AAA Institute

2023 CATALOG

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AAA Institute School Catalog

General Information About AAA Institute™

Policy on updating Catalog

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

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

Approvals

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

Legal Control

AAA Institute™ is incorporated in the State of California.

Bankruptcy Statement

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

Catalog Disclosures

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste. 225, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818 www.bppe.ca.gov Telephone: (888) 370-7589 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

All information contained in this School's catalog is current and correct and is so certified as true by:

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   President & CEO/ Date

Catalog is effective Jan 1,2023 to Dec 31, 2023

Locations

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

Main Campus:

7120 Hayvenhurst Ave, Suite 204 Van Nuys, CA 91406
Online

Satellite Campuses:
3510 Torrance Blvd, Suite 112 Torrance, CA 90503
11100 Valley Blvd, Suite 221 El Monte, CA 91731

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*	Tools/Supplies or Software Access	Tuition{Prorated upon withdrawal. Refer to refund policy provision within enrolment agreement	Total Program Charges**
Adobe Premiere	$100	$50	$17.50		$6,347.00	$6,500.00
Advance Premiere Pro	$100	$55	$20.00		$7,341.50	$7,500.00
Advanced Primavera P6	$100	$80	$10.00		$3,817.00	$3,999.00
Artificial Intelligence with Data Science	$100	$150	$20.00	$100	$7,146.50	$7,500.00
Artifical Intelligence with Data Science & SQL	$100	$200	$25.00	$100	$9,594.00	$9,999.00
ASP.Net	$100	$50	$10.00		$3,847.00	$3,999.00
Assistant Project Management (APM)	$100		$10.00		$3,897.00	$3,999.00
Auto CAD and Solidwords	$100	$120	$20.00	$295	$6,980.50	$7,499.00
Basic Primavera P6	$100	$55	$10.00		$3,842.00	$3,999.00
Business Analysis Professional (BAP)	$100		$10.00		$3,897.00	$3,999.00
Business Management Essentials	$100	$325.00	$25.00		$9,569.00	$9,999.00
Business ManagementTraining	$100	$293.00	$37.50		$14,600.00	$15,000.00
Business Objects Universe and Enterprise	$100	$300	$20.00	$200	$6,895.50	$7,499.00
C# Programming	$100	$50	$10.00		$3,847.00	$3,999.00
Cisco Networking Level 1	$100	$86	$10.00		$3,811.00	$3,999.00
Cisco Networking Level 2	$100	$188	$20.00		$7,207.50	$7,499.00
Clinical Medical Assisting	$100	$120	$20.00	$370	$6,905.50	$7,499.00
Database and Programming Essentials	$100	$293.00	$37.50		$14,600.00	$15,000.00
GIS Software	$100		$10.00		$3,897.00	$3,999.00
Healthcare Information Technology	$100	$293.00	$37.50		$14,600.00	$15,000.00
Human Resources Management	$100	$293.00	$37.50		$14,600.00	$15,000.00
Information Systems Auditor	$100		$10.00		$3,897.00	$3,999.00
Information Technology Infrastructure Library	$100		$10.00		$3,897.00	$3,999.00
Medical Administrative Assisting	$100	$120	$15.00	$20	$5,757.00	$6,000.00
Medical Assisting	$100	$240	$25.00	$370	$9,284.50	$9,999.00
Medical Billing/EMR	$100		$20.00		$7,396.50	$7,500.00
Medical Coding	$100		$20.00		$7,396.50	$7,500.00
Network Systems Technology	$100	$293.00	$37.50		$14,600.00	$15,000.00
Networking Technology	$100	$250.00	$25.00		$9,644.50	$9,999.00
Object Oriented Programming and SQL	$100		$20.00		$7,395.50	$7,499.00
PMI Agile Practitioner	$100		$10.00		$3,897.00	$3,999.00
Project Management and Business Processes)	$100	$275	$20.00		$7,120.50	$7,499.00
Project Management Professional	$100		$10.00		$3,897.00	$3,999.00
Python (Data Science)	$100	$75	$12.50	50	$4,272.00	$4,499.00
Quick Books and MS Office	$100		$17.50		$6,396.00	$6,499.00
Risk Management Professional	$100		$10.00		$3,897.00	$3,999.00
SAP FICO(Financials and Controlling)	$100	$50	$10.00	$180	$3,667.00	$3,999.00
Scheduling Professional	$100		$10.00		$3,897.00	$3,999.00
Security Guard	$100		$5.00		$1,799.00	$1,900.00
Six Sigma Black Belt	$100		$10.00		$3,897.00	$3,999.00
Six Sigma Green Belt	$100		$10.00		$3,897.00	$3,999.00
Software Testing and Quality Assurance	$100	$90	$12.50	$20	$4,287.00	$4,499.00
Sol id Works	$100	$100	$12.50	$220	$4,077.00	$4,499.00
Strategic Human Resources Management	$100		$10.00		$3,897.00	$3,999.00
Structured Query Language	$100	$50	$10.00		$3,847.00	$3,999.00
User Experience/User Interface (UX/UI)	$100	$100	$20.00	50	$7,245.50	$7,499.00
Video Editing and Solidworks	$100	$150	$25.00	85	$9,660.50	$9,999.00
VB.Net	$100	$50	$10.00		$3,842.00	$3,999.00

