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# AAA Institute™

## 2019 CATALOG

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Catalog is effective January 1 to December 31 2019

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## General Information About AAA Institute™

### **Policy on updating Catalog**

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

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

### **Approvals**

AAA Institute™ is a private institution, approved by the Bureau for Private Postsecondary Education and is in compliance with state standards as set forth in California Private Postsecondary Education Act of 2009 (as amended) and Title 5 of the California Code of Regulations.

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### **Legal Control**

AAA Institute™ is incorporated in the State of California.

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### **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.).

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### **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](http://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](http://www.bppe.ca.gov)

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## **Locations**

Class sessions are conducted in the Main Campus and in all Satellite Campuses

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

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## **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 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	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**
Adobe Premiere Pro	\$100	\$50	\$0		\$6,350.00	\$6,500
Advance Premiere Pro	\$100	\$55	\$0		\$7,345.00	\$7,500
Advanced Primavera P6	\$100	\$80	\$0		\$3,819.00	\$3,999
ASP.Net	\$100	\$50	\$0		\$3,849.00	\$3,999
Assistant Project Management (APM)	\$100		\$0		\$3,799.00	\$3,999
Auto CAD and Solidwords	\$100	\$120	\$0	\$295	\$6,984.00	\$7,499
Basic Primavera P6	\$100	\$55	\$0		\$3,844.00	\$3,999
Business Analysis Professional	\$100		\$0		\$3,799.00	\$3,999
Business Management Training	\$100		\$0		\$14,600.00	\$15,000
Business Objects Universe and Enterprise	\$100	\$300	\$0	\$200	\$6,899.00	\$7,499
C# Programming	\$100	\$50	\$0		\$3,849.00	\$3,999
Cisco Networking Level 1	\$100	\$86	\$0		\$3,813.00	\$3,999
Cisco Networking Level 2	\$100	\$188	\$0		\$7,211.00	\$7,499
Database and Programming Essentials	\$100		\$0		\$14,600.00	\$15,000
GIS Software	\$100		\$0		\$3,844.00	\$3,999
Healthcare Information Technology	\$100		\$0		\$14,600.00	\$15,000
Human Resources Management	\$100		\$0		\$14,600.00	\$15,000
Information Systems Auditor (ISA)	\$100		\$0		\$3,759.00	\$3,999
Information Technology Infrastructure Library	\$100		\$0		\$3,804.00	\$3,999
Medical Billing/EMR	\$100		\$0		\$7,340.00	\$7,500
Medical Coding	\$100		\$0		\$7,340.00	\$7,500
Network Systems Technology	\$100		\$0		\$14,600.00	\$15,000
Object Oriented Programming and SQL	\$100		\$0		\$7,299.00	\$7,499
PMI Agile Practitioner	\$100		\$0		\$3,849.00	\$3,999
Project Management and Business Processes	\$100	\$275	\$0		\$7,124.00	\$7,499
Project Management Professional	\$100		\$0		\$3,764.00	\$3,999
Quick Books and MS Office	\$100		\$0		\$6,349.00	\$6,499
Risk Management Professional	\$100		\$0		\$3,799.00	\$3,999
SAP FICO(Financials and Controlling)	\$100	\$50	\$0	\$180	\$3,669.00	\$3,999
Scheduling Professional	\$100		\$0		\$3,769.00	\$3,999
Security Guard	\$100		\$0		\$1,660.00	\$1,900
Six Sigma Black Belt	\$100		\$0		\$3,761.00	\$3,999
Six Sigma Green Belt	\$100		\$0		\$3,769.00	\$3,999
Software Testing and Quality Assurance	\$100	\$90	\$0	\$20	\$4,289.00	\$4,499
SolidWorks	\$100	\$100	\$0	\$220	\$4,079.00	\$4,499
Strategic Human Resources Management	\$100		\$0		\$3,839.00	\$3,999
Structured Query Language	\$100	\$50	\$0		\$3,849.00	\$3,999
VB.Net	\$100	\$50	\$0		\$3,849.00	\$3,999

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



## **MANAGEMENT AND BUSINESS 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:

1. Pre-plan and initiate a project.
2. Be able to monitor, control and close projects
3. Monitor the loss control issues and recommendations.
4. 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

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:

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

COURSE DESCRIPTION

The 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  
Comprehend Identify Stakeholders  
Define Plan Stakeholder Management  
Describe Manage Stakeholder Engagement  
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:

1. Negotiate and manage contracts
2. Ensure a smooth project improvement.
3. Develop a project charter.
4. Develop project monitoring, controlling and closing techniques.

