



# Shin Shin Training Center

2090 Warm Springs Ct. #232

Fremont, CA 94539

Tel: (510) 259-9696, Fax: (510) 259-9722

## Shin Shin Training Center

### Course Catalog

### January 1, 2020

2090 Warm Springs Court #232

Fremont, CA 94539

Phone: 510-259-9696

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Website: [www.shintraining.com](http://www.shintraining.com)

**\*This catalog is effective from 1/1/2020 until 12/31/2023.**



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**This catalog is updated whenever there is any a change or additions to the courses. All prospective students will be provided with the catalog prior to admission and enrollment. The catalog is available for download on our website and will be sent to the prospective student upon request.**

**\*Shin Shin Training Center is a private institution that is approved to operate by the Bureau for Private Postsecondary Education. Approval means that the institution is in compliance with the California Private Postsecondary Act of 2009. Shin Shin Training Center is not accredited by an accrediting agency recognized by the United States Department of Education.**

**\*Shin Shin Training Center does not offer any degree programs.**

**\*The school records shall be retained for a minimum of five years with the exception of student transcripts kept permanently.**

**\*Shin Shin Training Center has no pending petition in bankruptcy. Shin Shin Training Center is not operating as a debtor in possession. Shin Shin Training Center has not 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.**



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## **About Our School**

Shin Shin Training Center was established in 1998 specializing in technical training programs in SAS programming/Data Analysis, Oracle database and Oracle applications. These programs have enhanced the livelihoods of the students, giving them more job opportunities, chances for promotions, and the possibility to go beyond what they dreamed or imagined. Through the years, Shin Shin realized the economic climate changes rapidly – and along with it the increased demand on to get, keep and excel in a job.

Shin Shin recognized that having the skills for the job are not enough. What is needed is a complete system of classes and counseling to help people manage their academic and career cycles and stay ahead of market demands. Recognizing the need, Shin Shin has expanded its offerings to manage the critical points of life: getting into college, excelling at a job, and providing ongoing learning to help you advance and keep the competitive edge. We are dedicated to help you get to the next academic or career opportunity of your life.

## **Mission and Purpose**

Educate students at the professional level to provide career advancement course trainings to enhance individuals' professional opportunities in their respective career fields.

Shin Shin Training Center aims to bring industry-leading professionals who developed successful working experience in software industries into contact with students who aspire to develop their new skills or enhance existing knowledge to excel in their careers.

With Shin Shin's provided course, which varies from software to construction to other fields, our students will complete the course with sufficient understanding and skills of the subject that will allow them to a). Secure a promotion in the subject-related field, b). Switch from a different professional field to the subject-related field, c). Obtain and start a side business within the subject-related field.

For detailed information on what the students could learn and achieve from each individual course Shin Shin offers, please check below provided course description for each of the courses we offer.

## **Goals & Objectives**

Our mission is for students to provide the education and resources adults need to get the competitive edge they need in today's workforce. We aim to combine high-technology with our services to give our students what they need, when they need it.

## **Services**

1. Career-focus training program:



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Our programs are designed for those who have been out of job and want to get back to work or who want to gain more knowledge and take their career to the next level. We always hire instructors who have rich experience not only on teaching but also on working in the same field. Students will get the initial experience or in-depth skills through real projects that provided by instructors.

## 2. On-site learning:

For General Building Construction Class, we arrange students to construction site and their learning can see it first-hand rather than just hear about it in a lecture. This makes it easier to understand what is being taught.

## 3. Career assistance:

When class is almost completed, Shin Shin will invite our former students who are employed to come and meet with our current students. In the meeting, they will share their job hunting experience and working experience. It establishes a network between the previous students and current students. We also have a professional to assist graduated students on their resume and follow up their job search as well. We make every effort to successfully place our students in their career field they seek.

## 4. Authorized Prometric Test Center:

Shin Shin is an authorized test center by Prometric. We carry all IT certificate exams. Certification exams on both of Oracle and SAS are very popular. Our courses are designed to help students gain knowledge, hands-on experience, and to pass certification exams. .

## 5. Class Video:

School staff will record every class. If students miss a class or want to review one, the teaching video is available in the school.

## 6. Retake Policy:

Our student can retake the course without charge within 1 year.

## 7. Lab:

All the mandatory lab time is with instructors or TAs, or students working on required group project. Both lecture hours and mandatory lab hours are required for completion of a program.



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## **Training Program List**

SAS Programming and Real Case Analyze

SAS Certified Clinical Trial Programmer and Real Analysis Projects

Oracle Financial Applications

Oracle Supply Chain

Oracle EPM/Hyperion Application

Oracle Database Administration

Certified Oracle Database SQL Expert

Business Intelligence

Networking Professional Course

CCIE Routing & Switching

Computer Drafting with AutoCAD

General Building Construction

Residential Design



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## SAS Programming and Real Case Analyze

### Who Should Enroll

This course is geared to the students who look for careers in SAS programming, data manipulation and analysis, and statistical modeling in the financial industry. Students who are working but not savvy in their SAS skill or who are looking for career in pharmaceutical industry can also benefit tremendously.

### Course Description

This course focuses on the following key areas: reading raw data files and SAS data sets and writing the results to SAS data sets; sub setting data; combining multiple SAS files; creating SAS variables and recoding data values; and creating listing and summary reports.

### Course Objective(s):

Students will have demonstrated skills in manipulating and transforming data, combining SAS data sets, creating basic detail and summary reports using SAS procedures and identifying and correcting data, syntax and programming logic errors. These skills prepare you for the SAS® Base and Advance certification exam.

### Learning Outcome:

Understand and use the fundamentals of the SAS programming language

Read and create data files.

Create basic detail and summary reports using Base SAS procedures.

Manipulate and transform data.

Identify and correct syntax and programming logic errors.

Use advanced DATA step programming statements to solve complex problems.

Write and interpret SAS SQL code.

Create and use SAS macros.

### Program Topics

- Accessing Data Using SQL
- Creating Data Structures
- Managing Data
- Generating Reports
- Macro Processing
- Advanced Programming Techniques
- Real Life SAS Applications

### Time and Schedule (150 hours)

Lecture hours: 80 hours (4 hours/week)

Mandatory lab hours: 70 hours (3.5 hours/week)

Week 1	Introduction SAS	Week 11	SQL and SAS SQL basic
Week 2	Data structure, SAS language Programming I: creating data set	Week 12	Proc SQL 2: Advanced SQL
Week 3	SAS library and reading raw data	Week 13	Proc SQL 3: Advanced SQL
Week 4	Programming II: SAS function and SAS format	Week 14	Marco variables and functions
Week 5	Programming III: Data Analysis and summarizing data	Week 15	Macro programs
Week 6	Array, Do loop, Combine data sets	Week 16	Advanced topics: part 1
Week 7	Output Text File, ODS and Procs report	Week 17	Advanced topics: part 2



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Week 8	Base SAS programming Summary	Week 18	Summary of advanced SAS programming
Week 9	Statistics Basic and Testing	Week 19	Project 2
Week 10	Project 1	Week 20	Base and Advance certification exam preparation

**Instructor :** Hong Gu

## **Textbook**

Materials provided by instructor reference to SAS Programming training menu.

## **Equipment**

-Personal Laptop

-SAS learning software

## **Reference Books**

*SAS Programming by Example* by Ron Cody, Ray Pass

*Applied Statistics and the SAS Programming Language* by Ronald P. Cody, etal

*A Handbook of Statistical Analyses Using SAS* by Brian S. Everitt, Geoff Der

*Professional SAS Programming Shortcuts* by Rick Aster

Instructors using overhead-project and blackboard, students using PC and Sun Unix Systems. Each student has one computer.

## **Final Tests**

There will be 2 final projects for this class.



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## SAS Certified Clinical Trial Programmer and Real Analysis Projects

### **Who Should Enroll**

This course prepares individuals with SAS programming experience to process clinical-trials data to meet the increasing demand for these skills in the biotech and pharmaceutical industries. Knowledge of SAS and programming languages is required.

