introduction to Photo-Works rendering

CLASS SCHEDULE:
Tuesday - Thursday 9am-2:45pm

Business Objects Universes and Enterprise *

Standard Occupational Classification (SOC) Code 15-1210
ADMISSION REQUIREMENTS
High School Diploma or its equivalent (GED) and basic computer knowledge is required. Some professional work experience and some experience with database 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. Students gain the knowledge and skills they need to confidently pursue their career goals for gainful employment.

CONTENT OUTLINE
Week-1-2
SQL Server Basics

Client Server database architecture and SQL Server architecture Installing MS SQL Server (2008, 2012, or earlier)
Tables, relational databases, SQL and database objects
Design and develop MS SQL Server databases and tables

Week 3-4
Understanding Tables and Databases
Creating databases manually
Creating databases with database wizard
Defining maintenance plan wizard
Databases using T-SQL

Week 5-6
Database diagrams, The Query Analyzer and SQL Basics
Working with diagrams
Diagramming for pubs database
Server connectivity and Screen management
Working with queries

Week 7-8
Data Transformation Services (DTS), Back Ups/Restores, Users, Roles, Logins, and Analysis Manager
Creating importing and exporting DTS
Creating scheduling backups and restores
Authentication types, users, roles, security plans
Configuring DSN, loading analysis manager and working with cubes

Week 9-10
Creating scheduling backups and restores
Authentication types, users, roles, security plans
Configuring DSN, loading analysis manager and working with cubes

Week 11-12
Creating and working with trigger
Replication model and types of replication
Merge replication
Format a report
Calculate data with formulas and variables
Use multiple data sources universe design
Understanding business objects universes
Creating the course universe
Resolving loops in a universe
Secure Business Objects Enterprise Content
Secure application security

CLASS SCHEDULE:
Monday – Wednesday 1pm-6pm

ASP.NET

Standard Occupational Classification (SOC) Code 15-1242

ADMISSION REQUIREMENTS

High School Diploma or its equivalent (GED) 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

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. Students gain the knowledge and skills they need to confidently pursue their career goals for gainful employment.

CONTENT OUTLINE

Week-1

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

Web Development Concepts, and ASP.NET

Week-2

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

Week-3

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.

Week-4
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.

Week-5
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.

Week-6:
SStudents 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.

CLASS SCHEDULE:
Tuesday – Thursday 1pm-6:15pm

Visual Basic Programming for .Net

Standard Occupational Classification (SOC) Code 15-1242

ADMISSION REQUIREMENTS

High School Diploma or its equivalent (GED) 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 moves 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. Students gain the knowledge and skills they need to confidently pursue their career goals for gainful employment.

CONTENT OUTLINE

Week-1: 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 VB (Putting VB.NET into Perspective), Web Development Concepts, and VB.NET

Week-2: Students will learn the Canonical Hello World Application, Building the HelloWorld Web Application, Mixing HTML with Executable Code, Server-Side Executable Blocks,
The VB.NET Compilation Model, Coding Options, ASP.NET 1.x Style, Modern VB.NET Style, The VB.NET HTTP Pipeline, The IIS 5.x and IIS 6.x Pipeline, The IIS 7.0 Integrated Pipeline, Tapping the Pipeline, Visual Studio and VB.NET, Local IIS Web Sites, File System–Based Web Sites, FTP Web Sites, Remote Web Sites, and Hello World and Visual Studio

Week-3: Students will learn Rendering Controls as Tags, Packaging UI as Components, The Page Using VB.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.

Week-4: 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.

Week-5: 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.

Week-6: Students will learn Windows Configuration, .NET Configuration, Machine Configuration, Configuration Section Handlers, Web.Config, Managing Configuration in VB.NET 1.x, Managing Configuration in Later Versions, and Configuring VB.NET from IIS.
Students will learn Logging In, Data Binding, Web Site Navigation, Session State, Application Data Caching, Diagnostics and Debugging, VB.NET Web Services, Windows Communication Foundation.

CLASS SCHEDULE:
Monday – Wednesday 5pm-10:15pm

C# Programming

Standard Occupational Classification (SOC) Code 15-1251

ADMISSION REQUIREMENTS

High School Diploma or its equivalent (GED) 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. Students gain the knowledge and skills they need to confidently pursue their career goals for gainful employment.

CONTENT OUTLINE

Week-1
The .NET Framework
C# - Language Fundamentals

Week-2
OOPS Part I – Making Classes and objects, Boxing and UnBoxing
OOPS Part II – Inheritance, Polymorphism, Overloading

Week-3
Array, Indexers and Collections
String and StringBuilder

Week-4
Structs
Interfaces
Introduction to Exceptions
Introduction to Delegates and Events

Week-5
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

Week-6
Streams
Assemblies and Versioning
Attributes and Reflection
Threads
.NET and .COM

CLASS SCHEDULE:
Tuesday – Thursday 5pm-10:15pm

Object Oriented Programming and SQL

Standard Occupational Classification (SOC) Code 15-1252

ADMISSION REQUIREMENTS

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

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. Students gain the knowledge and skills they need to confidently pursue their career goals for gainful employment.

CONTENT OUTLINE

Week-1
SQL Server Basics
Client-Server database architecture and SQL Server architecture
Installing MS SQL Server (2008, 2012 or earlier)
Tables, relational databases, SQL and database objects
Design and develop MS SQL Server databases and tables
Referencing objects in SQL Server databases
Obtaining information from database tables
SQL Server security

Week-2
Understanding Tables and Databases
Creating databases manually
Creating databases with database wizard
Defining a maintenance plan wizard
Databases using Transact-SQL
Database manipulation: characteristics and deletions
Working with tables
Indexes and Views
The basics of index structures
Creating and working with indexes
Indexes and table architecture
Creating views (including using view manager)

Week-3
Database Diagrams, The Query Analyzer and SQL Basics
Working with diagrams
Diagramming for pubs database
Server connectivity and Screen management
Working with queries
SQL essentials (select, create table, insert, delete, update)

Week-4
Data Transformation Services (DTS), Back Ups/Restores, Users, Roles, Logins and Analysis Manager
Creating, importing and exporting DTS
Creating, scheduling backups and restores
Authentication types, users, roles, security plans
Configuring DSN, loading analysis manager and working with cubes
Creating, scheduling backups and restores
Authentication types, users, roles, security plans
Configuring DSN, loading analysis manager and working with cubes

Week-5:
Creating and working with triggers
Replication model and types of replication
Merge replication

Object Oriented Programming

Students will also have a choice of one of object oriented programming (c#, vb.net or asp.net) language.

Week-6
The .NET Framework
C# - Language Fundamentals

Week-7
OOPS Part I – Making Classes and objects, Boxing and UnBoxing
OOPS Part II – Inheritance, Polymorphism, Overloading

Week-8
Array, Indexers and Collections
String and StringBuilder

Week-9
Structs
Interfaces
Introduction to Exceptions
Introduction to Delegates and Events

Week-10
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

Week-11
Streams
Assemblies and Versioning
Attributes and Reflection
Threads
.NET and .COM

CLASS SCHEDULE:
Saturday – Sunday 9am-2pm

Adobe Premiere Pro

Standard Occupational Classification (SOC) Code 27-4011
ADMISSION REQUIREMENTS
High School Diploma or its equivalent (GED) is required. Some professional work experience is recommended**.**

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. Students gain the knowledge and skills they need to confidently pursue their career goals for gainful employment.

CONTENT OUTLINE

The Acrobat environment
• Topic B: Advanced navigation
• Topic C: Finding text
• Topic D: Getting help
• Topic E: Setting preferences
High-quality PDFs
• Topic A: PDF generation methods
• Topic B: PDF file attributes
• Topic C: PDF settings
• Topic D: Geospatial data
Printing to PDF from any application
• Topic B: Acrobat PDF Maker
• Topic C: The Create PDF commands
• Topic C: PDF settings
• Topic D: Geospatial data
Documentation Modification
• Topic A: Moving document pages
• Topic B: Modifying content
Moving PDF content to other programs
• Topic A: Adding multimedia
• Topic B: Optimizing PDF file size
Bookmarks
• Topic A: Working with bookmarks
• Topic B: Working with links

CLASS SCHEDULE:
Saturday – Sunday 1pm-6pm

Advanced Premier Pro

Standard Occupational Classification (SOC) Code 27-4011

ADMISSION REQUIREMENTS

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

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). 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 time saving Adobe integration as you deliver professional video for virtually any screen. Students gain the knowledge and skills they need to confidently pursue their career goals for gainful employment.