### COURSE DESCRIPTION

APM is a valuable entry-level training for project practitioners with little or no project experience. The APM 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:

1. Define the level of professionalism in Agile practices of project management.
2. Develop frequent verification of test driven development.
3. Develop and conduct risk advisory practices.
4. 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 Agile project communications

Information radiator/Team space/tooling

Osmotic communications for collocated teams/ distributed teams

Daily stand-ups/Planning, Monitoring and Adopting, Agile Retrospectives

Task and Kanban boards/ Time boxing  
Iteration and release planning  
WIP limits/Burn down/up charts  
Cumulative flow diagrams/process tailoring

#### Week-2 Agile Estimation

Relative sizing/story points  
Wide band Delphi/planning poker/Affinity estimating/ideal time  
Process tailoring/analysis and design/ product roadmap/user stories and backlog/ story maps Agile  
Progressive elaboration/wireframes/chartering/personas/modeling  
Product Quality/Frequent verification and validation  
Agenda for the session/test first development/acceptance test-driven development/one  
Continuous integration

#### Week-3-4 Overview Soft skills negotiation

Emotional intelligence/collaboration/adaptive leadership  
Negotiation/conflict resolution/servant leadership  
Value-based prioritization/ROI/NPV/IRR  
Compliance/customer-valued prioritization/MMF/relative prioritization or ranking  
Risk Management/risk-adjusted backlog/risk burn down graphs/risk-based spike  
Metrics, velocity, cycle time, EVM for agile projects/escaped defects  
Value Stream Analysis/mapping/Flow charts/ spaghetti Diagrams

#### Week-5-6 AP Agile Knowledge and Skills

Active listening/Manifesto values and principles  
Assessing and incorporating community and stakeholder values  
Brainstorming techniques/Building empowered teams  
Communications management/Agile Knowledge sharing/Leadership tools and techniques/  
Problem-solving strategies, tools, and techniques  
Stakeholder management/Team motivation/  
Time, budget, and cost estimation/building high-performance teams  
Agile Business case development/ Collocation (geographic proximity)/distributed teams  
Continuous improvement processes/Elements of a project charter for an Agile project  
Participatory decision models (e.g., input-based, shared collaboration, command)  
PMI's Code of Ethics and Professional Conduct  
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:

1. Identify and implement small scale improvement projects.
2. Enhance technical problem solving skills.
3. Develop data collection plans.
4. 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:

1. Develop process excellence.
2. Demonstrate team leadership and understand team dynamics.
3. Apply Six Sigma skills to lead a successful Six Sigma effort.
4. 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, and Key analytical concepts and statistical tools required in Six Sigma. The program targets professionals from all fields seeking to obtain gainful employment.

### CONTENT OUTLINE

#### Week 1-2

Six Sigma and the Organization  
Purpose of Organizations/Effective organization  
Customers and Shareholders  
Role of Six Sigma  
Six Sigma principles to processes and products  
DMAIC /DFSS

### Week 3-4

Business Process Management  
Coordination Deliver defect-free products  
Black Belts and Master Black Belts  
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  
Benchmarking  
Collecting/Analyzing Data Financial Benefits

### Week 5-6

Project Management and Selecting Six Sigma Projects  
Team Facilitation/Team Performance Evaluation/ 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)  
Documentation Affinity/Tree Matrix/ Charter Negotiation  
Six Sigma Team Leadership Interrelationship Diagrams  
Team Initiation/Selection Prioritization / Dynamics and Performance Activity  
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:

1. Develop a cohesive set of best Practices in Information Technology.
2. Enhance the delivery of Information Technology services.

3. Establish and improve capabilities in service quality.
4. 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:

1. Develop and Implement an Information Systems Audit Strategy.
2. Plan and conduct an audit.
3. Communicate Issues, Risks, and Audit Results.
4. 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, contract management practices  
Control objectives and techniques

#### Week 5

Enterprise architecture design related to data, applications, and technology  
Acquisition and contract management processes  
System development methodologies and tools

#### 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:

1. Plan Business Analysis in an organization.
2. Conduct Enterprise analysis.
3. Communicate and Manage Requirements effectively.
4. 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:

1. Perform a thorough risk assessment
2. Make recommendations regarding risk management.
3. Coordinate risk management and loss prevention activities.
4. 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:

1. Develop a work breakdown structure for a project.
2. Identify successful schedule techniques.
3. Develop and maintain the project schedule.
4. 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:

1. Develop project specific data.
2. Identify components that comprise the project structure.
3. Create and modify information in project details.
4. 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  
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

### **Advance 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:

1. Analyze the scheduling report.
2. Apply an overall deadline to a project.
3. Develop material resources.
4. 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 and some professional work experience is recommended.