### **Course Description**

SAS is the primary software standard in the biopharmaceutical industry for the storage, management and manipulation of clinical data and its presentation to the FDA in clinical trials. Processing clinical data in FDA-regulated industries has specific requirements. Upon completion of the course, the student will be able to have a working knowledge of how to collect and manage clinical trial data; will be to analyze continuous, dichotomous, and time-to-event clinical trial data; and will be able to contribute to the statistical portions of a clinical trial study design. The student will also gain the overall knowledge required to interpret clinical trial statistical results.

### **Course Objective(s):**

The SAS Certified Clinical Trials Programmer Using SAS 9 validates a candidate's ability to apply SAS® programming skills to clinical trial data. The exam tests the understanding and knowledge related to topics such as clinical trial process, accessing, managing, and transforming clinical trial data, statistical procedures, and macro programming, reporting clinical trial results, validating clinical trial data reporting.

### **Learning Outcome:**

Clinical trials process.

Accessing, managing and transforming clinical trials data.

Statistical procedures and macro programming.

Reporting clinical trials results.

Validating clinical trial data reporting.

### **Program Topics**

- Understanding clinical-trial terminology
- Preparing data for submission using CDISC SDTM standards, tables, listings and figures for electronic submission
- Managing regulatory considerations such as software-development life cycle and related documentation

### **Time and Schedule (120 Hours)**

Lecture hours: 60 hours (4 hours/week)

Mandatory lab hours: 60 hours (4 hours/week)

Week 1	Clinical Trials Process	Week 9	Validate Clinical Trial Data Reporting
Week 2	Clinical Trials Data Structures	Week 10	Identify and Resolve data, syntax and logic errors
Week 3	Import and Export Clinical Trials Data	Week 11	Review of SAS programming for clinical trials
Week 4	Manage Clinical Trials Data	Week 12	Project 1
Week 5	Transform Clinical Trials Data	Week 13	Project 2
Week 6	Apply Statistical Procedures for Clinical Trials	Week 14	Project 3





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Week 7	Macro Programming for Clinical Trials	Week 15	SAS clinical trial programmer certification exam preparation
Week 8	Report Clinical Trials Results		

**Instructor :** Hong Gu

## **Textbook**

Materials provided by instructor reference to SAS training menu and designed projects.

## **Equipment**

-Personal Laptop

-SAS learning software

## **Reference Books**

*Analysis of Clinical Trials Using SAS: A Practical Guide* by Alex Dmitrienko

*SAS Programming in the Pharmaceutical Industry* by Jack Shostak

*Common Statistical Methods for Clinical Research with SAS Examples* by Glenn A. Walker

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## **Final Tests**

There will be 3 final projects for this class.



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## Oracle Financial Applications

### **Who Should Enroll**

This course is intended for students wishing to upgrade or acquire new vocational skills in the fields of Oracle financial Applications design, setup and implementation.

### **Course Description**

The course of study includes a foundation database programming, Oracle form design and application setup. You will learn the essentials of Oracle E-Business Suite; you can develop advanced knowledge in any of the following focus areas: Oracle General Ledger Management, Oracle Account Payable and Oracle Account Receivable.

### **Course Objective(s):**

The Financials training program is designed to educate and make students aware of ERP system key functionalities and Financials Management core functionalities (GL, AP, AR) through this Essentials training program.

### **Learning Outcome:**

Identify the primary business functions of each Oracle Financial application

Describe the flow of application information through the major tables associated with business functions

Identify Oracle core financial applications (GL, AP, AR)

Understand the key technology components of the E-Business Suite

Navigate 12 r Oracle Applications

### **Program Topics**

- Oracle E-Business Suite Overview
- Oracle General Ledger fundamental
- Oracle Accounts Payables fundamental
- Oracle Accounts Receivables fundamental

### **Time and Schedule (170 Hours)**

Lecture hours: 68 hours (4 hours/week)

Mandatory lab hours: 102 hours (6 hours/week)

Week 1	Over view of e-business suite, and essential components, architectures, shared entity and integration	Week 10	AP period close, invoice tax, withholding tax
Week 2	Foundation of system administration, flexfield and multi-org	Week 11	Order to cash lifecycle overview, receivable process overview, customer
Week 3	Workflow, alert and basic accounting concept	Week 12	Auto invoicing, processing invoice
Week 4	Overview of Oracle general ledger, set of book and basic journal entries	Week 13	Credit management, AR aging report, Implement customer invoicing
Week 5	Summary accounts, advanced journals entries, and intercompany, global intercompany system	Week 14	Receipts, implement receipts
Week 6	Financial budgeting, multiple currency, consolidation, period close and financial reporting	Week 15	Tax accounting and AR period close
Week 7	Procurement to pay cycle overview, payable process overview, and suppliers	Week 16	Overview set-up steps, R12 overview, preview other financial modules: fixed assets and cash management



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Week 8	Invoice, quick invoice, payments	Week 17	Exam preparation
Week 9	Expense report and credit card		

**Instructor :** Jing Li

## **Textbook**

Textbook: Oracle Financial Application R12 training menu

## **Equipment**

-Personal Laptop

-Access to Shin Shin Training Center Server

## **Reference Books**

*Special Edition Using Oracle Applications (Using (Special Edition))* by Jim Crum (Editor)

*Oracle Financials Handbook* by David James, et al

*Oracle Financials 101 (Osborne ORACLE Press Series)* by Raghu Vullaganti

Instructors using overhead-project and blackboard, students using PC. Each student has one computer.

## **Final Tests**

There will be a final test for this class, passing rate 70%



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## Oracle Supply Chain

### Who Should Enroll

Anyone with a supply chain background; anyone with previous experience in purchasing and order management; anyone who's interested in further developing their career in supply chain management

### Course Description

Oracle Supply Chain Management R12 enables you to drive supply chain processes based on real-time demand information, and in turn provide customers accurate information on pricing and availability. The results – you maximize value in your supply chain while increasing revenues and customer satisfaction levels.

### Course Objective(s):

students will learn concepts that are included across these applications such as Suppliers, Customers, and Items. In addition to learning about these products, you learn how they work together in different flows to suit your business needs. Business flows include Procure to Pay and Order to Cash Flow.

### Learning Outcome:

Identify the primary business functions of each Oracle Supply Chain Module

Describe the flow of application information through the major tables associated with business functions

Identify Oracle core Supply Chain Module (Inventory Management, Purchasing and Order Management)

Understand the key technology components of the E-Business Suite

Navigate r12 Oracle Applications

### Program Topics

- Oracle E-Business Suite Overview
- Oracle Inventory Management fundamental
- Oracle Order Management fundamental
- Oracle Purchasing fundamental

### Time and Schedule (150 Hours)

Lecture hours: 60 hours (4 hours/week)

Mandatory lab hours: 90 hours (6 hours/week)

Week 1	Over view of e-business suite, and essential components, architectures, shared entity and integration	Week 9	Automatic document creation, receiving, document security, routing and approval,
Week 2	Foundation of system administration, flexfield and multi-org	Week 10	Purchasing accounting, Purchasing administration, setup steps,
Week 3	Workflow, alert and supply chain fundamental	Week 11	Order to cash lifecycle overview, overview of Oracle order management
Week 4	Inventory fundamental, receipt to issue, inventory organization, defining and maintaining items, inventory control	Week 12	Review inventory organizations and items, enter orders, manage parties and customer accounts
Week 5	Transacting inventory, transaction setup issuing and transferring material	Week 13	Credit management, order inquiry, manage orders, overview of pricing
Week 6	Replenishing inventory and inventory accuracy	Week 14	Basic Pricing, Oracle shipping execution overview set-up steps (Inventory, Purchasing, Order Management)



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Week 7	Procure to pay life cycle and purchasing overview, suppliers, locations, organizations, units of measure and items	Week 15	Exam Preparation
Week 8	RFQs and quotations, approved suppliers lists and sourcing rules, requisitions, purchasing orders		

**Instructor:** Jing Li

## **Textbook**

Textbook: Oracle Supply Chain R12 training menu

## **Equipment**

- Personal Laptop
- Access to Shin Shin Training Center Server

## **Reference Books**

Oracle E-Business Suite Manufacturing & Supply Chain Management by Bastin Gerald

Oracle E-Business Suite R12 Supply Chain Management by Muneeb A. Siddiqui

Instructors using overhead-project and blackboard, students using PC. Each student has one computer.