CONTENT 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

CLASS SCHEDULE:
Monday – Wednesday 9am-2pm

GIS Software

Standard Occupational Classification (SOC) Code 17-1021
ADMISSION REQUIREMENTS
High School Diploma or its equivalent (GED) is required. 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. Students gain the knowledge and skills they need to confidently pursue their career goals for gainful employment.

CONTENT OUTLINE

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

CLASS SCHEDULE:
Monday – Wednesday 9am-2pm

Quick Books and MS Office

Standard Occupational Classification (SOC) Code 43-9061

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

- 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

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. The MS Office component covers core techniques, productivity tips, keyboard shortcuts, and MS Office application best practices. Students gain the knowledge and skills they need to confidently pursue their career goals for gainful employment.

CONTENT 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

<u>Setting Up Accounting</u>

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

<u>Entering Historical Data</u>

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

CLASS SCHEDULE:
Tuesday – Thursday 9am-2pm

Auto CAD and SolidWorks

Standard Occupational Classification (SOC) Code 17-3010
ADMISSION REQUIREMENTS
High School Diploma or its equivalent (GED) is required. Previous 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

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. This course is also an introduction to the 3D modeler 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. Students gain the knowledge and skills they need to confidently pursue their career goals for gainful employment.

CONTENT 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
- Introduction to the 3D modeller SolidWorks.
- Parts, assemblies and drawings.
- Sketching in SolidWorks.

- Creating relationships, parametric constraints, 3D tools, configurations, associative 2D part drawings, design tables, and assemblies.

CLASS SCHEDULE:
Monday – Wednesday 1pm-6pm

DATABASE AND PROGRAMMING ESSENTIALS

Standard Occupational Classification (SOC) Code 15-1242

Admission Requirements

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

Total hours: 720

Course description:

This program is 720 hours consisting of theory, laboratory and internship training students in the use of computer networks, internet, online databases, operating systems, specialized web design software, data modeling process, data constructs, data storage, database replication and implement database replication using programming tools, and in utilizing SQL Language, reporting tool and manipulating data. The program consists of core courses and one elective course. Students are required to complete classroom components prior to internship. Successful completion of internship is a requirement for graduation.

Objectives:

The Database and Programming Essentials program provides relevant technical knowledge and skills needed to prepare students for further education and entry-level database and internet/web related careers; provides technical skill proficiency, problem-solving skills, work attitudes, general employability skills, and technical skills related to database and Internet technologies skills using the latest industry tools for entry level as an IT Technician, web developers, computer programmer, among others.

Content Outline

CORE	**Hours**
Psychology of Success	80
Visual Basics Programming for .NET	100
C# Programming	100
Structure Query Language (SQL)	100
*Elective	100
Career Preparedness	80
Internship	160
Total clock hours	**720**

Students must enroll in one of the following courses as an elective:

* ELECTIVES	Hours
Quickbooks and MS Office	100
Adobe Premier Pro	100
GIS Software	100
SAP-FICO Financial and Controlling	100
Objects Oriented Programming and SQL	100
ASP.NET	100
Software Testing and Software Quality Assurance	100
Solidworks Parts, Assemblies, and Drawings	100

COURSE DESCRIPTION OF REQUIRED COURSES

Psychology of Success 80 hours
This course is a comprehensive study of Understanding Success, Self-Awareness, Discovering Your Strengths Setting and Achieving Goals and taking control of one's life. The course covers, Disciplining Your Thinking, Recharging Your Motivation, Managing Your Resources as well as Time Management, Money Management, Communication and Relationships and Effective Communication.

Visual Basic Programming for .NET100 hours
This course will teach the learner about creating projects in VB.NET. The learner will be able to define classes and declare objects and methods. In addition, this course will also discuss arrays and collections. It will also orient the learner on the commonly used programming constructs, such as comparison operators, loops, and if-then statements.

C# Programming: 100 hours
In this course, student 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.

Structure Query Language:100 hours
Students learn 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.

Career Preparedness: 80 hours

Students will acquire a deeper understanding of today's labor and hiring market, leading to finding or maintaining gainful employment. This course will teach Career Development and Career Strategies, Labor Market Information and Statistics, Hidden Job Market, Social Media and Social Networking, Interviewing, Portfolio Development, Hiring Strategies and how to find a job and plan a career in a changing technological world given current economic circumstances. Get Hired or stay employed. Covering basic, intermediate and higher level career coaching strategies including:

Internship: 160 HOURS
The value of an internship is to develop the knowledge and skills of the students obtained at AAA Institute and to help them gain the initial experience in their chosen field of study. The internship allows the graduates to obtain the practical skills to excel in the job market. It also instills professionalism in the graduate and establishes the criteria of how to perform a job in a professional manner. An internship also increases the chances of the students getting hired after graduation. AAA Institute adheres to the Federal and California's Department of Labor Standards legal requirements for unpaid Internships.

Adobe Premier Pro: 100 hours
Students understand and work with basic through advanced concepts and features of Adobe Premiere. Students 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.

GIS Software: 100 hours
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.

SAP FICO (Financial Controlling): 100 hours
Students learn the basic skill of SAP FI/CO configuration, such as set up a company and internal departments. The students will also learn what an integrated system is. The student will learn how to create vendor and customer master data and enter vendor invoices and also learn how to setup an automatic payment process. The students will also learn to configure and understand how the electronic bank statement works as well as the lockbox system. This course will cover the following sub modules: FI-GL, FI-AP, FI-AR, FI-Bank, CO-CCA and CO-PCA.

Object Oriented Programming and SQL: 100 hours
In this program students learn the concepts of relational databases and the powerful SQL programming language.

ASP.NET: 100 hours

This course will teach the learner about creating projects in VB.NET. The learner will be able to define classes and declare objects and methods. In addition, this course will also discuss arrays and collections. It will also orient the learner on the commonly used programming constructs, such as comparison operators, loops, and if-then statements.

Software Testing and Software Quality Assurance: 100 hours
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.

SolidWorks: Parts, Assemblies and Drawings: 100 hours
This course is an introduction to the 3D modeler 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.

NETWORK SYSTEMS TECHNOLOGY

Standard Occupational Classification (SOC) Code 15-1244

Admission Requirements

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

Total hours: 720

Course description

This program is 720 hours consisting of theory, laboratory and internship hours providing coherent and rigorous content aligned with relevant technical knowledge and skills, problem-solving skills, work attitudes, general employability skills, and occupation-specific skills, and knowledge of all aspects of the Information Technology career cluster. The content includes but is not limited to planning, installing, configuring, monitoring, troubleshooting, and managing computer networks in a LAN/WAN environment. Students will be prepared to apply conceptual and theoretical knowledge to the workplace utilizing technical skills learned during the program. Students are required to complete classroom components prior to internship. Successful completion of internship is a requirement for graduation.

Objective:

Network Systems Technology Program provides students the skills and knowledge required to administer, design, install, configure, connect, plan and maintain local area and enterprise networks.

Graduates are qualified to manage various levels of network systems, including home and multi-department business networks. This program permits students to specialize in network administration, network infrastructure, or IP communications or work in careers such as cabling specialists, network control operators, data communications analysts, network technicians, computer security specialists, network specialists, network managers, network systems analysts, network systems technicians, network troubleshooters, WAN/LAN managers, or systems administrators in the Information Technology career cluster.

Content Outline

CORE	**Hours**
Psychology of Success	80
Cisco Networking Level 1	100
Cisco Networking Level 2	100
Understanding Cloud Fundamentals	100
Cloud Administration	100
Career Preparedness	80
Internship	160
Total clock hours	**720**

Psychology of Success :80 hours
This course is a comprehensive study of Understanding Success, Self-Awareness, Discovering Your Strengths Setting and Achieving Goals and taking control of one's life. The course covers, Disciplining Your Thinking, Recharging Your Motivation, Managing Your Resources as well as Time Management, Money Management, Communication and Relationships and Effective Communication.

CISCO Networking Level 1: 100 hours
This program starts with basic networking concepts to create the foundation for 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, Ethernet, access control lists (ACLs).

CISCO Networking Level 2: 100 hours
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, Troubleshooting and Maintaining Cisco IP Networks. Students will learn how to create an efficient and expandable enterprise network by installing,

configuring, monitoring, and troubleshooting network infrastructure equipment (especially routers such as Cisco ISRs) according to the Campus Infrastructure module in the Enterprise Composite Network model. The routed network includes the most commonly used and emerging IP routing protocols.