## COMPLETION REQUIREMENTS

Total hours: 100

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

## 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.

## 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.

## COURSE OUTLINE

### Module 1- 10 hours Week 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- 20 hours Week 1-2

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

### Module 3- 20 hours Week 3

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

### Module 4- 20 hours Week 4

Compensation and Benefits: Key compensation legislation, Objectives of a compensation and benefits system and Compensation structures

### Module 5-20 hours Week 5

Employee and Labor Relations: Laws affecting employee and labor relations, Organizational Culture and employee relations and Employee involvement strategies

### Module 6-10 hours Week 6

Risk Management: Organizational risk and management defined, Occupational Safety and Health Act and Role of Human Resources Professional.

## CLASS SCHEDULE:

Tuesday- Thursday 2pm-7pm

## Strategic Human Resources Management

Standard Occupational Classification (SOC) Code 13-1071

### ADMISSION REQUIREMENTS

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

### COMPLETION REQUIREMENTS

Total hours: 720

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

### 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.

### 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.

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
<b>Total clock hours</b>	<b>720</b>

Psychology of Success: 80 hours Week1-4

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 Week 5-9

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 Week 10-12

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

Human Resource Development: 60 hours Week 13-15

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

Compensation and Benefits: 60 hours Week 16-18

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

Employee and Labor Relations: 60 hours Week 19-21

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

Risk Management: 60 hours Week 22-24

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

Career Preparedness: 80 hours Week 25-28

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 Week 29-32

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.

**CLASS SCHEDULE:**

Tuesday- Thursday 2pm-7pm

## **Business Management Training**

Standard Occupational Classification (SOC) Code 11-1020

### **ADMISSION REQUIREMENTS**

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

### **COMPLETION REQUIREMENTS**

Total hours: 720

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

### **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.

### **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.

### **CONTENT OUTLINE**

<b>CORE</b>	<b>Hours</b>
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
<b><u>Total clock hours</u></b>	<b><u>720</u></b>

**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 Week 1-4

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 Week 5-9

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 Week 10-14

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 Week 15-19

##### 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 Week 25-28

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 Week 29-32

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 (100 hours) – Elective Week 20-24

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) (100 hours) - Elective

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) (100 hours) - Elective

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) (100 hours) - Elective

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) (100 hours) - Elective

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) (100 hours) - Elective

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 (100 hours) - Elective

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.

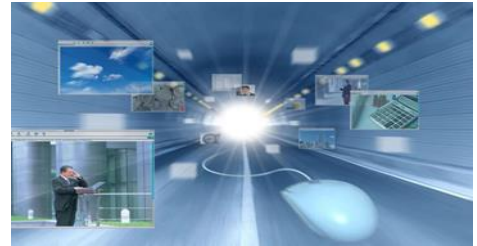
MS Project (100 hours) - Elective

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.

CLASS SCHEDULE:

Tuesday- Thursday 2pm-7pm

## **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:

1. Develop tests for system components.
2. Define and manage product quality.
3. Gain efficiencies in testing.
4. 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

## **Structure 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:

1. Define and manipulate data in a database.
2. Develop disaster recovery and backup solutions. Build commands that control a database.
3. 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:

1. Ensure proper controls are in place into the SAP server.
2. Evaluate the cost benefits identified in the feasibility study. Evaluate the security access restrictions to SAP FICO data.
3. 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: FICO organization structures

FICO organization structures

Required elements in SAP

Financial Accounting & Controlling

#### Week 3: CO & FI

Controlling area

Relationship between CO & FI

#### Week 4: FI-sub-module functionality

General Ledger/Banks

Customer, Vendors

Functionality offered in each sub-module

Sub-module integration

General Ledger Tax configuration, House Bank / Bank master data, Vendor Master Data

#### Week 5: SAP accounts

SAP accounts payable/ automatic payment/run configuration/payment run process

Setup payment methods

Automatic payment run process

#### Week 6: Electronic bank statements

Setup or configure the electronic bank statement

SAP reporting overview

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:

1. Identify key internetworking functions.
2. Develop configuration and troubleshooting different routing protocols (such as RIP, OSPF, EIGRP).
3. Define and manage Ethernet technology.
4. 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

### Week 1

The Foundations of Networking  
The OSI/802 Model  
Network Design  
Network Cabling Media  
Wireless Communication

### Week 2

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, major components, functions and the Open System  
Interconnection (OSI) reference models  
Ethernet LAN , Ethernet Networking issues  
RF wireless access  
Networks using TCP/IP  
Wide Area Networks (WANs), PPP encapsulation, PAT and RIP routing

### Week 5

Command-line interface  
Managing the router's start up and configuration  
Configure and troubleshoot a small network  
Small LAN to a medium sized LAN with multiple switches/VLANs/trunking/spanning tree  
Routing concepts to a medium sized network