## **Final Tests**

There will be a final test for this class, passing rate 70%



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## Oracle EPM/Hyperion Application

### **Who Should Enroll**

This course is designed for those who have functional or technical background, knowledge with any computer language, End Users, ERP, DBAs, Functional Consultants, IT management and Staff, Business Analysts, Technical Consultants, Students and also those who want to become Oracle Applications and Hyperion.

### **Course Description**

This training course is designed to teach you how to create and manage reports with Hyperion Financial Reporting using Essbase as the data source. You will learn how to create reports, report objects, books and batches; format reports; and add auto calculations and functions. You will also learn manage objects in the repository and define access privileges to report objects. You'll learn tips and tricks from the experts for faster, more complex reports.

### **Course Objective(s):**

Through our Oracle EPM/Hyperion Application class, students can unlock insights and efficiencies and ultimately drive measurable results for your organization. Upon completion of this class, students will have knowledge and expertise to implement the Planning, budgeting and reporting systems using Oracle's flagship product called Hyperion Planning.

### **Learning Outcome:**

- Understand How Oracle HFM Works
- Master Hyperion Planning 11.2 Implementation end to end life cycle
- Master Planning Application Creation and Dimension Metadata building
- Master Web based forms and composite forms design and development
- Learn Menus and Smart Lists
- Learn Task Lists and Workflow
- Master Dimensional Security and Shared Services User provisioning
- Master the data forms and data grids setup
- Master the HFM Rules coding
- Learn reports creation using Financial Reporting Studio
- Learn Adhoc analysis using Smart View

### **Program Topics**

- Introduction to Oracle Enterprise Performance Management
- Essbase Fundamental
- Essbase Administration
- OLAP, Smart View
- Oracle Hyperion Reporting

### **Time and Schedule (150 Hours)**

Lecture hours: 60 hours (4 hours/week)

Mandatory lab hours: 90 hours (6 hours/week)

Class 1	EPM Overview, business requirement, Essbase overview, creating Essbase application and database	Class 9	Functions, creating books, creating and scheduling batches
Class 2	Metadata loading, data loading, data storage and calculation, calculation scripts	Class 10	SmartView overview, smartview connection with planning and Essbase, using SmartView for planning and reports
Class 3	Creating attribute and attribute dimensions, working with Esscmd/ Maxl/MDX and windows batch files	Class 11	Preparing the installation environment, preparing the software requirements



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Class 4	Planning architecture and components, Manage Hyperion planning cube dimensions	Class 12	Installing Product components, configuring shared services
Class 5	Creating and deploying application, loading metadata and data, considering Multi-currency environment	Class 13	Configuring performance management architect and calculation manager, configuring planning
Class 6	Provisioning user and groups for planning with shared services, creating and using data entry forms	Class 14	Configuring financial reporting, web analysis, and workspace, troubleshooting the EPM system installation
Class 7	Managing business rules using calculation manager, managing the approval process, financial reporting overview	Class 15	Final project and exam preparation
Class 8	Creating basic reports with report studio, customizing report, creating report objects		

**Instructor:** Joe Chen

#### **Textbook**

Textbook: Oracle EPM Hyperion training menu

#### **Equipment**

-Personal Laptop

-Access to Shin Shin Training Center Server

#### **Reference Books**

*Look Smarter Than You Are with Oracle Hyperion Planning: An End User's Guide* by Edward Roske and Tracy McMullen

*Look Smarter Than You Are with Hyperion Essbase* by Edward Roske and Tracy McMullen

Instructors using overhead-project and blackboard, students using PC and Sun Unix Systems. Each student has one computer.

#### **Final Tests**

There will be a final project for this class.



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## Oracle Database Administration

### Who Should Enroll

This course is intended for students wishing to upgrade or acquire new vocational skills in the fields of database administration, database application design and programming with database management systems.

### Course Description

The course of study includes a foundation database theory and design, and the industry standard database language. The final course in the curriculum is a special project, encompassing all the areas, suitable for job experience and a job portfolio.

### Course Objective(s):

Explore the most advanced features and methods for achieving maximum performance, availability, and reliability using core database technologies and features. Learn how to leverage enhancements in multitenant architecture, manage security, use RMAN, understand general Database Administration functionality, implement big data, and more.

### Learning Outcome:

- To understand and manage the Oracle Database Architecture
- To be able to manage and monitor to running of an Oracle Database 12c instance
- To understand how to manage network connections, security, and privileges on an Oracle Database 12c database
- To understand how to use manage tablespaces and undo data
- To understand how data concurrency and auditing is managed and implemented in Oracle Database 12c
- To understand how to prepare for and perform data backup and recovery tasks in Oracle Database 12c
- To understand the importance of proactive database maintenance, and how to implement it
- Use Oracle Database 12c tools to manage and monitor data, and automate tasks

### Program Topics

- Introduction to Oracle: SQL and PL/SQL
- Oracle 12c: Architecture and Administration
- Oracle 12c: Backup and Recovery
- Oracle 12c: Performance Tuning
- Oracle 12c: Network Administration
- Oracle 12c: Real Project

### Time and Schedule (160 Hours)

Lecture hours: 80 hours (4 hours/week)

Mandatory lab hours: 80 hours (4 hours/week)

Class 1	Oracle database 12c overview, Installing the Oracle Database Software	Class 11	Recovering from Noncritical Losses, Database Recovery
Class 2	Creating an Oracle Database, Managing the Oracle Instance	Class 12	Flashback, Dealing with Database Corruption
Class 3	Managing Database Storage Structures, Administering User Security	Class 13	Monitoring and Managing Memory, Automatic Performance Management
Class 4	Managing Schema Objects, Managing Data and Concurrency	Class 14	Managing Schema Objects, Managing Storage
Class 5	Managing Undo Data, Implementing Oracle Database Security	Class 15	Automatic Storage Management, Managing Resources
Class 6	Configuring the Oracle Network Environment, Proactive Maintenance	Class 16	Automating Tasks with the Scheduler, Database Security
Class 7	Performance Management, Backup and	Class 17	Using Globalization Support, Enterprise





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	Recovery Concepts		Manager Cloud Control
Class 8	Performing Database Backups, Performing Database Recovery	Class 18	Creating Master Encryption Keys for PDBs, Tablespace Encryption by Default
Class 9	Performing Flashback, Moving Data	Class 19	Enterprise Manager Cloud Control and real life project
Class 10	Configuring Recovery Manager, Using Recovery Manager	Class 20	Exam preparation

**Instructor:** Don Lin

### **Textbook**

Textbook: materials made by instructor reference to Oracle DBA training menu

### **Equipment**

-Personal Laptop

-Access to Shin Shin Training Center Server

### **Reference Books**

OracleS; DBA Handbook by Kevin Loney, Marlene L. Theriault

Oracle Advanced PUSQL Programming Vvith CD-ROM by Sc·ott Urnan

Oracle 12c Tips & Techniques by Douglas Scherer. et at

Oracle 12c Web Development by Bradley D. Brown,Brad Brown

Instructors using overhead-project and blackboard, students using PC and Sun Unix Systems. Each student has one computer.

### **Final Tests**

There will be a final test for this class, passing rate 70%



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## Certified Oracle Database SQL Expert

### Who Should Enroll

Gain expertise in relational database data management as you learn how to effectively use SQL commands against your business data. Familiarity with data processing concepts and techniques and data processing are preferred.

### Course Description

This course helps you write subqueries, combine multiple queries into a single query using SET operators and report aggregated data using group functions. Gain expertise in relational database data management as you learn how to effectively use SQL commands against the business data. These features will help you query and manipulate data within the database, use the dictionary views to retrieve metadata and create reports about the schema objects.

### Course Objective(s):

This Oracle Database SQL expert class is designed to teach you the fundamentals of SQL using Oracle Database 11g database technology. Using the powerful Structured Query Language (SQL), the data contained within relational databases can be retrieved, managed and manipulated.