Understanding Cloud Fundamentals:100 hours
Student will acquire knowledge and skills on the cloud characteristics, service models, deployment models, features of UCS, server virtualization, network architectures for the data center, infrastructure virtualization, storage provisioning concepts and access technologies, and ference architectures for converged infrastructure.

Cloud Administration: 100 hours
Students will acquire knowledge in Cloud management software solution and Cloud infrastructure administration, reporting and charge-back, and provision clouds using pre-configured templates.

Career Preparedness: 80 hours
Students will acquire a deeper understanding of today's labor and hiring market, leading to finding or maintaining gainful employment. This course will teach Career Development and Career Strategies, Labor Market Information and Statistics, Hidden Job Market, Social Media and Social Networking, Interviewing, Portfolio Development, Hiring Strategies and how to find a job and plan a career in a changing technological world given current economic circumstances. Get Hired or stay employed. Covering basic, intermediate and higher level career coaching strategies including:

Internship 160 HOURS
The value of an internship is to develop the knowledge and skills of the students obtained at AAA Institute and to help them gain the initial experience in their chosen field of study. The internship allows the graduates to obtain the practical skills to excel in the job market. It also instills professionalism in the graduate and establishes the criteria of how to perform a job in a professional manner. An internship also increases the chances of the students getting hired after graduation. AAA Institute adheres to the Federal and California's Department of Labor Standards legal requirements for unpaid Internships.

HEALTHCARE PROGRAMS

Medical Billing/ Electronic Medical Records (EMR)

Standard Occupational Classification (SOC) Code 43-3010

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 in this course will gain knowledge in Medical Terminology, Medical Billing, Electronic Medical Records and responsibilities of the front office medical assistant. This training also provides 160 hours of extensive hands-on training utilizing Medisoft and EMR. Students will learn about Medicare, Medicaid, Inception/history/present day focus, Information Technology (IT), types of insurance coverage including HMO, PPO, fee-based, health insurance exchanges and government/private plans. Fraud, abuse, HIPAA Compliance and the appeals process will be included. Students will gain knowledge of Microsoft Office 2010 including Excel, Word, PowerPoint, Outlook and much more. Students gain the knowledge and skills they need to confidently pursue their career goals for gainful employment.

CONTENT OUTLINE

<u>Week 1-4</u>

Medical Terminology
Basic Structure of Medical Terms
Medical Word Parts: Combining Forms, Prefixes and Suffixes
Spelling Rules and Singular/Plural Forms
Pronounce and Spell Medical Word Parts, Medical Terms Including Anatomy, Diagnostic Tests and Procedures
Primary Body Systems and Related Organs including Skeletal, Cardiovascular, Respiratory Digestive, Urinary, Nervous, Endocrine, overview Reproductive System and Sense Organs
Medical Specialties
Clinical and Laboratory Tests related to Primary Body Systems
Causes of Pathological Conditions relating to Primary Body Systems
Records Management, Electronic Medical Record, Electronic Health Record (EMR/EHR), Office Procedures
HIPAA Compliance and the Privacy Rule
Administrative, Technical and Physical Safeguards
Protected Health Information (PHI) and Notice of Privacy Practices (NPP)
Authorization Forms, Informed Consent and Surgical Consent Forms
Meaningful Use and Utilization of Certified EHR Technology
Patient Registration Process/Check In
Financial Responsibility
Eligibility Verification Procedures
Professional Etiquette, Medical Ethics and Legality
Business Letter and Interoffice Memorandum Formats
Records Management Systems Including Alphabetic, Numeric, Subject and Chronology

SOAP Notes (subjective, objective, assessment, plan) and Parts of the History and Physical Examination
Official Documentation Guidelines for Paper and Electronic Records
Medical Reports Using Documentation Guidelines
Appointment Scheduling for Routine, Work-In, Emergency Visits

Week 5-7

Medical Insurance Billing and Coding
Professional/Physician Billing and Outpatient Billing Services
Insurance Terms such as Benefits, Guarantor, Insured, Subscriber, Dependent, Eligibility, Assignment of Benefits, Premium, Deductible, Co-payment, Coinsurance
Types of Health Insurance Plans: Government (Medicare, Medicaid, TRICARE and CHAMPVA), Workers' Compensation, Managed Care, Health Maintenance Organization (HMO) and Preferred Provider Organization (PPO), Group and Commercial
Payment and Reimbursement Methods: Fee Based, Capitation, Participating
Practice Management Programs (PMPs) and Benefits to Practice
Medical Necessity, the Criterion of Insurance Payers
Coding Compliance
Procedure Codes (CPT –Current Procedural Terminology) relating to Evaluation and Management, Surgical, Radiology, Laboratory and Pathology and Medicine Codes
HCPCS (Healthcare Common Procedure Coding System) Codes relating to Supplies, DME (Durable Medical Equipment), and Vaccines
Diagnostic Codes (ICD-9-CM – International Classification of Diseases, Ninth Revision and ICD-10-CM Tenth Revision)
Learn Official Guidelines and Coding Conventions for ICD-9-CM
Enter Charge Transactions, Insurance Payments, Patient Payments and Adjustments
Abstract Diagnoses from Medical Records
Assign Appropriate ICD-9-CM codes to Common Medical Conditions and Diseases identified
Patient/Insurance Data Entry Which Populates Other Documents, Statements and Claims

Week 8-10
Healthcare Software Applications
Features of EMR, EHR and Programs Used in Industry
Meaningful Use
HIPAA Compliance and Privacy Rules Relating to Electronic Transmission
Use of Passwords, Access Rights, Confidentiality of Protected Health Information and Technical Safeguards
Navigate Menus and Toolbars to Enter, Edit, Save and Delete Patient Data
Navigate Menus and Toolbars to Enter, Edit, Save and Delete Financial Data
Demonstrate Ability Generate Practice Analysis Reports and Related Business Summary Reports
Generate Appointment Schedule for Individual Physician or Group Practices
Utilize PMP to Manage Financial Activities and the Revenue Cycle

CLASS SCHEDULE:
Tuesday – Thursday 1pm-6pm

Patient Account Specialist (PAS)/Electronic Medical Records (EMR) ***

Standard Occupational Classification (SOC) Code 43-6013

ADMISSION REQUIREMENTS

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

COMPLETION REQUIREMENTS

Total hours: 100

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

Objectives:

Upon completion of the program, the student will be able to:

- To utilize the study guide for the Certified Patient Account Specialist.
- Gain foundation for the Financial and Information Technology side of Healthcare.

COURSE DESCRIPTION

This training gives the student a great foundation for the Financial and Information Technology side of Healthcare.

Students will utilize the study guide for the Certified Patient Account Specialist (CPAS). In addition, an AHIMA publication titled "Introduction to Computer System for HIT" will be provided for EMR learning and development for the student to gain access to the Health Information Industry. Students gain the knowledge and skills they need to confidently pursue their career goals for gainful employment.

CONTENT OUTLINE

- Introduction to Healthcare Collections
- What makes a good collector great!
- Patient types
- Effective Collection Techniques
- Laws Governing Collections
- 7 laws to instruct for the State of California and HIPPA Compliance
- Medical Collections Glossary/Lingo
- Ethics in Healthcare
- EMR Landscape
- EMR adoption and implementation
- EMR Health Information Exchange
- Information Technology Infrastructure
- Information Technology Workforce Development
- State Registries – emphasis on California

CLASS SCHEDULE:

Monday-Wednesday 9am-2:30pm

Professional Coder/Electronic Medical Record ***

Standard Occupational Classification (SOC) Code 29-2072
ADMISSION REQUIREMENTS

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

COMPLETION REQUIREMENTS

Total hours: 100

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

Objectives
Upon completion of the program, the student will be able to:

- Learn medical office and outpatient hospital coding
- Gain access to the Health Information Industry

COURSE DESCRIPTION
The course will teach the student medical office and outpatient hospital coding and In addition, an AHIMA publication titled "Introduction to Computer System for HIT" will be provided for EMR learning and development for the student to gain access to the Health Information Industry. Students gain the knowledge and skills they need to confidently pursue their career goals for gainful employment.

CONTENT OUTLINE

- Anatomy and Physiology
- Medical Terminology
- Exposure to the range of services in the healthcare field
- Revenue cycle of a facility or physician practice and where coding takes place
- Ethics in Healthcare
- EMR Landscape
- EMR adoption and implementation
- Health Information Exchange –use of EMR for coding
- Introduction to outpatient coding
- Coding rules and regulations
- Assign codes/diagnosis at the Physician level and Evaluation and Management.
- Detailed coding questions for the student to utilize CPT and HCPCS books are included in this course.