### Week 6

Configure, verify, and troubleshoot OSPF, EIGRP.  
ACLs based on network requirements  
Troubleshoot ACLs on a medium sized network.  
NAT or PAT on a medium sized network  
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:

1. Plan and implement local and wide area networks.
2. Develop advanced security, voice, wireless and video solutions.
3. Develop and implement network security while ensuring integrity of IT infrastructure.
4. 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

#### Week 1-3

Course Introduction to Routing an Enterprise Networks

Configuring EIGRP

Configuring OSPF

The IS-IS Protocol

#### Week 4-7

Manipulating Routing Updates

Setting Up Static Route

Implementing BGP

Implementing Multicast

Introduction to EIGRP

#### Week 5-8

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  
Requirement for Implementing a VOIP Network

#### CLASS SCHEDULE:

Saturday- Sunday 9am-1:15pm

### **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

1. Develop three dimensional printed models.
2. Enhance the design process.
3. Design and test mechanical products.
4. 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

1. Work with Business Requirements.
2. Acquire proficiency with building interactive visualizations.
3. Visualize data with charts.
4. 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

1. Define the architecture and basic elements of ASP.Net.
2. Define available technologies in the implementation of ASP.Net.
3. Explain the purpose of server controls (tags that are understood by the server) and use them when building Web Forms.
4. 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 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

Canonical Hello World Application/ Server-Side Executable Blocks

ASP.NET Compilation Model, Coding Options, ASP.NET 1.x Style, Modern ASP.NET Style, ASP.NET

HTTP Pipeline, IIS 5.x and IIS 6.x Pipeline, 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

Rendering Controls as Tags, Packaging UI as Components, 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

The Control Class, Visual Studio and Custom Controls

A Palindrome Checker, Controls and Events,

Html Text Writer and Controls and Controls and View

Composite Controls versus Rendered Controls

### Week-5

Web Parts/Developing Web Parts Controls/ Web Parts Page Development/Web Parts Application

The Web Parts Architecture, Web Part Manager and Web Zones/ Built-in Zones/Built-in Web Parts

### Week-6:

Windows Configuration, .NET Configuration, Machine Configuration, Configuration Section Handlers, Web. Config, /Managing Configuration in ASP.NET 1.x/ Managing Configuration in Later Versions/ Configuring ASP.NET from IIS

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

1. Incorporate VB.Net techniques into the web development process.
2. Retrieve data from a database and to update the database.
3. Server database access and updating from within VB.Net.
4. 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:

Basic HTML Language

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:

Canonical Hello World Application

Building the HelloWorld Web Application/Mixing HTML with Executable Code

Server-Side Executable Blocks

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

Hello World and Visual Studio

### Week-3:

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  
Layout Considerations

### Week-4:

Control Class, Visual Studio and Custom Control  
Control Class, Visual Studio and Custom Controls, A Palindrome Checker, Controls and Events  
Html Text Writer and Controls, and Controls and View State, Composite Controls, Composite Controls versus  
Rendered Controls, Custom Composite Controls, User Controls  
When to Use Each Type of Control and Advanced Features.

### Week-5

Web Parts  
Developing Web Parts Controls/ Page Development  
Web Parts Application Development  
The Web Parts Architecture  
Web Part Manager and Web Zones  
Built-in Zones/ Built-in Web Parts  
Developing a Web Part

### Week-6

Windows Configuration  
.NET Configuration/ Machine Configuration/ Configuration Section Handlers  
Web Configuration, Managing Configuration in VB.NET 1.x  
Managing Configuration in Later Versions, and Configuring VB.NET from IIS  
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

1. Create data types and call methods.
2. Integrate unmanaged code and libraries in C#.

3. Read and Write data from a database using file Input and Output.
4. 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

1. Integrate unmanaged code and libraries in C#.
2. Define available technologies in the implementation of ASP.Net.
3. Define and manipulate data in a database.
4. 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 wizard  
Maintenance plan wizard Databases  
using Transact-SQL  
Database manipulation: characteristics and deletions  
Working with tables, Indexes and Views  
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 String Builder

### 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

1. Identify webpage content that is appropriate for the target audience.
2. Identify techniques for basic usability tests.
3. Identify elements of the Adobe Dreamweaver interface (such as insert bar, assets panel, files panel).
4. 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

### Week 1- Acrobat

- Acrobat environment
- Advanced navigation
- Finding text
- Getting help
- Setting preferences