### Learning Outcome:

To identify the concepts and components of an Oracle database, recognize how to retrieve information from it using SQL, and identify the steps for sorting, limiting

To recognize the steps for writing queries that convert data from one type to another, specify conditions, perform calculations on groups of rows or even tables, and return value

To identify the steps for manipulating queries to return the data you need, using sub queries and set operators, and also for manipulating the actual data using INSERT, UPDATE

To recognize the steps for creating, defining, and dropping tables, manipulating how their data can be viewed, and using schema objects to generate integers, improve queries

### Program Topics

- Introduction to Oracle Database
- Retrieve Data using the SQL SELECT Statement
- Invoke Conversion Functions and Conditional Expressions
- Display Data From Multiple Tables Using Joins
- Management of Schema Objects, Manipulate Large Data Sets
- Control User Access
- Regular Expression Support

### Time and Schedule (60 Hours)

Lecture hours: 60 hours (4 hours/week)

Class 1	Relational database concept, introduction of SQL language	Class 9	Using SET Operators, Managing Tables using DML statements
Class 2	Retrieving Data using the SQL SELECT Statement	Class 10	Managing Indexes Synonyms and Sequences
Class 3	Restricting and Sorting Data	Class 11	Use DDL to manage tables and their relationships
Class 4	Using Single-Row Functions to Customize Output	Class 12	Managing Views, Controlling User Access
Class 5	Using Conversion Functions and Conditional Expressions	Class 13	Creating Other Schema Objects, Manipulating Data



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Class 6	Reporting Aggregated Data Using Group Functions	Class 14	Managing Objects with Data Dictionary Views, Managing Data in Different Time Zones
Class 7	Displaying Data from Multiple Tables	Class 15	Exam preparation
Class 8	Using Subqueries to Solve Queries		

**Tuition: \$1980**

**Instructor:** Don Lin

### **Textbook**

Textbook: materials made by instructor reference to Oracle training menu

### **Equipment**

- Personal Laptop
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### **Reference Books**

*OCA Oracle Database SQL Expert Exam Guide* by Steve O'Hearn

Instructors using overhea d-project and blackboard, students using PC and Sun Unix Systems. Each student has one computer.

### **Final Tests**

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## Business Intelligence

### Who Should Enroll

Data systems modelers, database administrators, data architects, IT managers, business analysts, CIOs, and others who need to take data from different databases or data sources and combine them into a single repository that can be used to produce executive dashboards, generate summary reports, and glean “hidden” information from business databases. Those who provide the requests for data in order to analyze trends and systems should also attend.

### Course Description

This specialized studies program introduces you to the main components of a data warehouse for business intelligence applications. Learn how a data warehouse fits into the overall strategy of a complex enterprise, how to develop data models useful for business intelligence, and how to combine data from disparate sources into a single database that comprises the core of your data warehouse. Explore how to define and specify useful management reports from warehouse data.

### Course Objective(s):

Business Intelligence class is meant to provide you with a deep understanding of this tool. You will be trained in various Business Intelligence scenarios, BI life cycle, concepts of OLAP, and working with charts and graphs. You’ll learn the importance of business intelligence maturity assessments, organizational culture, and data governance within analytics, along with a business intelligence program manager’s perspective on data analytics best practices.

### Learning Outcome:

- OBIEE and its application
- Installation and configuration of OBIEE
- Developing a business model using OBIEE
- Concepts of BI and data warehousing
- Working with graphs and charts
- Using interactive dashboards
- Administrating the OBIEE server
- In-depth understanding of OBIEE architecture

### Program Topics

- Business Intelligence/Data Warehouse
- Designing ETL Processes for Data Warehousing
- Designing Dimensional Models

### Time and Schedule (150 Hours)

Lecture hours: 80 hours (4 hours/week)

Mandatory lab hours: 60 hours (3 hours/week)

Class 1	Data Modeling concepts, installation of OBIEE , data warehousing, data modeling implication	Class 11	Dashboard prompt, Filtering, Editing dashboard with an action link, Waterfall model
Class 2	Business Intelligence concepts, architecture of data flow	Class 12	Working with the Repository, Test Report creation, Adding calculations
Class 3	Online analytical processing, significance of OLAP in the business intelligence life cycle, understanding various data schemas	Class 13	Deploying OBIEE analysis, Landing page UI and its features, Repository variables
Class 4	Introduction to OBIEE, OBIEE architecture,	Class 14	Session variables, presentation variables,



# Shin Shin Training Center

2090 Warm Springs Ct. #232

Fremont, CA 94539

Tel: (510) 259-9696, Fax: (510) 259-9722

	key features and components,		Oracle BI Presentation Catalog, Accessing and managing objects
Class 5	Business model, simple report creation, hierarchy, presentation and mopping	Class 15	Report archiving and exporting, Data grouping and limiting in analyses, Data formatting
Class 6	Understanding Oracle Business Intelligence Repository, Services, analytics, and interactive reporting	Class 16	Master-detail report, Report creation with multiple subject areas, Data mashup, Visual analyzer
Class 7	Creation of Dashboard, Creating multiple reports, Editing formulas	Class 17	BI functionality, Graphs, Pivot table, Pie chart, KPI watchList
Class 8	Building a Business Model and Mapping Layer in BI Repository, Creating the Presentation Layer, Data formatting	Class 18	The OBIEE dashboard setup, Basics of dashboard and dashboard pages, Deploying Dashboard Builder for building Dashboards, Editing, sharing, and saving Dashboard analysis
Class 9	Conditional formatting, Report saving, Creating and sharing folder, Relevant Topics	Class 19	Creating cache and clearing, ODBC functions in OBIEE, Summary and detail report
Class 10	Working with the Enterprise Manager, Testing and Validating the Repository, Cache disabling	Class 20	OBIEE security and management and exam preparation

**Instructor:** Joe Chen

## **Textbook**

Textbook: materials made by instructor reference to Oracle training menu

## **Equipment**

-Personal Laptop

-Data warehouse software

## **Reference Books**

*Oracle Business Intelligence Applications* by Simon Miller and William Hutchinson

*Oracle Business Intelligence 11g Developers Guide* by Mark Rittman

*Oracle Data Warehousing and Business Intelligence Solutions* by Robert Stackowiak

Instructors using overhead-project and blackboard, students using PC and Sun Unix Systems. Each student has one computer.

## **Final Tests**

There will be a final test for this class, passing rate 70%



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## Networking Professional Course

### **Who Should Enroll**

This class is appropriate for those with at least one year of networking experience who are ready to advance their skills and work independently on complex network solutions.

### **Course Description**

Get a solid foundation in modern routing and switching theory and prepare to take the CCNA/CCNP exams. Through lectures and hands-on router simulations, you learn how to use router simulators (downloaded or Internet-based). You also learn about Internetworking, Internet Protocols, IP subletting and VLSM, IOS, IP routing, EIGRP, OSPF, BGP, Layer 2 switching, VLANs, managing a Cisco Internetwork, managing traffic with access lists, trouble shoot, and wide area network (WAN) protocols among other topics. The program will give through hands-on training and preparation for certification exams

### **Course Objective(s):**

This class has a comprehensive coverage of enterprise-level networking skills, including advanced routing, switching and troubleshooting, while providing opportunities for hands-on practical experience and soft skills development. This class provides an in-depth, theoretical overview of advanced routing and switching and troubleshooting complex enterprise networks, more complex network configurations, diagnosis, and troubleshooting, help students apply what they learn and develop critical thinking and complex problem solving skills.

### **Learning Outcome:**

Identification of Network Fundamentals

Identification and configuration of LAN switching technologies and WAN technologies and infrastructure services

Description, implementation and verification of IP routing technologies

Configuration and verification of network device security and Infrastructure management

Advanced IP addressing and routing technology solutions to plan and implement scalable and secure enterprise routing solutions on complex enterprise routed networks.

Switching technology solutions to plan and implement scalable and secure enterprise switching solutions on complex enterprise switched networks.

Routing and switching technology solutions to plan and perform regular maintenance and network troubleshooting on complex enterprise routed and switched networks.