CLASS SCHEDULE:
Tuesday-Thursday 9am-2:30pm

Electronic Medical Record/Electronic Health Record ***

Standard Occupational Classification (SOC) Code 29-2072
ADMISSION REQUIREMENTS

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

COMPLETION REQUIREMENTS

Total hours: 100

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

Objectives

Upon completion of the program, the student will be able to:

- Technological platform for Health Information Management
- Access to EMR software modules

COURSE DESCRIPTION

Students will learn the future in Health Information Management, on a technological platform, with access to EMR software modules. The course will prepare students for a position in the healthcare industry implementing EMR standards as the United States moves to standardize healthcare and a central EMR reporting structure.

In the case of the **CMS** (Center for Medicare and Medicaid Services) **the term EHR is used exclusively.** Students gain the knowledge and skills they need to confidently pursue their career goals for gainful employment.

CONTENT OUTLINE

- Defining EMR/EHR
  - Electronic health records for individual patients or population.
  - Patient care documentation
  - Revenue producing
- EHR Landscape
- EHR adoption and implementation
- Health Information Exchange
  - Confidentiality and HIPAA Compliance
- Additional HIT Functions
- How to choose EMR/EHR software for best practice
- Assessment strategies for medical practices
- Information Technology Workforce Development
- Information Technology Infrastructure

CLASS SCHEDULE:

Tuesday-Thursday 1pm-6:30pm

HEALTHCARE INFORMATION TECHNOLOGY

Standard Occupational Classification (SOC) Code 29-9021

Admission Requirements

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

Total hours: 720

Course description

This program is 720 hours consisting of theory, laboratory and internship providing students knowledge of Medical Terminology and the language of medicine as it relates to the primary body systems.

Principles and procedures used in Records Management including EMR (Electronic Medical Record) and EHR (Electronic Health Record) will be discussed as well as hands-on applications. Legal and ethical issues, HIPAA Compliance, Privacy Rules, Fraud and Abuse will be covered. Instruction includes insurance coverage types including government programs (Medicare, Medicaid, TRICARE, CHAMPVA) and HMO, PPO, Workers' Compensation, fee based, group and commercial health plans. Insurance vocabulary, insurance claim processing, appeals process and the revenue cycle will be included as well as how physician documentation guidelines and medical record content correlate to procedure (CPT/HCPCS) and diagnostic (ICD-9-CM) code selection required for physician and outpatient hospital reimbursement. Students are required to complete classroom components prior to internship. Successful completion of internship is a requirement for graduation.

Objectives:

Healthcare Information Technology program provides the students increasing use of computerized technology in healthcare and hands-on experience navigating various software programs while gaining experience with practice modules. Students will learn medical administrative assistant responsibilities including scheduling appointments, insurance verification and telephone techniques while interacting with physicians and staff to provide excellent patient care. Through internship, students will gain hands-on practical experience with computerized medical billing and financial/accounting methods used in medical offices, clinics and outpatient hospital facilities. Graduates of the program may seek entry level work as healthcare information technician or medical records clerk.

Content Outline

CORE	Hours
Psychology of Success	80
Medical Terminology	100
Records Management, H, Electronic Health Records, Office Procedures	100
Medical Insurance, Billing and Coding	100
Healthcare Software Application	100
Career Preparedness	80
Internship	160
Total clock hours	**720**

COURSE DESCRIPTION OF REQUIRED COURSES

Psychology of Success :80 hours

This course is a comprehensive study of Understanding Success, Self-Awareness, Discovering Your Strengths Setting and Achieving Goals and taking control of one's life. The course covers, Disciplining Your Thinking, Recharging Your Motivation, Managing Your Resources as well as Time Management, Money Management, Communication and Relationships and Effective Communication.

Medical Terminology: 100 hours

This course introduces the student basic terminology which covers word parts, spelling, and the different body system: skeletal, muscular, respiratory, digestive, urinary, nervous, endocrine, reproductive, integumentary, cardiovascular and nervous systems including common abbreviations used in physical examination, laboratory procedures, diagnoses and prescriptions.

Records Management, Electronic Medical Record, Electronic Health Record, Office Procedures: 100 hours

This course intends to teach the student the current guidelines for the Electronic Health Records, Electronic Medical Records, and Meaningful use and Utilization of EHR technologies. Principles and procedures used in Records Management including EMR (Electronic Medical Record) and EHR (Electronic Health Record) will be discussed as well as hands-on applications. Professionalism and communication will be discussed in the course.

Medical Insurance, Billing and Coding: 100 hours

This program provides students training about payments and reimbursements in medical insurance including a thorough discussion of the different types of insurance plans. Students will be trained in basic Medical Insurance Billing and Coding.

Healthcare Software Applications: 100 hours

This course discusses the legal and ethical issues, HIPAA Compliance, Privacy Rules, Fraud and Abuse will be covered and various Healthcare Software Applications.

Career Preparedness: 80 hours

Students will acquire a deeper understanding of today's labor and hiring market, leading to finding or maintaining gainful employment. This course will teach Career Development and Career Strategies, Labor Market Information and Statistics, Hidden Job Market, Social Media and Social Networking, Interviewing, Portfolio Development, Hiring Strategies and how to find a job and plan a career in a changing technological world given current economic circumstances. Get Hired or stay employed. Covering basic, intermediate and higher level career coaching strategies including:

Internship 160 HOURS

The value of an internship is to develop the knowledge and skills of the students obtained at AAA Institute and to help them gain the initial experience in their chosen field of study. The internship allows the graduates to obtain the practical skills to excel in the job market. It also instills professionalism in the graduate and establishes the criteria of how to perform a job in a professional manner. An internship also increases the chances of the students getting hired after graduation. AAA Institute adheres to the Federal and California's Department of Labor Standards legal requirements for unpaid Internships.

ENGLISH LANGUAGE PROGRAMS ***

ENGLISH FOR ALLIED HEALTH

Course length: 360 Clock Hours

Course description:

The English for Allied Health is part of the advanced level of ESL instruction. It includes instruction in (a) advanced level structure skills and (b) advanced level listening and note-taking (c) study skill topics based on Anatomy and Physiology and Allied Health contexts. The goal is to give English Language preparation to succeed at the college level and in Allied Health programs.

Objectives:

The course is designed for students whose native language is not English and who plan to major in Allied Health programs and for students to be able to participate in academic discussions and give reports with competent control of syntax and vocabulary in expressing the message as well as demonstrate intercultural awareness and knowledge of topics related to Anatomy and Physiology, diseases, and current Allied Health issues

Required Courses:

Module	Content Outline	Hours
1	Introduction to Computer Lab	45
2	Verbs, Time Management, Notetaking Strategies, Communication	45
3	Medical Terminology, Test Taking Strategies	45
4	Sentence Structure/ Conjunctions/Parallel Structure	45
5	Direct vs. Indirect Speech ,Introduction to Power Point	45
6	Adverbs, Strategies for Oral Presentations	45
7	Adjectives	45
8	Career Preparedness	45
	Total	360

Module 1 : Introduction to Computer Lab: Topics include Living in a digital age, computer essentials, inside the system and buying a computer, communication systems, networks, video games and new technologies.

Module 2: Verbs, Time Management, Notetaking strategies, Communication: Topics include contrast of Verbs-Present time management, listening strategies, therapeutic communication, contrast of verbs-past time, peer editing strategies, note taking strategies, contrast of verbs-past and present.

Module 3: Medical Terminology, Test Taking Strategies : Topics include uses of passive voice, listening/note taking, use of conditional “If” clauses , listening/note, use of conditionals and modals, review-contrast of all verb tenses, listening/note , test taking strategies.

Module 4: Sentence Structure/ Conjunctions/Parallel Structure. Topics include sentence errors/transitions, listening/note taking.

Module 5: Direct vs. Indirect Speech: Topics include paraphrasing, listening/ note taking and introduction to Power Point.

Module 6: Adverbs: Topics include adverbs and adverbial clauses, listening/note taking and strategies for oral presentations.

Module 7: Adjectives: Topics include adjectives and adjectival clauses, listening/note taking, use of noun clauses, review of coordination/subordination.