### Week 2- High-quality PDFs

- PDF generation methods
- PDF file attributes
- PDF settings
- Geospatial data

### Week 3 Printing to PDF from any application

- Acrobat PDF Maker
- The Create PDF commands
- PDF settings
- Geospatial data

### Week 4 Documentation

- Moving document pages
- Modifying content

### Week 5 Moving PDF content to other programs

- Adding multimedia
- Optimizing PDF file size

### Week 6 Bookmarks

- Working with bookmarks
- Working with links

## CLASS SCHEDULE:

Saturday – Sunday 1pm-6pm

## **Advance 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

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

## COURSE DESCRIPTION

This training covers the Adobe CS 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

Week 1 – Touring Adobe Premier Pro CS6  
Nonlinear editing in Adobe Premiere Pro  
Expanding the workflow  
Touring the Adobe Premiere Pro interface\_

Week 2 – Setting Up a Project

Setting up a project  
Setting up a sequence\_

Week 3 – Importing

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

Week 4 – Essentials of Video Editing  
Using the Source Monitor  
Navigating the Timeline  
Essential editing commands\_

Week 5 – Working with clips and markers

Program Monitor controls  
Controlling resolution  
Using markers  
Using Sync Lock and Track Loc  
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**

1. Develop methods for site selection.
2. Develop and implement methods to capture diversity of land uses.
3. Develop assessment for variables describing water quality.
4. 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**

#### Week 1

Geographic Information System (GIS)

Concept - Maps with data

Spatial Data

#### Week 2

Installing: QGIS and plug ins GIS data management

Metadata

### Week 3

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

### Week 4

Data sources  
Digitization - introduction  
Survey data - Total station data

### Week 5

Cad files  
CSV files – creating data in Open Office or Excel

### Week 6

Ordnance Survey (OS) Open Data  
Editing tables

#### 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

1. Keep accurate financial records and information.
2. Identify different scenarios and items for accounting entries.
3. Develop query in Microsoft Access database.
4. 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

### Week 1-2

Getting with QuickBooks and the EasyStep Interview process.

Setting Up Accounting: Accounts and Items; Inventory; Opening balances; Payroll

Entering Historical Data: Bills; Invoices; Money; Deposits; Other transactions

### Week 3

Managing Accounts and Lists

Understanding Accounts and Accounting

Adding and Deleting Accounts

Understanding Items

### Week 4

Viewing Finding and Adding Items in Lists

Managing Items

Creating Item Reports and Graphs

Customer Vendor and Employee Lists

### Week 5

Invoices and Sales Tax

Recording Income

Collecting Sales Tax

Managing Sales Tax

### Week 6

Managing Assets and Reports

Using the Inventory Tracking System

Managing Inventory

Inventory Reports

Managing Fixed Assets

Standard Reports

Customizing Reports

### Week 7

Managing Taxes

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

### Week 8

Online Banking and Budgets

Investigating Online Banking



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

#### Week 9

MS OFFICE: Core techniques; Productivity tips and keyboard shortcuts;  
MS Office application best practices  
Microsoft Word : New document; Number of different formats  
Spelling ;Texts; Mistakes  
Tables; Color, Images and Clip art; Saving and Closing  
Printing; Toolbars, Multiple Windows and Menus

#### Week 10

Microsoft Excel:  
New Worksheet and Workbook  
Labels ; Rows and Columns  
Spelling ; Auto Sum; Number types  
Basic formulas and functions  
Charts; Saving and Closing  
Printing and print areas

#### Week 11

Microsoft PowerPoint:  
New presentation  
Theme/ slides/ layouts/picture/text box caption  
Organization chart; simple animation; show, spelling and review  
Print, distribution and program options

#### Week 12

Microsoft Outlook:  
Standard email folders  
Email messages; Attachments  
Contacts to your address book  
Calendar features  
Email folders/ 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**

1. Enhance the design process.
2. Design and test mechanical products.
3. Use functions of AutoCAD to create three dimensional drawings.
4. 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**

### Week 1-2

Basic Commands, Entry and Mouse/Keyboard Functions

Creating Basic Geometry

Points and Lines

Circles, Arcs and Polygons

### Week 3-4

Editing and Manipulating

Using Object Snaps Zoom

and Pan Features Copy,

Offset, Rotate

Erase, Trim, Extend, & Grips

Fillets and Chamfers

Creating Blocks

### Week 5-6

Attributes and Properties  
Layers, Line types and Colors  
Inserting & Text properties

### Week 7-8

Detailing  
Adding Dimensions Adding Notes  
Outputs  
Saving and Opening Files

### Week 9-10

Introduction to the 3D modeller SolidWorks.  
Parts, assemblies and drawings.

### Week 11-12 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.

#### COMPLETION REQUIREMENTS

Total hours: 720

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

#### 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.

#### 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.

**COURSE OUTLINE**

<b>CORE</b>	<b>Hours</b>
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
<b>Total clock hours</b>	<b>720</b>

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

<b>* ELECTIVES</b>	<b>Hours</b>
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 Week 1-4

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 .NET 100 hours Week 5-9

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 Week 10-14

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 Week 15-19

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 Week 25-28

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 Wek 29-32

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 Week 20-24

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 transcoding. 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.