* *(Non-Refundable, $2.50 for every $1,000 rounded ta the nearest $1,000 (included in tuition amount) (California residents only)*

** *Total Program Charges is also Tatal Cost far Period of Attendance*

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

MANAGEMENT AND BUSINESS PROGRAMS

Project Management and Business Processes (Direct & Online)

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 (PM I'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

Week3
Time   Management
Cost Management

Week4
Quality Management
Human Resource Management
Communications Management

Week 5
Risk Management
Procurement Management

Week6
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

<u>Week-11</u>
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®) (Direct & Online)
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

<u>Week 1</u>
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)

Week3
Time Management
Plan Schedule Management
Sequence Activities
Schedule
Critical Path Method
Cost Management

Week4
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

Week6
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
Introduction to the Planning Process Group Planning Project Scope, Schedule, and Budget
Planning Processes: Quality, HR, Communications, Risk, and Procurement

Week 3

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

Week 4

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 5
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: 30
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 Kan ban 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 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-4-5   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)
PM l'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)

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 Vs Little Vs
Project Measures
Benchmarking
Collecting/Analyzing Data Financial Benefits

<u>Week 5-6</u>
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 Diagraphs
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)
Improvement process

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

Information Systems Auditor (ISA)
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

Week3

Processes for managing emergency changes to the production systems
Use of maturity and process improvement models (e.g., CMM, CobiT)
Contracting strategies, processes, contract management practices
Control objectives and techniques

Week 4

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

Week 5

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

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
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 (PM BOK®) Guide. Risk Management Professional (PMIRMP®)
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
PM I'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
PM l'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

<u>Week-1</u>
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

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

<u>Week-3</u>
Work Breakdown Structure
Adding Activities
<u>Week-4</u>
Creating Relationships
Create a network logic diagram
Forward and backward pass
Calculate a schedule

<u>Week-5</u>
Formatting Schedule Data
Group activities according to specific criteria

<u>Week-6</u>
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
Total clock hours	**720**

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 Develop_ment: 60 hours Week 13-15

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

Comp_ensation 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.

Internship for this program is coordinated by the School Office of Student Services. Towards the completion of the program, the Career Services Manager conducts assessment interview with the student and identifies the area of student's interest in conjunction with the completed program. This Office shall provide a list of internship opportunities for a particular student to match his or her area of interest.

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

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

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

ELECTIVES	Hours
Six Sigma Green Belt	100
Advance Primavera P6	100
PMI Agile Practitioner (PMH-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.

Internship for this program is coordinated by the Office of Student Services. Towards the completion of the program, the Career Services Manager conducts assessment interview with the student and identifies the area of student's interest in conjunction with the completed program. This Office shall provide a list of internship opportunities for a particular student to match his or her area of interest.

Six Sigma Green Belt (100 hours) - Elective week20-24

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 PM l's Risk Standard.