Module 8: Career Preparedness: Students will acquire a deeper understanding of today's labor and hiring market, leading to finding or maintaining gainful employment. This course will teach Career Development and Career Strategies, Labor Market Information and Statistics, Hidden Job Market, Social Media and Social Networking, Interviewing, Portfolio Development, Hiring Strategies and how to find a job and plan a career in a changing technological world given current economic circumstances.

ENGLISH FOR INFORMATION TECHNOLOGY

Course length: 360 Clock hours

Course description:
English for Information Technology combines a strong grammar syllabus with the specialist vocabulary students need to succeed in this area. It contains topics that reflect the latest developments in the field making it immediately relevant to students' needs.

Students enrolled in this course will gain knowledge of Information Technology and understand the language of Information Technology. Fully updated in line with the latest developments in Information Communications Technology (ICT. The Student's Book contains 30 topic-based units covering everything from computer essentials through to programming, web design, job-hunting, and future technologies

Objective:

This course teaches students the language and skills they need to understand and work in the world of computers.),. A focus on terminology is combined with vocabulary and grammar practice to give students the tools to use English in areas such as describing features and functions, applying for jobs and discussing the world of ICT Learning outcomes include academic skills, culture related to employment in the US, technology and test taking skills.

COURSE REQUIREMENTS

Module	**Clock Hours**
Module 1 Computers	40
Module 2 Input/Output devices	40
Module 3 Storage devices	40
Module 4 Basic software	40
Module 5 Faces of the Internet	40
Module 6 Creative software	40
Module 7 Programming / Jobs in ICT	40
Module 8 Career Preparedness	80
Total	**360**

Course description of Required Courses

Module 1 Computers today : Topics include Living in a digital age, computer essentials, Inside the system and buying a computer, communication systems, networks, video games and new technologies.

Module 2 Input/Output devices: Topics include click and talk, capture your favorite image, display screens and ergonomics, choosing a printer and devices for the disabled.

Module 3 Storage devices: Topics include magnetic storage, optical storage and flash memory.

Module 4 Basic software: Topics include the operating system (OS), word processing (WP) and spreadsheets and databases.

Module 5 Faces of the Internet: Topics include the Internet and email, the Web, chat and conferencing and internet security.

Module 6 Creative software: Topics include graphics and design, desktop publishing, multimedia and web design.

Module 7 Programming / Jobs in ICT: Topics include program design and computer languages, Java and jobs in ICT.

Module 8 Career Preparedness: Students will acquire a deeper understanding of today's labor and hiring market, leading to finding or maintaining gainful employment. This course will teach Career Development and Career Strategies, Labor Market Information and Statistics, Hidden Job Market, Social Media and Social Networking, Interviewing, Portfolio Development, Hiring Strategies and how to find a job and plan a career in a changing technological world given current economic circumstances.

ENGLISH LANGUAGE AND CULTURE FOR BUSIN ESS

Course length: 360 Clock hours

Course description:
This course consist of 8 modules integrating language learning with the content provided for Language and Culture for Business. This structure should make the language lessons complementary to the business and culture lessons, reinforcing both language and content learning.

Objectives:
The English Language and Culture for Business is designed to provide the student with a functional command of the vocabulary and expressions pertinent to the subjects of Management, Business Information Management, Human Resources Management, Operations Management, Administrative Support, Leadership and Communication skills.

Required Courses

Module:	**Clock hours:**
Module 1: The Culture of Business Processes	40
Module 2: Internet, ICTs and Business contexts	40
Module 3: Marketing	40
Module 4: Intercultural communication	40
Module 5: Globalization	40
Module 6: Business and the Environment	40
Module 7: Computer	40
Module 8: Career Preparedness	80
Total	**360**

Course description of required courses

Module 1: The Culture of Business Processes: This module consists of topics in Business Processes: Accounting for Expectation, Planning processes accounting processes, relationships between business, region and state, internationalization of business, necessity and expectation in global trade management and views on multinationals and global businesses.

Module 2: Internet, ICTs and Business contexts: This module consists of topics in ICTs and changes in communication
technology from telegraph to social networking cultural expectations, rates of change, Language and ICTs, ICT's and global English innovation, law and non-English computing worlds language, ICTs and global networking, global business, ICTs and product, ICTs and finance.

Module 3: Marketing: This module is designed to treat some of the themes taught in the marketing course consisting topics in marketing studies, marketing theory, discipline of marketing, marketing and the "new economy", role of marketing in companies, internal and external interaction, marketing planning, marketing strategies and approaches,
the development of marketing strategies, market research and methods of relational marketing and the 4 P's.
Module 4: Intercultural communication: This module is designed to address some of the themes taught in identifying needs for intercultural communication, acquisition theories, cross-cultural communities

and business, migration and populations, and global intercultural communication.

Module 5: Globalization: This module consists of topics in globalization and world systems, world systems and globalization , how have societies globalized and globalization and change, globalization and its proponents, opportunities and externalities, the significance of trade, global institutions, globalization and shifting global balances, imperialisms, cultural ideals and exportation.

Module 6: Business and the Environment: This module consist of material culture and resource exploitation in history, agriculture, cultures of industrial resource exploitation and cultures of educated ignorance, the climate crisis, the state of scientific research, business in a finite resources game, facing the challenge, living in a finite resources game, development theories and the environment and sustainable development.

Module 7: Computers today : Topics include Living in a digital age, Computer essentials, Inside the system and buying a computer.

Module 8 Career Preparedness: Students will acquire a deeper understanding of today's labor and hiring market, leading to finding or maintaining gainful employment. This course will teach Career Development and Career Strategies, Labor Market Information and Statistics, Hidden Job Market, Social Media and Social Networking, Interviewing, Portfolio Development, Hiring Strategies and how to find a job and plan a career in a changing technological world given current economic circumstances. Get Hired or stay employed. Covering basic, intermediate and higher level career coaching strategies.

ENGLISH COMMUNICATION FOR PROFESSIONALS (ECP) - BEGINNING LEVEL

Course description

This is a beginning listening and speaking course and includes practice in group interaction, public speaking and listening comprehension. The focus is on reading comprehension, vocabulary development, reading rate, and study skills

Objectives:

The English Communication for Professionals (ECP) program aims to help learner achieve an overall English proficiency of a beginner basic user developing the ability to interact in a simple way and ask and answer simple questions and write basic and simple sentences. Participate in hands-on experiential active learning and listening/speaking, group sharing and reporting information and develop skills for entry level employment.

REQUIRED COURSES

Module	Module Content	CLOCK HOURS
1	Listening and Speaking	40
2	Reading	40
3	Writing	40
4	Grammar	40
5	Language conventions	30
6	Language expansion	30
7	Career Preparedness	80
	Total	360

Course description of required courses:

Module 1 Listening and Speaking (Beginning Level)

This course will focus on includes the teaching and practice of listening/speaking skills that students need to succeed in technical/occupational courses. It also provides the chance to combine critical thinking with practical experience and to develop a level of understanding by listening and developing well-constructed speech.

Module 2 Reading (Beginning Level)

This course will focus on reading comprehension. Students will understand what they read in order to become strategic readers who know how to use comprehension strategies before, during, and after reading to promote comprehension. In addition, students will learn comprehension strategies that can be used before, during, and after reading in order to become readers that are conscious of their understanding of text and use fix-up strategies when they have difficulty comprehending text.

Module 3 Writing (Beginning Level)

This course will focus on strengthening a student's writing skills. Discussion of recently published material in order to familiarize students with the latest work of publishable merit and to practice workshop techniques in approaching this material as well as our own. Students will individually produce material for discussion. Writing strategies will also be studied as well as the presentation of writing, how it looks on the page and how form and function in writing work to achieve professionalism. To provide the students with an opportunity to produce written work in for review by their peers, and provide students with the opportunity to improve their writing.

Module 4 Grammar (Beginning Level)

This course will focus on the importance of how grammar is necessary to carry out the communication process. The student will learn the basics of grammar and then move onto more advanced grammar skills. The course also explores the usage problems associated with contemporary grammar in both speech and writing and how to overcome such problems; the effects of language change on English grammar, and the effects of language attitudes on our ideas of "correct" English.

Module 5 Language Convention (Beginning Level)

This course explores language conventions of grammar and how they are needed to come across as clear and accurate and how the rules of grammar change continually. Other areas covered include, punctuation, spelling, capitalization and writing complete sentences. Focus will be on avoiding common errors in punctuation and capitalization, as well as on reviewing commonly misused words.