### **Program Topics**

- CCNA, CCNP Routing and Switching Overview
- Implementing Cisco IP Routing
- Implementing Cisco IP Switched Networks
- Troubleshooting and Maintaining Cisco IP Networks

### **Time and Schedule (200 Hours)**

Lecture hours: 80 hours (4 hours/week)

Mandatory lab hours: 120 hours (6 hours/week)

Class 1	Networking Fundamentals	Class 11	EIGRP Network Design
Class 2	LAN Switching	Class 12	OSPF Network Design
Class 3	IP Routing	Class 13	BGP Network Design
Class 4	Transport Layer and Applications	Class 14	IPv6 Network Design
Class 5	Routing Protocols	Class 15	High Availability Network Design
Class 6	OSPF and EIGRP	Class 16	Layer 2 Security Network Design
Class 7	Wide-Area network	Class 17	Layer 3 Path Control & GRE



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Class 8	IPv6	Class 18	Networking QA
Class 9	LAN Network Design	Class 19	Basic Linux
Class 10	CCNA exam preparation	Class 20	CCNP exam preparation

**Instructor:** Alan Yang

## **Textbook**

Materials provided by instructor reference to Cisco training menu.

## **Equipment**

-Personal Laptop

-Routers and switches

## **Reference Books**

Cisco CCNA / CCNPRouting and Switching Official Cert Guide Library by Wendell Odom

CCNP ROUTE Official Certification Guide by Wendell Odom

CCNP SWITCH Official Certification Guide by David Hucaby

CCNP TSHOOT Official Certification Guide by Kevin Wallace

CCNP ROUTE/SWITCH Lab Manual by Cisco Networking Academy

Instructors using overhead-project and blackboard, students using PC and Sun Unix Systems. Each student has one computer.

## **Final Tests**

There will be a final test for this class, passing rate 70%



# Shin Shin Training Center

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Tel: (510) 259-9696, Fax: (510) 259-9722

## CCIE Routing & Switching

### Who Should Enroll

Cisco Certified Internetwork Expert Routing and Switching (CCIE Routing and Switching) certifies the skills required of expert-level network engineers to plan, operate and troubleshoot complex, converged network infrastructure. We strongly encouraged students to have three to five years of job experience before attending the class.

### Course Description

This class is designed to help students passing the both CCIE written exam and lab exam. The CCIE Routing and Switching program is intended to recognize the Cisco network experts who have the necessary skills to plan, test, deploy, configure, maintain, and troubleshoot Cisco network solutions. Professionals who achieve CCIE have demonstrated their technical skills at the highest level. Students are expected to have an in-depth understanding of the topics on the blueprint.

### Course Objective(s):

This class is designed to help students to have a expert knowledge of CCIE routing and switching, addressing expert level network issues, clear understanding of the Baseline Status for CCIE practical lab in CISCO, performing advanced-level core task configuration, analysis, and troubleshooting, resolving Advanced BGP Troubleshooting and configuration Issues, Managing IPv4 and IPv6 IP connectivity issues, and performing QoS, MQC, and Multi-Core configuration, task analysis, and troubleshoot

### Learning Outcome:

- Describe the Cisco 360 Learning Program for CCIE R&S and explain how it addresses expert-level networking issues
- Resolve expert-level Layer 2 and DMVPN task analysis, configuration and troubleshooting issues
- Resolve expert-level core task analysis, configuration, and troubleshooting issues
- Resolve expert-level BGP issues from both a configuration and troubleshooting perspective
- Resolve expert-level MPLS L3 VPN configuration tasks.
- Resolve expert-level multicast task analysis, configuration, and troubleshooting issues
- Resolve expert-level IP connectivity issues regardless of whether they involve IPv4 or IPv6
- Resolve expert-level router MQC QoS task analysis, configuration, and troubleshooting issues
- Resolve expert-level Network Services task analysis, configuration, and troubleshooting issues

### Program Topics

- CCIE Routing and Switching Overview
- Implement IPV4 & IPV6
- Implement MPLS Layer 3 VPNs
- Implement Network Security & service
- Implement Quality of Service (QoS)
- Troubleshoot and optimize a Network

### Time and Schedule (240 Hours)

Lecture hours: 100 hours (4 hours/week)

Mandatory lab hours: 140 hours (7 hours/week)

Class 1	CCIE routing and switching foundation, building BGP neighbor, building the BGP table	Class 14	Ethernet WAN, multicast IP address
Class 2	Building IP routing table, Multiprotocol BGP	Class 15	Managing distribution of multicast traffic with IGMP, IGMPv1 and IGMPv2 interoperability
Class 3	Route filtering and route summarization, BGP path attributes and BGP decision process	Class 16	Comparison of IGMPv1, IGMPv2 and IGMPv3, LAN multicast optimizations
Class 4	Configuring BGP policies, BGP communities	Class 17	Multicast routing basics, dense-mode routing protocols
Class 5	Fast convergence enhancements, fields that can	Class 18	Sparse-mode routing protocols, implementing





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	be marked for QoS purposes		IPv6 multicast PIM
Class 6	Cisco modular QoS CLI, classification and marking tools	Class 19	Router and switch devices security, layer 2 security,
Class 7	AutoQoS, Cisco router queuing concepts	Class 20	Layer 3 security, IPv6 first hop security
Class 8	Queuing tools: CBWFQ and LLQ, weighted random early detection	Class 21	GRE tunnels, MIPLS unicast IP forwarding, MPLS VPNs
Class 9	Modified deficit round-robin, LAN switch congestion management and avoidance	Class 22	Other MPLS applications, implement multi-vrf customer edge
Class 10	Recourse reservation protocol, Traffic shaping concepts	Class 23	IP Addressing practice
Class 11	Generic traffic shaping, class-based shaping	Class 24	Exam preparation
Class 12	Policing concepts and configuration , hierarchical queuing framework	Class 25	Exam preparation
Class 13	QoS troubleshooting and commands, layer 2 protocols		

**Instructor:** Alan Yang

## **Textbook**

Materials provided by instructor reference to Cisco CCIE training menu.

## **Equipment**

-Personal Laptop

-Routers and switches

## **Reference Books**

*CCIE Routing and Switching Certification Guide* by Wendell Odom

*Troubleshooting IP Routing Protocols* by Zaheer Aziz

*Network Security Technologies and Solutions* by Yusuf Bhajji

Instructors using overhead-project and blackboard, students using PC and Sun Unix Systems. Each student has one computer.

## **Final Tests**

There will be a final test for this class, passing rate 70%



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## Computer Drafting with AutoCAD

### Who Should Enroll

This course is designed for those people who have little or no experience with computer drafting software AutoCAD and are preparing for career in drafting or related fields, by using AutoCAD for architectural drawings.

### Course Description

This course introduces students to the process, tools, and methodology of computer drafting with AutoCAD, the world's leading software for design & drafting. The course will focus on core AutoCAD concepts as well as more advanced functions and design techniques. This course will teach you to utilize line types and line weights to simplify the appearance of the drawings on your screen and to produce 2-D drawings, alter them, dimension them, and also learn to use color plotter to produce hardcopies of drawing.

### Course Objective(s):

The objective of this course is to teach users the basic commands and tools necessary for professional 2D drawing, design and drafting using AutoCAD .

### Learning Outcome:

Use AutoCAD for daily working process.

Navigate throughout AutoCAD using major navigating tools.

Understand the concept and techniques to draw.

Create multiple designs using several of tools.

Create layers to control the objects' visibility.

Explain drawing using annotations.

Plot or print the drawing by scale.

To use constraint for certain design.

### Program Topics

- A Brief Introduction to AutoCAD
- AutoCAD Environment
- Drawing Commands & Drawing Aids
- Drawing Edit and Query Commands
- Blocks, Layers
- Cross Referencing of Files (XREF)
- Text and Dimensioning
- Templates and Plotting
- Projects

### Time and Schedule (240 Hours)

Lecture hours: 80 hours (4 hours/week)

Mandatory lab hours: 160 hours (8hours/week)

Class 1	Introduction to AutoCAD	Class 11	Dimension and annotations
Class 2	Drawing basics	Class 12	Parametric tools
Class 3	Drawing aids	Class 13	Section views
Class 4	Shaping Curves	Class 14	Blocks, attributes and Xrefs
Class 5	Controlling Object Visibility	Class 15	Templates and plotting
Class 6	Organizing Objects	Class 16	Modeling basics
Class 7	Creating and Editing Text	Class 17	Solid editing and generating 2D views
Class 8	Editing tools	Class 18	Creating architectural drawings
Class 9	Multi view drawing	Class 19	Final Project



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Class 10	Layouts and annotative objects	Class 20	Final Project
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**Instructor:** Gary Kuo  
Yin Su

**Textbook**

Materials provided by instructor reference to AutoCAD training menu.