CLASS SCHEDULE:

Monday – Wednesday 1pm-6pm

## **Network Systems Technology**

Standard Occupational Classification (SOC) Code 15-1244

ADMISSION REQUIREMENTS

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

COMPLETION REQUIREMENTS

Total hours: 720

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

## OBJECTIVES

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.

## 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.

## COURSE OUTLINE

<b>CORE</b>	<b>Hours</b>
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
<b><u>Total clock hours</u></b>	<b><u>720</u></b>

Psychology of Success :80 hours Week 1-4

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 Week 5-9

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 Week 10-14

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 Week 15-19

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 reference architectures for converged infrastructure.

Cloud Administration: 100 hours Week 20-24

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 Week 25-28

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 Week 29-32

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 hours

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

#### **OBJECTIVES**

1. Utilize knowledge of medical terminology and insurance policies.
2. Design knowledge of diagnosis and procedure coding to orchestrate smooth flow of operations.
3. Develop knowledge of bookkeeping techniques in sync with medical terminology.
4. 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**

##### **Week 1-4**

Medical Terminology

Basic Structure of Medical Terms

Medical Word Parts

Spelling /Plural Forms/Pronounce  
Primary Body Systems and Related Organs  
Medical Specialties  
Clinical and Laboratory Tests  
Causes of Pathological Conditions  
Records Management, Electronic Medical Record, Electronic Health Record (EMR/EHR)  
Office Procedures

#### Week 5-7

Medical Insurance Billing and Coding  
Professional/Physician Billing and Outpatient Billing Services  
Insurance Terms  
Types of Health Insurance Plans  
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)  
Diagnostic Codes (ICD-9-CM and ICD-10-CM)  
Enter Charge Transactions, Insurance Payments, Patient Payments and Adjustments  
Abstract Diagnoses from Medical Records  
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

### **Medical Coding**

Standard Occupational Classification (SOC) Code 29-2072

#### ADMISSION REQUIREMENTS

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

## COMPLETION REQUIREMENTS

Total hours: 100 hours

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

## OBJECTIVES

1. Build a fundamental understanding of medical terminology as they apply to medical coding.
2. Assign and understand diagnostic and procedure codes using ICD and HCPCS/CPT coding systems for the purpose of reimbursement, standardization and analysis.
3. Apply the principles of patient confidentiality within federal, state, and local guidelines.
4. Demonstrate proficiency in Microsoft office.
5. Effectively use common acronyms and modifiers used within the industry.
6. Demonstrate proficient knowledge of basic legal aspects pertaining to medical records, HIPAA, and accurate coding.
7. Demonstrate proficient familiarity of each coding manual and proper usage of them.
8. Demonstrate the ability to proficiently apply coding principles, principles and sequencing rules.
9. Demonstrate proficiency in evaluation and management coding.

## COURSE DESCRIPTION

The Medical Coding program is designed to teach students in medical terminology and the various types of medical codes such as ICD 10, CPT and HCPCS including healthcare guidelines for documentation and electronic health records. This is a 60-hour program offered to those with or without prior knowledge of medical coding. Graduates of the program may find employment without licensure, however, with additional training and experience, the school encourages its graduates to seek certification once eligible.

## CONTENT OUTLINE

### Week 1-4 Medical Terminology and Body System

Medical Terminology

Basic Structure of Medical Terms

Medical Word Parts

Spelling /Plural Forms/Pronounce

Primary Body Systems and Related Organs

Medical Specialties

Clinical and Laboratory Tests

Causes of Pathological Conditions

Records Management, Electronic Medical Record, Electronic Health Record (EMR/EHR)

Office Procedures/Computer

### Week 5- 6 Diagnosis Coding Systems and Guidelines

Medical Coding

Professional/Physician Billing and Outpatient Billing Services

Insurance Terms

Types of Health Insurance Plan

Coding Compliance

Procedure Codes (CPT –Current Procedural Terminology)

Evaluation and Management, Surgical, Radiology, Laboratory and Pathology and Medicine Codes

HCPCS (Healthcare Common Procedure Coding System)

Diagnostic Codes (ICD-9-CM and ICD-10-CM)

Enter Charge Transactions, Insurance Payments, Patient Payments and Adjustments  
Abstract Diagnoses from Medical Records  
Patient/Insurance Data Entry  
HIPAA and adherence to ICD 10 CM Official guidelines for coding and reporting