Module 6 Language Expansion (Beginning Level)

This course brings together all aspects of the course that were studied earlier and ties them together to bring the full usage of English both in its spoken and written forms. Practical applications of English are used by combining the areas of grammar, reading comprehension, writing and speaking to be used in a personal and business setting.

Module 7 Career Preparedness:

Students will acquire a deeper understanding of today's labor and hiring market, leading to finding or maintaining gainful employment. This course will teach Career Development and Career Strategies, Labor Market Information and Statistics, Hidden Job Market, Social Media and Social Networking, Interviewing, Portfolio Development, Hiring Strategies and how to find a job and plan a career in a

changing technological world given current economic circumstances. Get Hired or stay employed. Covering basic, intermediate and higher level career coaching strategies.

ENGLISH COMMUNICATION FOR PROFESSIONALS (ECP) - INTERMEDIATE LEVEL

Course description
This is a high intermediate listening and speaking course and includes practice in group interaction, public speaking and listening comprehension, improve the reading skills of intermediate level , reading comprehension, vocabulary development, reading rate, and study skills, skills necessary to write a good paragraph and short essay, grammar course and emphasizes usage of formal English grammar in written work and in speech.

Objectives:
The English Communication for Professionals (ECP) program aims to help learner achieve an overall English proficiency of a student beyond beginner's lesson and develop the ability to a more complex interaction with and more advanced reading and writing level.

P

	Module	Module Content	CLOCK HOURS
r	1	Listening and Speaking	40
	2	Reading	40
	3	Writing	40
o	4	Grammar	40
	5	Language conventions	30
	6	Language expansion	30
g	7	Career Preparedness	80
		Total	**360**

ram length: 360 clock hours

REQUIRED COURSES
Course description of required courses

Module 1 Listening and Speaking (Intermediate Level)
This course will focus on includes the teaching and practice of listening/speaking skills that students need to succeed in technical/occupational courses. It also provides the chance to combine critical thinking with practical experience and to develop a level of understanding by listening and developing

well-constructed speech.

Module 2 Reading (Intermediate Level)
This course will focus on reading comprehension. Students will understand what they read in order to become strategic readers who know how to use comprehension strategies before, during, and after reading to promote comprehension. In addition, students will learn comprehension strategies that can be used before, during, and after reading in order to become readers that are conscious of their understanding of text and use fix-up strategies when they have difficulty comprehending text.
Module 3 Writing (Intermediate Level)
This course will focus on strengthening a student's writing skills. Discussion of recently published material in order to familiarize students with the latest work of publishable merit and to practice workshop techniques in approaching this material as well as our own. Students will individually produce material for discussion. Writing strategies will also be studied as well as the presentation of writing, how it looks on the page and how form and function in writing work to achieve professionalism. To provide the students with an opportunity to produce written work in for review by their peers, and provide students with the opportunity to improve their writing.

Module 4 Grammar (Intermediate Level)
This course will focus on the importance of how grammar is necessary to carry out the communication process. The student will learn the basics of grammar and then move onto more advanced grammar skills. The course also explores the usage problems associated with contemporary grammar in both speech and writing and how to overcome such problems; the effects of language change on English grammar, and the effects of language attitudes on our ideas of "correct" English.

Module 5 Language Convention (Intermediate Level)
This course explores language conventions of grammar and how they are needed to come across as clear and accurate and how the rules of grammar change continually. Other areas covered include, punctuation, spelling, capitalization and writing complete sentences. Focus will be on avoiding common errors in punctuation and capitalization, as well as on reviewing commonly misused words.

Module 6 Language Expansion (Intermediate Level)
This course brings together all aspects of the course that were studied earlier and ties them together to bring the full usage of English both in its spoken and written forms. Practical applications of English are used by combining the areas of grammar, reading comprehension, writing and speaking to be used in a personal and business setting.

Module 7 Career Preparedness

Students will acquire a deeper understanding of today's labor and hiring market, leading to finding or maintaining gainful employment. This course will teach Career Development and Career Strategies, Labor Market Information and Statistics, Hidden Job Market, Social Media and Social Networking, Interviewing, Portfolio Development, Hiring Strategies and how to find a job and plan a career in a changing technological world given current economic circumstances. Get Hired or stay employed. Covering basic, intermediate and higher level career coaching strategies including:

ENGLISH COMMUNICATION FOR PROFESSIONALS (ECP) - ADVANCE LEVEL

Course description:
This is an advanced listening and speaking course and includes practice in group interaction, public speaking and listening comprehension, improve the reading skills of intermediate level , reading comprehension, vocabulary development, reading rate, and study skills. This is an advanced level course in reading comprehension and vocabulary development, grammar editing skills.

Objectives:
The English Communication for Professionals (ECP) program aims to help learner achieve an overall English proficiency of a student at an advanced level. Through a review of "real world" grammar, vocabulary, slang, writing and reading, students will be able to successfully interact with fluency in the language while also gaining job-related skills.

PROGRAM LENGTH: 360 clock hours/20 weeks

REQUIRED COURSES

Module	Module Content	CLOCK HOURS
1	Listening and Speaking	40
2	Reading	40
3	Writing	40
4	Grammar	40
5	Language conventions	30
6	Language expansion	30
7	Career Preparedness	80
	Total	**360**

Course description of required courses

Module 1 Listening and Speaking (Advanced Level)
This course will focus on includes the teaching and practice of listening/speaking skills that students need to succeed in technical/occupational courses. It also provides the chance to combine critical thinking with practical experience and to develop a level of understanding by listening and developing well-constructed speech.

Module 2 Reading (Advanced Level)
This course will focus on reading comprehension. Students will understand what they read in order to become strategic readers who know how to use comprehension strategies before, during, and after reading to promote comprehension. In addition, students will learn comprehension strategies that can be used before, during, and after reading in order to become readers that are conscious of their understanding of text and use fix-up strategies when they have difficulty comprehending text.

Module 3 Writing (Advanced Level)
This course will focus on strengthening a student's writing skills. Discussion of recently published material in order to familiarize students with the latest work of publishable merit and to practice workshop techniques in approaching this material as well as our own. Students will individually produce material for discussion. Writing strategies will also be studied as well as the presentation of writing, how it looks on the page and how form and function in writing work to achieve professionalism. To provide

the students with an opportunity to produce written work in for review by their peers, and provide students with the opportunity to improve their writing.

Module 4 Grammar (Advanced Level)
This course will focus on the importance of how grammar is necessary to carry out the communication process. The student will learn the basics of grammar and then move onto more advanced grammar

skills. The course also explores the usage problems associated with contemporary grammar in both speech and writing and how to overcome such problems; the effects of language change on English grammar, and the effects of language attitudes on our ideas of "correct" English.

Module 5 Language Convention (Advanced Level)
This course explores language conventions of grammar and how they are needed to come across as clear and accurate and how the rules of grammar change continually. Other areas covered include, punctuation, spelling, capitalization and writing complete sentences. Focus will be on avoiding common errors in punctuation and capitalization, as well as on reviewing commonly misused words.

Module 6 Language Expansion (Advanced Level)
This course brings together all aspects of the course that were studied earlier and ties them together to bring the full usage of English both in its spoken and written forms. Practical applications of English are used by combining the areas of grammar, reading comprehension, writing and speaking to be used in a personal and business setting.

Module 7 Career Preparedness

Students will acquire a deeper understanding of today's labor and hiring market, leading to finding or maintaining gainful employment. This course will teach Career Development and Career Strategies, Labor Market Information and Statistics, Hidden Job Market, Social Media and Social Networking, Interviewing, Portfolio Development, Hiring Strategies and how to find a job and plan a career in a changing technological world given current economic circumstances. Get Hired or stay employed. Covering basic, intermediate and higher level career coaching strategies including:

Additional Programs

Renewable Energy: Design and Installation ***

Standard Occupational Classification (SOC) Code 47-2231

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:

Upon completion of the program, the student will be able to:

- Photovoltaic (PV) system design by introducing solar terms and solar site survey tools.
- Lay out and optimize a PV system.
- Increasing focus on ways to leverage renewable energy resources.
- Understanding of how the National Electrical Code (NEC), in particular Article 690, applies to it.

Course Description:

The training starts with photovoltaic (PV) system design by introducing solar terms and solar site survey tools. Students will learn how to lay out and optimize a PV system. The training also provide intensive hands-on exposure to the process of installing a photovoltaic system.
The PV System Installation section provides critical knowledge of solar energy and systems applied to PV installations. You will gain essential knowledge and skills in methods to construct the PV array, support structures and install both DC and AC wiring and equipment. Students gain the knowledge and skills they need to confidently pursue their career goals for gainful employment.