Risk Management Professional (PM[-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 PM l'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

Business Management Essentials (Hybrid & Online)

Standard Occupational Classification (SOC) Code 13-1082.00

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

COMPLETION REQUIREMENTS

Total hours: 160
Students who complete all assessments will be awarded a certificate of completion.

OBJECTIVES
The Business Management Essentials provides the students the principles of management including finance, business and technical writing. This is offered to those who may or may not have background in business management at the same time offers those with business background to improve their performance.

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

COURSE DESCRIPTION
This program deals with business introducing its concepts, theories and perspectives, functions of management, basic mathematics and accounting and technical writing. The program focuses on Project Management which deals on the comprehensive and integrative approach in the management of a project; Agile best practices, concepts and the methodology for project requirements ensuring that goals are met within budget and time and a thorough background in the concepts of planning and scheduling. All instructions use the three basic elements of project management: schedule, resource, and costs.

CONTENT OUTLINE

Module 1 - Project Management (60 clock hours)
This module 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. Students will be able to pre-plan and initiate a project, be able to monitor, control and close projects and communicate with clients and other stakeholders.

Module 2- Six Sigma (SO clock hours)
This module 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.

Module 3- Agile Management - (50 clock hours)
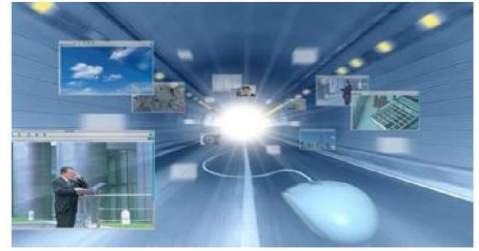This module provides a deeper understanding of the Agile Charter, Agile Project Methodologies, Agile and Scrum, Agile estimating and planning, Agile project execution, Release and sprint planning, Agile Risk Management, Agile tools and techniques, Value-Driven Delivery, Task and Kanban boards, Time boxing, User stories and Agile personas.

CLASS SCHEDULE; Mon-Tues-
Wed 3:00pm-6:00pm

COMPUTER AND INFORMATION TECHNOLOGY

Artificial Intelligence with Data Science (Hybrid & Online)

Standard Occupational Classification (SOC) Code 15-2051.01

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

The program is designed to provide students proficiency in extracting knowledge from data with skills in mathematics, statistics, machine learning and databases. Students will acquire knowledge in the concepts, techniques and tools of data science practice, data collection and integration. The course will also introduce to the students the basics of the python programming environment, including fundamental python programming techniques such as lambdas, reading and manipulating csv files, and the numpy library. By the end of this course, students will be able to take tabular data, clean it, manipulate it, and run basic inferential statistical analyses. The program is also designed to teach students the concepts of relational databases.

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

COURSE DESCRIPTION

This program includes two main courses: data science and artificial intelligence. The course will introduce data manipulation and cleaning techniques using the popular python pandas data science library and introduce the abstraction of the Series and Data Frame as the central data structures for data analysis, along with tutorials on how to use functions such as group by, merge, and pivot tables effectively. 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 manipulate data within the database

CONTENT OUTLINE

Module 1 DS Data Science (S0 clock hours)
This module provides an introduction to Data Science, DS Statistical Inference; Getting, cleaning, analyzing and visualizing raw data, DS2 APIs and Messy Data, Summarizing and Visualizing Data. This modules teaches the student to Fit a model to data, use R to carry out basic statistical modeling and analysis, use exploratory data analysis (EDA) in data science, apply basic tools (plots, graphs, summary statistics) to carry out EDA, use APIs and other tools to scrap the Web and collect data, apply EDA and the Data Science process in a case study, apply basic machine learning algorithms (Linear Regression, k-Nearest Neighbors (k-NN), k-means, Naive Bayes) for predictive modeling. Student will be able to build own recommendation system using existing components, create effective visualization of given data (to communicate or persuade), work effectively (and synergically) in teams on data science projects and demonstrate ethics in data science and apply ethical practices.