#### Week 7-8 Procedure Coding

Procedural coding of insurance claim  
Inpatient and outpatient settings  
HCPCS chapter presents the procedure/ service coding reference  
HCFA  
Assigning level II procedures and services codes for outpatient care  
HCPCS levels I and II codes are assigned  
Medicare administrative contracts (MACs)/DMEs/MACs according to HCPCS level II code number

#### Week 9-10 Electronic Medical Records

Healthcare Software Application  
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  
Generate Practice Analysis Reports and Related Business Summary Reports  
Generate Appointment Schedule for Individual Physician or Group Practices

#### CLASS SCHEDULE:

Tuesday – Thursday 1pm-6pm

### **Healthcare Information Technology**

Standard Occupational Classification (SOC) Code 29-9021

#### ADMISSION REQUIREMENTS

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

#### COMPLETION REQUIREMENTS

Total hours: 720

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

#### 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.

## 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.

## CONTENT OUTLINE

<b>CORE</b>	<b>Hours</b>
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
<b>Total clock hours</b>	<b>720</b>

### COURSE DESCRIPTION OF REQUIRED COURSES

Psychology of Success: 80 hours Week 1-4

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 Week 5-9

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 Week 10-14

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 Week 15-19

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 Week 20-24

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 Week 25-28

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 Week 29-32

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.

## **Additional Program**

### **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:

1. Prepare students for a career in the private security field
2. Have their guard card
3. 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

### Week 1-2

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

### Week 3-4

After the Arrest  
Terrorism  
Ethics and Professional Conduct of a Security Guard

### Week 5-6

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 /Introduction to E-mail and e-mail activities

## LICENSURE/REGISTRATION REQUIREMENTS

Security guards are employed by licensed Private Patrol Operators or private security employers to protect persons or property or prevent theft as defined in Business and Professions Code (BPC) Section 7582.1.

To be eligible to apply for a security guard registration through the Bureau of Security and Investigative Service (BSIS or Bureau), you must:

- Be at least 18 years old (BPC Section 7582.8)
- Undergo a criminal history background check through the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) (BPC Sections 7581 and 7583.9) and
- Complete the Power to Arrest training.

AAA Institute graduates obtain a guard card after registration with the BSIS.

## **CLASS SCHEDULE:**

Monday to Thursday 9am-2:15pm

## **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



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## **2019 Holiday and Vacation Schedule**

New Years' Day – January 1<sup>st</sup>

Martin Luther King Day – January 21

President's Day – February 18

Memorial Day – May 27

Independence Day – July 4<sup>th</sup>

Labor Day – September 2

Thanksgiving Day – November 28

Day after Thanksgiving – November 29

December 25<sup>th</sup> to January 1<sup>st</sup>

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## **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 by obtaining the minimum score demonstrating that he/she has potentials to benefit from the coursework. Applicants not meeting the required minimum score on the first testing will have 2 more attempts to pass. Applicant must wait 7 days before retaking and another 60 days after the second attempt. Students on an ability to benefit basis must score the following minimum: 200 verbal and 210 quantitative (Wonderlic).

In addition, those students with foreign credentials evidencing high school or secondary education is acceptable as long as the credential or transcript of records or diploma is/are in English or with English translation.

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.

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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.

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 except Security Guard Training.

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**

At present, due to the shortness and philosophy in which AAA Institute conducts training, it 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.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION** **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 you earned in the educational program is also at the complete discretion of the institution to which students may seek to transfer. If the credits, diploma or certificate that you earn at AAA Institute are not accepted at the institution to which they seek to transfer, you may be required to repeat some or all of the coursework at that institution. For this reason, you should make certain that your attendance at AAA Institute will meet their educational goals. This may include contacting an institution to which you 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**

1. 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.
2. 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)
3. 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.
4. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
5. 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.
6. 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:

1. The student notifies AAA Institute™ of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
2. 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™.
3. The student has failed to attend class for 4 consecutive school days without notifying AAA Institute™ of their intent to continue.
4. 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 are not be eligible for federal financial aid programs. AAA Institute has an agreement with South Bay Workforce Investment Board Inc. (SBWIB), since March 1<sup>st</sup> 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

### **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.

### **Blanca Camilo**

B.S. Computer Science, Benemerita Universidad Autonoma de Puebla, Mexico

Over 18 years as Computer Office Applications and QuickBooks Instructor.

Certification: Microsoft Office Specialist (MOS), Microsoft Certified Professional (MCP)

Working with QuickBooks over 10 years as a sub-contractor for small businesses

### **Sheba Daniel**

PMI-ACP, CSM, CSPO

Project Management & Information Technology

Sheba Daniel is a Program / Project Manager with over two decades of experience and is a certified Project Management & Agile Methodologies Professional. She is an experienced Agile Coach, Trainer and Instructor in all the multifarious facets of Program & Project Management. She has led & managed global project teams and is known for her high-quality deliverables that meet and exceed both timeline and budgetary targets. Expert in Agile & Traditional Project Management methodologies that include SCRUM, SAFE, Kanban and Waterfall methodologies. Skilled in developing governance processes that facilitate continuous improvement and team achievement.