CONTENT OUTLINE:

PV System Design
This module introduces solar terms and solar site survey tools. You will learn how to lay out and optimize a PV system. This module will include:

- Roof measurement, array layout and optimization
- PV system sizing
- Economic analysis
- Shading analysis
- Various orientation optimization

Introduction of Photovoltaic Power :
This module will cover the history of the solar power industry and new developments and demands for solar energy. You will learn the benefits and limitations of PV systems. This module will include:

- New demands for solar energy
- PV system configurations
- Electricity basics and power and energy calculations
- Solar energy fundamentals
- Sun path
- Power curve

Mechanical and Electrical Integration
This module will give you an overview of how to install the systems. You will receive hands-on experience with various mounting, racking, and electrical systems. This Module will include:

- Mounting systems
- Racking systems
- Monitoring
- Permitting
- Utility, city, county, and state code regulations
- Wire sizing
- Utility integration
- Breaker sizing
- Basic circuit calculations
- Maintenance and troubleshooting

Off-Grid and Remote Power

This module examines various off-grid and remote power applications. This module will include:

- Batteries and charge controllers
- Back-up
- Hybrid and bimodal systems

CLASS SCHEDULE:
Monday-Wednesday-Friday 9am-1:15pm

Security Guard

Standard Occupational Classification (SOC) Code 33-9032
ADMISSION REQUIREMENTS

Interview with school and pass background check

COMPLETION REQUIREMENTS

Total hours: 65

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

Objectives
Upon completion of the program, the student will be able to:

- Prepare students for a career in the private security field
- Have their guard card
- Have general knowledge of computers and word processing

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. Students gain the knowledge and skills they need to confidently pursue their career goals for gainful employment.

CONTENT OUTLINE

- Administering Power to Arrest
- Responsibilities of the Security Guard
- Relations with the local Police
- Observation and Report Writing
- Inspections
- Legal Responsibilities and Liabilities
- Arrestable Offenses
- Searching the Suspect
- After the Arrest
- Terrorism
- Ethics and Professional Conduct of a Security Guard
- Introduction to computer hardware

- Basic troubleshooting .
- Introduction to everyday software
- Develop working knowledge of computer terminology.
- Introduction to Word Processing (creating, editing, saving and deleting documents).
- Basic Networking
- Internet and Internet browser tanning.
- Introduction to E-mail and e-mail activities.

CLASS SCHEDULE:
Monday to Thursday 9am-2:15pm

*** Programs are not offered

FACILITIES AND EQUIPMENT

At the main campus in Woodland Hills, CA we have three classrooms. All classrooms have the capacity of 10 students each. 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 one classroom with the capacity of 6. Classroom is equipped with projector, central air conditioner and Internet connection. We own all the projectors.
At Wilshire and El Monte locations we have one classroom each with capacity of 10 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 the Torrance location, we have 3 classrooms that can accommodate 20 students while the Palmdale satellite has 4 classrooms that can accommodate 30 students.

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

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

Equipment: (We own all the following equipment).

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

Maral Zivkovich, Executive Assistant/ Registrar
Jeanette Ayala, Human Resources and Career Services Manager
Teresa Macias, Career Services Coordinator
James Imam, Business Development Consultant
Manuel Garcia, IT Network Administrator

2018 Holiday and Vacation Schedule

New Years' Day – January 1st
Martin Luther King Day – January 15th
President's Day – February 19th
Memorial Day – May 28th
Independence Day – July 4th
Labor Day – September 3rd
Thanksgiving Day – November 22nd
Day after Thanksgiving – November 23rd
December 25th to January 1st, 2019

POLICIES AND PROCEDURES

ADMISSIONS

Requirements

- High school diploma (received from an approved high school in the US) or GED.
- Official transcript of the high school diploma or GED Certificate or equivalent
- Be at least 18 years old
- Interview with Admissions Representative
- Tour of the Facility
- Interview with Placement Department to demonstrate interest in the chosen field
- Positive recommendation from Admissions and Placement Representative for acceptance to the institution

Admissions Process

Students interested to enroll in AAA Institute may apply for admissions by making an appointment to visit the school to meet with the Admissions Representative. Applicant fills out a questionnaire and interviewed by the Admissions Representative. Applicants will receive a tour of the facility. Students are required to show proof of high school diploma or GED certificate. Students who have foreign degree need to have copies of their transcript of records or diplomas evidencing completion of secondary education. Students without proof of high school diploma or GED or completion of secondary education are required to take the Ability to Benefit Test to demonstrate their ability to benefit from the coursework. Upon completion of all requirements for admission, the student will be scheduled to meet with the Financial Representative. During the enrollment process, Counselling and Career Services personnel collect placement information and confirm commitment to the program and set goals and strategize a plan to reach goals.

Thereafter, the enrollment agreement is signed and student is given the schedule for orientation and classes.

AAA Institute™ does not 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.

Students enrolled in AAA Institute are not eligible for federal financial aid programs.

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.

ACADEMIC POLICIES

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION
At present, due to the shortness and philosophy in which AAA Institute conducts training does not allow for any transferable of credits/units for any of its programs.

AAA Institute will assist students requesting a transfer to other institutions by providing an official transcript, syllabi or course outlines.

Transferability of credits and credential earned at AAA Institute
The transferability of credits students earn at AAA Institute is at the complete discretion of an institution to which they may seek to transfer. Acceptance of the diploma or certificate earned in the program enrolled is also at the complete discretion of the institution to which students may seek to transfer. If the credits, diploma or certificate earned at AAA Institute are not accepted at the institution to which they seek to transfer, students may be required to repeat some or all of the coursework at that institution. For this reason, students should make certain that their attendance at AAA Institute will meet their educational goals. This may include contacting an institution to which they may seek to transfer after attending AAA Institute to determine if the credits or diploma or certificate will transfer.

Articulation Agreement
AAA Institute has not entered into an articulation or transfer agreement with any educational institution.

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.

SATISFACTORY ACADEMIC PROGRESS. To maintain Satisfactory Academic Progress, a student must achieve a percentage score of 70% or higher in every module of the course and must have a percentage score of 70% or higher for the overall course and obtain 80% of school attendance.

To maintain Satisfactory Academic Progress, a student attending classes on a full time basis has a maximum time frame of 1.5 times the original length of the course in which to complete all graduation requirements.

ATTENDANCE POLICY

AAA Institute expects its students to maintain 100% attendance. The minimum acceptable standard to ensure reasonable progress in classes is 80% of the total scheduled hours for the program to meet the graduation attendance requirements. 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.

Excused and Unexcused Absences

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

Attendance is tracked in every class period by the instructor and is recorded on the Student's Attendance Sheet. The instructor submits the class attendance to the Administrative Assistant for recording.

A student who fails to attend fourteen (14) consecutive calendar days without an approved Leave of Absence (LOA) will be terminated from the program.

Tardiness and Early Departure

Students are expected to arrive on time and not leave early.

Tardiness is when the student arrives late to class. If a student is tardy, the period of tardiness will be deducted from the daily total scheduled hours on the Attendance Sheet by the instructor. An early departure is when students leave before the instructor dismisses class. If a student leaves the class earlier than the time the instructor dismisses the class, this early period of departure will be deducted from the daily total scheduled hours. Tardy and early departures are tracked in 15 minute increments.

Attendance Warning, Probation and Dismissal
Attendance below the attendance standard may result in probation/suspension and/or dismissal.

Students upon return to the school must meet with the Chief Academic Officer to plan corrective actions such as performance of make-up. A student who fails to correct the problem of his/her attendance by the end of the probationary period will result in termination from the program.

The student will be removed from attendance warning/probation if he or she corrects the problem successfully.

LEAVE OF ABSENCE POLICY
Students in good standing and making acceptable progress toward completion of their course who must interrupt studies for compelling reasons may request a leave of absence (LOA). The LOA may be granted with a maximum period 60 days for family emergencies, military leave, pregnancy, and medical reasons. The request must be properly dated, signed by the student, indicating the reason for the request, with proper documentation and filed with the Chief Academic Officer for approval. This period will not be counted in measuring the maximum time frame of the program.

Students who do not return to enrolled status at the end of the approved leave of absence shall be automatically terminated.