**Equipment:**

- Personal Laptop
- AutoCAD software

**Reference Books**

*AutoCAD 2006: One Step at a Time -Part I and Part II* by Timothy, Sean Sykes

*Residential Design Using AutoCAD 2006* by Daniel John Stine

Instructors use overhead-project and blackboard. Each student has individual PC including 15" LCD monitor and AutoCAD computer software.

**Final Tests**

There will be a final project for the class.



# Shin Shin Training Center

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## General Building Construction

### **Who Should Enroll**

This course is designed for those people who are looking for a job, or just beginning their career as laborers and helpers, or need to review skills to keep up new technologies in current construction industry.

### **Course Description**

This course provides students with a complete comprehensive presentation of today's residential construction systems, from foundation to roof and from exterior finishes to interior details, including all mechanical and electrical systems. The course covers current construction techniques, materials used, structural systems used, and laws, in residential construction industry, as well as hand-on practice. This course will give students the practical knowledge they'll need to become knowledgeable and skilled workers in the residential construction industry.

### **Course Objective(s):**

This class is designed to prepare students how to be a general contractor. And help students understand the complete processing, from planning to finish construction, on single-family residence remodeling, addition and rebuilding.

### **Learning Outcome:**

Major construction management fundamentals, key project scheduling techniques, types of cost estimates and monitoring project cash flow

Construction Industry Overview, Sustainability in the Construction Industry, Building Information Modeling and Technology Trends in Construction

Master in different core trades, as well as finish trades.

### **Program Topics**

- Introduction
- Construction
- Law and Business
- Cases Study

### **Time and Schedule (60 Hours)**

Lecture hours: 60 hours 3 hours/week

Class 1	Overview of construction field	Class 11	Business organization
Class 2	Planning and estimating	Class 12	Business finance
Class 3	Framing and Structural Components 1	Class 13	Employment requirement
Class 4	Framing and Structural Components 2	Class 14	Bonds, insurance and liens
Class 5	Core trades (Plumbing, Electrical, HVAC)	Class 15	Contract Requirements and Execution
Class 6	Core trades (Concrete work, earthwork and surveying)	Class 16	Licensing Requirements
Class 7	Core trades (insulation, acoustical, and weatherproofing, roofing)	Class 17	Site visit and case study
Class 8	Finish trades (Painting, staining, coating, and interior wall covering, Tile and stone, Floor covering)	Class 18	Blueprint reading , Public works
Class 9	Finish trades (Cabinetry and millwork, Plaster, drywall, and ceilings, Windows, skylights, and doors, Landscaping)	Class 19	Site health and safety
Class 10	Site visit and case study	Class 20	Site visit and case study



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**Tuition:** \$2000

**Instructor:** Jack Chen

**Textbook**

Materials provided by instructor.

**Equipment:**

No equipment required

**Reference Books**

*Building Construction Illustrated. 3rd Edition* by Francis D. K. Ching, Cassandra Adams

*Fundamentals of Residential Construction* by Edward Allen, Rob Thallon

*Miller's Guide to Home Remodeling* by Mark R. Miller, Rex Miller, Glenn E. Baker

Instructors use overhead-project and blackboard.

**Final Tests**

There will be a final test for the class.



# Shin Shin Training Center

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Tel: (510) 259-9696, Fax: (510) 259-9722

## Residential Design

### **Who Should Enroll**

This course is designed for those people who look for careers in home design or related fields. Participants may have various education backgrounds. (High education is not required.)

### **Course Description**

This course introduces to students design, planning, architectural, and structural specifications of residential buildings, and also provides real cases study with hand-on practices.

### **Course Objective:**

This class are intended for students that wish to obtain skills in multi-story residential drafting/design, architectural print reading, interior design, and advanced computer aided drafting/design using AutoCADArchitecture.

### **Learning Outcome:**

Understanding fundamentals of architecture design

Knowledge of building permit application and submittal process

Understanding of building system

Master knowledge of local zoning code and California building code

AutoCAD drafting

### **Program Topics**

- Course Overview
- Architectural Design
- Structural Design
- Cases Study

### **Time and Schedule (80 Hours)**

Lecture hours: 80 hours (4 hours/week)

Class 1	Introduction of residential design	Class 11	AutoCAD - elevations, title blocks, plot
Class 2	AutoCAD basic commands	Class 12	Structural system, soil, vertical/lateral force
Class 3	Zoing	Class 13	Structure - conventional framing
Class 4	AutoCAD - site plan	Class 14	AutoCAD - structural plans
Class 5	Building system vs. codes	Class 15	Mechanical, electrical and plumbing
Class 6	Means of Egress, fire resistance requirement	Class 16	Energy, conservation system
Class 7	AutoCAD - (E) & (N) floor plan	Class 17	AutoCAD - MEP plan and sections
Class 8	Roof / ceiling design	Class 18	Details
Class 9	AutoCAD - (N) roof plan	Class 19	AutoCAD - details, 3D
Class 10	Elevations, unoccupied spaces and exterior walls	Class 20	Contract, California green code, green points rated

**Tuition:** \$2500

**Instructor:** Gary Kuo  
Yin Su

### **Textbook**

Materials provided by instructor.

**Equipment:**

- Personal Laptop
- AutoCAD software

**Reference Books**

- Working Drawings Handbook* by Keith Styles
- Architectural Graphic Standards* by Ramsey/Sleeper
- Building Code Illustrated* by Francis Ching
- Design of Wood Structures - ASD* by Donald E. Breyer

Instructors use overhead-project and blackboard.

**Final Tests**

There will be a final project for this class.

# Shin Shin Training Center

## Course Price List

Course Name	Tuition	Total Hours	Registration Fee (Non-Refundable)	STRF Fee (0*\$1,000) (Non-Refundable)	Textbook Fee	Equipment Fee	Total Charges *
SAS Programming and Real Case Analyze	\$4,900	150	\$50	\$0	\$0	\$0	\$4950
SAS Certified Clinical Trial Programmer and Real Analysis Projects	\$2,900	120	\$50	\$0	\$0	\$0	\$2950
Oracle Financial Applications	\$4,900	170	\$50	\$0	\$0	\$0	\$4950
Oracle Supply Chain	\$4,900	150	\$50	\$0	\$0	\$0	\$4,950
Oracle EPM/Hyperion Application	\$4,900	150	\$50	\$0	\$0	\$0	\$4,950
Oracle Database Administration	\$3,900	160	\$50	\$0	\$0	\$0	\$3,950
Certified Oracle Database SQL Expert	\$1,430	100	\$50	\$0	\$0	\$0	\$1,480
Business Intelligence	\$4,450	120	\$50	\$0	\$0	\$0	\$4,500
Networking Professional Course	\$4,900	200	\$50	\$0	\$0	\$0	\$4,950
CCIE Routing & Switching	\$5,950	250	\$50	\$0	\$0	\$0	\$6,000
Computer Drafting with AutoCAD	\$4,900	160	\$50	\$0	\$0	\$0	\$4,950
General Building Construction	\$5,950	160	\$50	\$0	\$0	\$0	\$6,000
Residential Design	\$5,950	220	\$50	\$0	\$0	\$0	\$6,000

\*= Total charges: MEANS THE SUM OF INSTITUTIONAL AND NONINSTITUTIONAL CHARGE

**The following information is important for you to have:**

You are enrolling in the: Shin Shin Training Center



With addresses at:  
2090 Warm Springs Court, SUITE 232  
Fremont, CA 94539  
510-259-9696 <http://www.shintraining.com>

The Classes I will be attending will be held at:  
2090 Warm Springs Court, SUITE 232 Fremont, CA 94539

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 1747 N. Market Blvd. Ste 225, Sacramento, CA 95834, P.O. Box 980818 West Sacramento, CA, 95798-0818 [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-75859, (916)574-8900 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 toll-free 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).

### **ADMISSION REQUIREMENT**

To enroll in any course, an applicant must have good oral and written communication skills in English language. The applicant should have basic computer knowledge. In order to satisfy the admission requirement, a course coordinator will interview verbally with the student to test her/his skills.

Requirement List:

1. High School Diploma or GED
2. 18 Years or older
3. Application Form
4. Must be a legal U.S. citizen or have legal status in the U.S.