Sheba is also a volunteer with Rotary International and is a founding director of an LA based Non-profit that is dedicated to selflessly serving deserving communities at large.

### **Kathryn C. Dorsey**

Certified Professional Coder (CPC) American Academy of Professional Coders, Certified Medical Assistant Healthcare-Medical Billing

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

### **Stephen Foster**

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

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

### **Redentor Gonzales**

B.S. Computer Science; B.A. Physics; Certified Scrum Master; Certified Lean Six Sigma Green Belt Project Management, Information Technology, Engineering, Business

Over 30 years of experience in Information Technology, Engineering, and Business in both a corporate

and consulting format. This includes over 12 years as a Software Engineers/Sr. Programmer Analyst (12 programming languages) and over 20 years as a Senior Technical Project/Program Manager (includes help desk, customer service, quality assurance, infrastructure, technical training and mentoring). Experienced in SDLC, Waterfall, and Agile. Industries supported includes Aerospace, Health Care, Energy, Telecommunications, and Automotive.

### **Jesus Gutierrez-Villanueva**

Certified Professional Coder (CPC)

Medical Billing & Coding Instructor.

Over 3 years as Computer Basics Instructor and 3 years as Medical Billing and Coder Specialist.

### **Syed Azzam 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.

### **Helene Liatsos**

Certified QuickBooks Pro-Advisor/ Business Management

Helene brings over 25 years of experience as a Quick-books Trainer. She is a Certified QuickBooks Pro-Advisor and is proficient on Desktop and Online software. Helene's training style has helped numerous business owners organize and manage their financial records, as well as people who want to learn QuickBooks to pursue a career in the accounting field. As owner of Home Office Management Experts, a Business Management Company, she provides QuickBooks training and accounting services as well as business start-up, management, development and organizing services

### **Maria Elisa Rios**

Associate degree in Commercial Science (ACS)

Medical Billing and Coding , Career College Consultants, 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 Billing and Coding, and Health Information Technology. Worked as a Medical Biller/Coder for medical facilities for over 6 years.

### **Michael Seaver**

MSCS, BSBA

Working for sub-contractors, (Bendix Field Engineering Corporation and Allied-Signal), Michael devoted 30 years to a career with NASA at the Jet Propulsion Laboratory — the Deep Space Network and Ground

Communications Facility. Recognizable program support included the Viking missions to Mars; Voyager 1 and 2; and, for the manned spaceflight program, Apollo and the Shuttle. After providing support for 110 missions, Michael retired and entered academics in order to share his knowledge and experience.

#### **Tentcho Totev**

M.S. in Computer Science and Economics, PMP, CompTIA Security+, CEH, AWS Solutions Architect Associate, AWS Big Data Specialty Certification, AWS Security Specialty Certification, Tableau Desktop Certified Associate, SAP Certified Architect, Information Technology IT professional with 25+ years of experience in Software Development, ERP Systems Configuration and Implementation, Database Modeling and Warehousing, Data Analytics, Business Intelligence, Cloud Storage and Computing, Big Data, Cyber Security.

#### **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.

#### **Dr. Steve Veenstra**

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

#### **SYED ZAIDI**

Syed is a senior IT/Management professional. He has been involved in PeopleSoft implementations, upgrades and support for over 15 years. Syed have excellent experience in delivering projects within budget and agreed timeline and with quality. Syed also have experience in managing functional/technical as well as onshore/offshore teams. Syed is currently PMI/PMP and ITIL candidate. Syed has been also involved in business development activities making pre-sales presentations for PeopleSoft and SAP engagements. As an engagement manager, Syed has been involved in client management at multiple projects as well as practice development. Syed has done implementations at prestigious clients like Credit Suisse, Accenture, KPMG, Ernst & Young, NYU Langone, Nextel/Sprint, Morrisons, BUPA, Bausch & Lomb, Countrywide etc. Syed has worked in US, UK, Switzerland, Germany and in Holland on different PeopleSoft assignments. Specialties: Public sector, banking, financial services, manufacturing, healthcare, utilities, professional services, Adobe Premiere Pro, GIS software, Six Sigma Green Belt and Primavera P6.

Syed setup European Operations in UK and made it profitable in the first year of operation. Syed also established off-shore office for Arthur Lawrence.

Education: MBA University of La Verne Bachelor in Computer Science University of La Verne