Granting of LOA is not allowed to students being dismissed due to lack of satisfactory progress or failure to fulfill the requirements of the attendance policy. Students who are contemplating to apply for LOA should understand that they may repeat the entire course from which they elected to withdraw prior to receiving a final grade and programs consisting of modules may have to wait for the appropriate modules to be scheduled. During the leave of absence a student is not entitled to assistance from the faculty or use of school facilities.

No additional charges may result from the LOA.

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.

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.

FINANCIAL SERVICES

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: 21300 Victory Boulevard, Suite 220, Woodland Hills, CA 91367. 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 $100.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

Refund Policy /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 $100.00, 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.

STUDENT TUITION RECOVERY FUND (STRF)

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program." (b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.
To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

FINANCIAL AID

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

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.

Changes in Tuition and Fees

Prices are subject to change at any time.

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.

Student Grievance Procedures

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.

Orientation

All 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.

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

AAA Institute does not have any housing or dormitory facilities under its control. It does not assume responsibility for student housing nor provide assistance on housing and accommodation to its students and staff. The institute is close to several housing facilities and apartments with a monthly costs ranging from $700- $900 depending on the living arrangements.

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:

- Ensuring alumni understand the scope of their career possibilities and how to approach the particular job market
- Enhancing their ability to obtain and retain the job
- Improving their career opportunities through the use of workshops focused on interviewing skills and attire, resume writing and job fairs
- 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
- Counselling 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.
- LinkedIn AAA Institute™ Alumni group maintaining an active job board
- Network of contacts with consulting firms and recruiters to assist alumni with job opportunities as well as practical internships
- 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.

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.

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.

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.

ADMINISTRATIVE POLICIES

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.

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 Student 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 and no records shall be maintained in the satellite locations.

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

- The courses that were completed, or were attempted but not completed, and the dates of completion or withdrawal;
- The final grades given to the student if applicable;
- Certificates awarded to the student;
- 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.

INSTRUCTORS

Dr. Steve Veenstr
BSC, MBA, PhD; Certified CSSGB and CSSBB
Management - Six Sigma
Steve Veenstra has over 30 years experience in consulting and quality. He has worked on multiple consulting projects through-out USA and Canada and most recently as Quality Manager in the Medical Device area working on Class I, II and III devices

Rohan Christian
B.S. Computer Information Systems
Information Technology - ASP.NET, C#, VB.NET, SQL, CISA, .NET, Oracle Primavera
More than 15 years of extensive experience in the process of Software Development Life cycle. Led teams in Waterfall, Scrum and Agile development methodologies and demonstrated excellence in architecture, design, development and deployment of several desktop, web and mobile applications across various Portals, Content management tools and collaboration tools.

Matthew Harang
PMP, MPA, California State University. B.S. Public Policy, Management and Planning, University of Southern California Project Management and Technology Information Project management and technology professional with over fourteen years of professional experience, including eleven years in wireless telecommunications. Background in Cell Site Deployment, Real Estate Management, Construction and Materials Management and e911 Deployment and Operations.

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.

Sean Haider
M.S. in Mechanical Engineering, California State University, Northridge, CA M.S. Computer Science, University of the Punjab, Lahore, Pakistan and B.S in Metallurgical Engineering and Material Sciences, University of Engineering & Technology, Lahore, Pakistan.
Mr. Haider has over six years of experience in the field of Mechanical Engineering with good knowledge and background in Tech Support and customer service. He is proficient in Auto CAD 2D, 3D, SolidWorks design and Cosmos Motion Analysis, Adobe InDesign, Fireworks, Dreamweaver, Photoshop, Illustrator, AfterEffects, and Adobe Premiere. He has over 3 years of experience in teaching in his area of expertise.

Max Nawaz
B.S. Computer Science
Information Technology-C#, SQL, Microsoft Office, .Net
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.

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

Mr. Foster has over 15 years of working experience as Network Manager, Network Administrator and Corporate Trainer for CompTIA A+, Network +, Linux +, CCNA, CCNP, CCVP, CCSP

Julie Martin
Texas A&M University, East Texas University-BBA Information Technology-SAP FI/CO
Ms. Martin is a Senior SAP FI/CO Consultant with comprehensive experience implementing SAP Financial Accounting, Controlling and Project System modules since 1995. Ms. Martin has over 18 years of SAP, and SAP project management experience. She has been managing small to mid-size roll out projects.

Ghulame Hasnain Raza
Bachelor of Commerce
Windows XP, Windows 7 & Windows 10 Environment, MS Word, MS Excel, MS PowerPoint, MS Outlook
Core Banking: T24; I-Flex; H Plus; Unibank, MIBS Archiving: Humming bird and EDMS
Over 22years of experience in the field of Banking, finance and Accounts, carrying out financial analysis and assessing the financial needs of Commercial and SME Clients. Hold expertise in the area of Branch Operations, Trade Finance Credit facilities, Credit Documentation and Credit Control Departments in Banks. Hold exposure to Relationship management with portfolio of diverse customer such as Manufacturing, Trading, Civil Construction and Real Estate, Blue Chip Companies and High Net Worth Clients. Managed and supervise team members for timely delivery of tasks.

Kyle Novac
Master of Fine Arts in Fil, Columbia University, NY, NY
Bachelor of Science in Electrical Engineering, Univ of Miami, Fl
BS in Communication, Concentration: Motion Pictures, Univ of Miami FL
Filmova a Televizni Fakulta Akademie Muzickych Umeni , Film Studies, Prague Czech Republic
Dedicated pedagogue with 6 years teaching experience and 5 year of professional post-production work. Well-versed in both national and international multimedia production. Thorough knowledge of the history of cinema, film theory and modern day advancements in media technology.

Mehran Felfeli
MS in GIS Analysis, Redlands University, Redlands CA
Associate of Science, Lone Star College, Houston Texas
BS in Civil/Survey Engineering, South Azad Univ, Tehran
Assoc of Architectural Graphing/Design, Architechtural School, Yazd, Iran
Professional posed to leverage related education, practicum and experience on design and analysis of GIS in a GIS Spatial Analyst role; skilled at GIS technology, advanced cartographic technology, expertise in broad mathematics.

Maria Elisa Rios
Associate degree in Commercial Science (ACS)
Medical Billing and Coding , Career Care Institute, Los Angeles CA
Certified Coding Specialist (CCS), AHIMA
Certified Coding Associate (CCA), AHIMA
Certified Professional Coder (CPC)
Proficient in medisoft software, Microsoft, medical records management, medical billing and coding. Almost 7 years experience as instructor in Medical Coding, Billing and Health Information Technology. Worked as a Medical Biller/Coder for medical facilities for over 6 years.

Keith Baptista
Master's in Business Administration, International Univ , London Center
Management Diploma ABE (Association of Business Executives)

Diploma- International Travel and Tourism Management
SSI-Certification in Oracle 8 & Visual basic
Computer proficiency
Over 7 years experience in a software development environment, specific expertise as a Business Analyst/Quality Assurance leader, technical leader, ability to train professionals and build productive relationships and resolve complex issues.

Muhammad Usman
Associates of Arts Degree in Criminal Justice, Los Angeles Mission College
Certified Baton Instructor
Over 10 years' experience working and operating security agency.

Rufus Alexander
IcertGlobal Training
Lean Six Sigma Green Belt
Six Sigma (CSSGB) and Project Management, AAA Institute
Project Management Professional Certification
Masters of Business Administration, University of Phoenix, Gardena CA
Adult Education Teacher Certification, University of California
Bachelor of Business Administration, University of Michigan
Over 10 years experience as Assembly Supervisor with Lean Six Sigma as well as other quality improvement techniques. Over 4 years touring the US, teaching four day boot camps in project management with proven success, credentialed adult education instructor with 12 years of experience. Proven leadership skills, critical thinking, problem solving and interpersonal skills.

Jeanette Ayala

Master in Business Administration (MBA) Keller Graduate School of Management, Long Beach, CA
Master in Human Resources Management Keller Graduate School of Management, Long Beach, CA
Bachelor of Science Major Criminal Justice John Jay College, New York, NY
Professional in Human Resources, PHR, Society of Human Resources, Alexandria, VA
Business-focused professional with over 15 years of experience in human resources management and operations experience in manufacturing, Insurance, finance, and service industries. Proficiency using ADP Easy Payroll; HRIS; and HR Benefits Solutions, Policy Development, Complaint Resolution, Succession Planning, Employee Relations, Benefit Management, Budget Management, Workers Compensation, FMLA, ADA, EEOC , Claims Management, Compliance, Training and Development with 7 years teaching experience.