### **ADMISSION POLICY**

1. Shin Shin Training Center does not accept credits earned at other institutions or through challenge examinations and achievement tests.
2. Shin Shin Training Center does not accept ability-to-benefit students.
3. Shin Shin Training Center does not accept award of credit for prior experiential learning.

### **LANGUAGE PROFICIENCY**

Students who wish to enroll in Shin Shin Training Center education programs must be able to at least communicate, read, and write in English. Our center requires a language proficiency testing or documentation to prove a student's language proficiency. A student may provide a high school diploma from any U.S. high schools. A TOEFL score that meets the minimum requirement of 90 is acceptable too. All our classes are taught in English only.

### **VISA**

1. **Visa Service(s):** Shin Shin Training Center does not provide visa services.
2. **Language Proficiency:** Students who wish to enroll in Shin Shin Training Center education programs must be able to at least communicate, read, and write in English. Our center requires a language proficiency testing or documentation to prove a student's language proficiency. A student may provide a high school diploma from any U.S. high schools. A TOEFL score that meets the minimum requirement of 90 is acceptable too. All our classes are taught in English only.
3. **Language of Instruction:** All our courses are taught in English. We do not provide any language training classes.

### **ENROLLMENT AGREEMENT**

To apply for admission to the course, an applicant is required to take an entrance test and submit an application form before the start of the course.

Upon joining Shin Shin Training Center, a student is given an Enrollment Agreement Package and the administrative staff will go over all the forms with the student. The student will be asked to sign on the Registration form only after understanding and agreeing to the terms and conditions. Both the student and the school keep a copy of the form.

Admission for the course will be based on the prerequisite of the course for which the student is interested in joining. The course counselor will take an oral or written test that is designed to measure the student's ability to be successfully trained to perform the tasks associated with the occupations or job titles to which the program of instruction is represented to lead. The student's performance on the test must demonstrate that ability. If a prospective student fails to pass the test than the course coordinator will recommend him to start with a more basic course that will build the foundation.

### **STUDENT'S RIGHT TO CANCEL, WITHDRAW or RETAKE**

Student has the right to cancel this agreement with the school or withdraw from this program, and obtains a refund without any penalty or obligation according to below refund policy. Student also has the right to retake the course for free within one physical year if it has a seat available on that time.

- **Student's Right to Cancel**

The Student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

- **Tuition Refund Policy & Procedures**

Student can obtain the full tuition (training material is not included) refunded only if (a) *The student has the right to cancel and obtain a refund of charges paid through the attendance at the first class session, or the seventh day after enrollment whichever is later;* (b) *The course is NOT registered during the promotional period provided by school;* and (c) *The course is NOT registered correspondingly to any governmental requirements.*

In order for students to withdrawal from a course and receive a full refund from Shin Shin Training Center, they must inform staff from Shin Shin Training Center about the decision before the formulated deadline of the course. The formulated deadline is the end of the next business day before 5PM after the first class according to Pacific Time standard. For example, if course X began on Tuesday (10/11), then the deadline to drop course X to receive a full refund is on Wednesday (10/12 before 5PM Pacific Time standard). There are no exceptions to this policy. Students can inform any of staff from Shin Shin Training Center via only the following methods: emails and phone calls before the formulated deadline. No exceptions will be made once the deadline is passed (the length of time to which the deadline has been passed does not matter). Students may have the right to withdraw from the institution and received a pro-rata refund of charges for services paid for, but not received up to 60% of the period of attendance.

**Refund chart**

After full payment is made course tuition (a) Divide the figure by the number of hours in the program (see below refund chart); (b) If the student has damaged the facility of the school, the fair market value of the damaged item will be charged; (c) Student must return school’s equipment within 30 days upon the cancellation notice, if applicable; (e)A student may have the right to withdraw from the institution and received a pro-rata refund of charges for services paid for, but not received up to 60% of the period of attendance.

Course Name	Total Hours	60%
SAS Programming and Real Case Analyze	160	\$2,970
SAS Certified Clinical Trial Programmer and Real Analysis Projects	120	\$1,770
Oracle Financial Applications	170	\$2,970
Oracle Supply Chain	150	\$2,970
Oracle EPM/Hyperion Application	150	\$2,970
Oracle Database Administration	160	\$2,370
Certified Oracle Database SQL Expert	100	\$888
Business Intelligence	120	\$2,700
Networking Professional Course	200	\$2,970
CCIE Routing & Switching	250	\$3,600
Computer Drafting with AutoCAD	160	\$2,970
General Building Construction	160	\$3,600
Residential Design	220	\$3,600

*(Note: Percentage means the course completed)*

**FEDERAL FINANCIAL AID AND YOUR RESPONSIBILITIES EVEN IF YOU LEAVE**

Shin Shin Training Center accepts students who are supported by WIOA or TAA. In order to get support from WIOA or TAA, student should contact them through information below:

WIOA Website: <https://www.doleta.gov/wioa>

Phone: 1-866-4-USA-DOL

## **STUDENT TUITION RECOVERY FUND (STRF)**

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, 1747 N. Market Blvd. Ste 225, Sacramento, CA 95834, P.O. Box 980818 West Sacramento, CA, 95798-0818, toll-free telephone number (888) 370-75859, (916)574-8900 or by fax (916)263-1897.

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. 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.

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.

## **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 receives federal student financial aid funds, the student is entitled to a refund of the oney not paid from federal financial aid funds.

## ATTENDANCE/DISMISSAL/LEAVE-OF-ABSENCE/TRANSFERS:

Attendance is required for all students in all classes. Any missed time must be made up. Make-ups must be arranged with the instructor PRIOR to the absence. A missed class without prior arrangement can result in a failure grade in the class.

- **Dismissal:** A student will be dismissed from his/her program of study if meeting either of the following conditions.

*Failing to meet the requirements for attendance, grades and payment policies.*

The dismissal will be conducted by the course coordinator after evaluation of the student progress.

- **Dropout:** A student may dropout from courses without any penalty after the first lecture. Refunds for the regular add/drop of course will be processed within 30 days of the student's withdrawal, termination date, or the specified time. The student will remain obligated to the school for all the unpaid tuition, fees, and other amounts charged pursuant to the agreement or otherwise that are not subject to refund.
- **Leave-of-absence:** Shin Shin Training Center only allows leave-of-absence with prior notice or in case of emergency. If the student does not show for 2 lecture classes without notifying Shin Shin then he/she will try to make up the missed lecture from other students or try to go over the course material by them. The instructor will not arrange a makeup class for the students from whom they have not received any notice of leave-of-absence from course. The student's withdrawal or termination date will be the student's last date of recorded attendance at the school. If the school determines, in its sole and absolute discretion, that the student's withdrawal or termination from the program during the course was the proximate result of the student suffering from an incapacitation, such as:
  1. Illness
  2. Accident
  3. Death of a close family member or
  4. Similar circumstances. The school will determine whether to increase the refund amount specified above of the tuition and fees received by the school from the student for the course.
- **Probation:** To remain in acceptable academic standing, a student must maintain a good attendance record and must follow Shin Shin Training Center's policies. A student may be placed on to probation if he/she possesses 3 or more unreported absences or misses more than 5 assignments from the course instructor. Once a student is on probation, the course instructor and coordinator will inform the student and meet up to discuss improvements. Improvements are subject to different courses and the student will, at the minimum, need to complete all missing assignments and stops having unreported absence. From there, the instructor and coordinator will add on more needed actions, again it's different by course and by individual situation, the student would need to comply and execute these actions appropriately before he/she could get removed from probation.

*(Note: Any outstanding fees owed to the school by the student will be deducted from the tuition refund.)*

## NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Shin Shin Training Center is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in The Educational Program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting

an institution to which you may seek to transfer after attending Shin Shin Training Center to determine if your certificate will transfer.

*(Note: Shin Shin Training Center has not entered into an articulation or transfer agreement with any other college or university.)*

The institution's policies and procedures for the award of credit for prior experiential learning, including assessment policies and procedures, provision for appeal, and all charges that a student may be required to pay.

## **FACULTY QUALIFICATIONS**

### **Instructors for the courses**

#### **Joe Chen**

System and network administration experiences with Windows NT/2K, AS/400, Unix/Linux.

More than 20 years of experiences with Oracle Enterprise Performance Management(EPM)/Hyperion Planning/Essbase Implementation, ERP(Oracle EBS and Syspro), Manufacturing Execution System (MES) application implementation, SOX application implementation and administration; Software development, database design and administration; System and network administration experiences with Windows NT/2K, AS/400, Unix/Linux.

#### **Gary Kuo**

California licensed Architect with over 10 years' experience in Architectural design and construction of remodeling, single families, multi-families, and commercial buildings. Experience and knowledge in using AutoCAD software for over 10 years, guide you to perform a complete permit set including site plan, floor plan, elevations, structural framing plans, electrical plans and etc. Master degree from Penn State University. Know-How to complete a project starting from programming, design formation, to construction documents combining structural, electrical, mechanical, and energy calculation components.

#### **Yin Su**

Licensed Architect, LEED AP, Architecture and Urban Planning Degree from Tsinghua University, Masters from Boston University

Over 8 years of interior design and architecture experience at DGA planning and other architect firms; Expert in Revit, AutoCAD, Sketchup, Photoshop, and 3DMax

### **Alan Yang**

Security Architect at a large networking equipment company. Worked at O2Security as Sr. Product Manager at year 2005 in delivering UTM and SSL VPN security product for Enterprise and SMB market, meantime established RD center at few China cities and managed the RD team, India outsourcing team and the external OEM relationships. At year 2004, co-founded Janusys Networks to develop layer two mesh wireless network technology that later was acquired by Accton of Taiwan. From 2000 to 2003, served as RD Manager at Redback Networks in delivering NetOp NMS/EMS for Carriers. Prior to that, served few engineering positions at HP with more than 10 years development experience: key contributor to HP MMU UNIX SMP system, NSD server division and HP OpenView business unit. Received US Patent 7917947

### **Don Lin**

Over 15 years of extensive experience of Oracle database management on 7, 8, 8i, 9i, and 10g as lead DBA/Architect. Managing database administrating, development, performance tuning, capacity planning and trouble shooting in the large complex data center environment. Implementing enterprise monitoring systems, backup/recovery strategy, and HA/DR solutions. a SME in the DBA instruction, database architecting, performance tuning, backup/recovery, and consulting.

### **Hong Gu**

Over 10 years of experience in financial industry. Strong analytical and management skills with deep expertise in profiling and segmentation, statistical analyses and modeling, forecasting, marketing strategy analyses, data mining, and MIS reporting. Conducted Clinical Trial Phase III Study, both efficacy and safety study. Certified SAS professional. Strong SAS programming skills. 10 years of experience in SAS teaching.

### **Jack Chen**

Have involved in residential construction for last 15 years. Construction consultancy for homeowners and contractors alike for last 5 years. Currently teaching construction- contractor-license-exam prep course. Well versed in traditional and ever evolving new construction techniques. Projects ranged from simple kitchen-bath remodels to new construction of a 4,000sf Spanish revival. His proudest achievement would have been a little house (700sf), with fully equipped kitchen and bath, that he has single-handedly (yes, single-handedly) designed and constructed.

### **Jing Li**

MBA, over 15 years Oracle ERP experience in Finance / Accounting, Manufacturing and Supply Chain Planning in both business aspect and implementation aspect. She has implemented full-suite financial modules, Oracle Shop Floor management, Oracle discrete manufacturing, and Oracle Supply Chain Management for multi-billion dollar worldwide (multi-currency) companies.

### **FACILITIES & Equipment**

Shin Shin Training Center has three classroom with air-conditioning (heating and cooling), ventilation, lighting, and laboratory. These facilities are maintained every year and keep them in good condition.

Shin Shin Training Center's classrooms accommodate 20 students for each class. For each course, Shin Shin Training Center provides an overhead projector, a wacom pen, and a computer to demonstrate the instructor's slide or description material.

A screen record software is to record every class for students review after a class.

Each student is provided with an individual laptop and software during the class.

The equipment including hardware and software which are used for educational programs are updated.

All computers, software, Wacom pens and overhead projectors are owned by Shin Shin Training Center.

## **CLASS SCHEDULE**

Shin Shin Training Center provides class schedules for course programs several weeks before the start of each course. The classes are primarily conducted on weekday evenings and weekends to allow students to pursue their studies after-work hours. The class schedules and times are officially scheduled at registration before the start of the first session of the course unless designated (TBA) to be announced. No class timings can be changed without prior permission of the Academic Counselor and the course instructor. The lab hours are scheduled separately. Full time administrative personnel are available at the training campuses both day and evening, weekdays and Saturdays to assist the students, instructors and new applicants.

## **STUDENT SERVICES**

- (1) Recording of all classes for students to review via Cisco Webex Recording Tool
- (2) Teacher's Assistant to help during off-class hours
- (3) Open lab hours
- (4) Computer-Rental
- (5) Free retake opportunities for students who are not able to complete the class in one term
- (6) Onsite Career Counseling
- (7) Career seminars from job training specialists
- (8) Job Positioning

## **HOUSING**

Our institution does not operate a dormitory or other housing facility. The available cost of housing located near the facility estimate is \$1,400 - \$1,500 a month. **The institution will assist students in locating adequate housing near the campus.**

## **RESOURCES**

We offer lab and homework hours Monday through Fridays and sometimes on the weekends to practice. Students can access all of our systems in the comfort of their own home, as well. The textbooks and homework assignments will be posted regularly online in our student portal. Shin Shin Training Center aims to provide students with the resources to become successful anytime and anywhere.

## **PUBLIC LIBRARIES**

Students may find textbooks and additional resources at public libraries. Please see the public libraries that are close to Shin Shin Training Center:

### **Fremont Main Library**

2400 Stevenson Blvd.

Fremont, CA 94538

Phone: 510-526-3720

Hours:

Sunday: 1PM – 5PM

Monday: 12PM – 6PM

Tuesday – Wednesday: 12PM – 8PM

Thursday: 10AM – 6PM

Friday: Closed

Saturday: 10AM – 5PM



**Centerville Library**

3801 Nicolet Ave.  
 Fremont, CA 94536  
 Phone: 510-795-2629

Hours:

Tuesday: 1PM – 8PM

Thursday: 11AM – 6PM

**Irvington Library**

41825 Greenpark Drive  
 Fremont, CA 93436

Phone: 510-795-2631

Hours:

Wednesday: 10AM – 5PM

**STANDARD FOR STUDENT ACHIEVEMENT**

To evaluate the success of our students, we combine the evaluation of the instructor along with how well they do on their assignments and projects. Student must receive a letter grade C on all assignments and projects in order to finish the education program at Shin Shin Training Center.

**STANDARDS FOR STUDENT ACHIEVEMENT MEASUREMENT**

According to the Grading Scale below, a letter grade C will be measured as a passing grade.

Grading Scale

<u>Percentage</u>	<u>Letter Grade</u>	<u>Numeric Grade</u>
94-100	A	4.0
86-93	B	3.0
78-85	C	2.0
70-78	D	1.0
0-69	F	0

(The Student records are kept for 5 years and the transcripts are kept permanently.)

**RETENTION OF STUDENT RECORDS**

Shin Shin Training Center will maintain permanent transcript records for each student.

**STUDENT'S RIGHTS**

Students have the right to attain the education they deserve and Shin Shin provides the right tools for student to reach their success, as long as they comply with our center policies. Shin Shin Training Center complies with all United States laws. Please refer to Student Tuition Recovery Fund (STRF) for additional information.

**STUDENT GRIEVANCE PROCEDURE**

Students with complaints relating to a particular class, grade, or instructor should discuss them first with that instructor or the administrator of the institution. If the complaint is not resolved satisfactorily, the student should then contact the General Manager. The General Manager will review the complaint with all parties concerned, and investigate all documents. The complaint will be determined either unfounded and rejected or valid, at which tie a compromise or

settlement will be determined and monies will be returned. The General Manager will write a decision within five days, notifying the student(s) by mail and copy of the decision and complaint will be placed in the student's academic file. The complaint will be logged out the complaint record. The General Manager's decision is considered final. Please note that a grievance against the institution may be filed with the Bureau at any time.