Module 2: AI Fundamentals and AI Concepts(60 clock hours)
This module teaches Mathematical building blocks, AI Terminology and Related Concepts, Principles of Ethical AI. Students will be able to perform the following: Working for the Good, build and train a model, Bias and Trust Application Areas of AI, Cost and Benefits of AI Key Fields of Application, apply selected basic AI techniques; judge applicability of more advanced techniques, participate in the design of systems that act intelligently and learn from experience.

CLASS SCHEDULE Mon-
Tues 9:00am-2:00pm

Artificial Intelligence with Data Science and SQL (Hybrid & Online)
Standard Occupational Classification (SOC) Code 15-2051.01

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

COMPLETION REQUIREMENTS

Total hours: 140
Students who complete all assessments will be awarded a certificate of completion.

OBJECTIVES
This program includes three main courses: data science, artificial intelligence and SQL. The course will introduce data manipulation and cleaning techniques using the popular python pandas data science library and introduce the abstraction of the Series and Data Frame as the central data structures for data analysis, along with tutorials on how to use functions such as group by, merge, and pivot tables effectively. The course includes study on the fundamentals and concepts of SQL. 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.

COURSE DESCRIPTION

The Artificial Intelligence program is designed to provide students proficiency in extracting knowledge from data with skills in mathematics, statistics, machine learning and databases. Students will acquire knowledge in the concepts, techniques and tools of data science practice, data collection and integration. The course will also introduce to the students the basics of the python programming environment, including fundamental python programming techniques such as lambdas, reading and manipulating csv files, and the numpy library. By the end of this course, students will be able to take tabular data, clean it, manipulate it, and run basic inferential statistical analyses. The program is also designed to teach students the concepts of relational databases and the powerful SQL programming language.

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

CONTENT OUTLINE

Module 1 DS Data Science (50 clock hours)
This module provides an introduction to Data Science, DS Statistical Inference; Getting, cleaning, analyzing and visualizing raw data, DS2 APIs and Messy Data, Summarizing and Visualizing Data. This modules teaches the student to Fit a model to data, use R to carry out basic statistical modeling and analysis, use exploratory data analysis (EDA) in data science, apply basic tools (plots, graphs, summary statistics) to carry out EDA, use APIs and other tools to scrap the Web and collect data, apply EDA and the Data Science process in a case study, apply basic machine learning algorithms (Linear Regression, k-Nearest Neighbors (k-NN), k-means, Naive Bayes) for predictive modeling. Student will be able to build own recommendation system using existing components, create effective visualization of given data (to communicate or persuade), work effectively (and synergically) in teams on data science projects and demonstrate ethics in data science and apply ethical practices.

Module 2: AI Fundamentals and AI Concepts(60 clock hours)
This module teaches Mathematical building blocks, AI Terminology and Related Concepts, Principles of Ethical AI. Students will be able to perform the following: Working for the Good, build and train a model, Bias and Trust Application Areas of AI, Cost and Benefits of AI Key Fields of Application, apply selected basic AI techniques; judge applicability of more advanced techniques, participate in the design of systems that act intelligently and learn from experience.

Module 3 : SQL (30 clock hours)
This module teaches 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

CLASS SCHEDULE Mon-Tues-Wed 3:00pm-6:00pm

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
Documentation Systems

Week 2
Flexible and current documentation system

Week 3
Configuration management

Week 4
Managing Requirements Communication

Week 5
Audits
Roles and responsibilities

Week 6
Teams
Team-building techniques

Week 7
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) (Direct & Online)

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
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) (Direct & Online)
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
Contr
olling
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 smallsize 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 051/802 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

Week3
TCP/IP
WAN Connectivity
WAN Devices
WAN Protocols and Standards
Network and Server Maintenance and Troubleshooting

Week4
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

Week6
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 (Direct & Online)

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 1Pv6
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

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, Data Binding, 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, 115 5.x and 115 6.x Pipeline, 115 7.0 Integrated Pipeline
Tapping the Pipeline, Visual Studio and ASP.NET, Local 115 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 115
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 HTM LO 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 115 5.x and 115 6.x Pipeline/The 115 7.0 Integrated Pipeline/Tapping the Pipeline
Visual Studio and VB.NET
Local 115 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 115
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 Un Boxing
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

<u>Week-5</u>
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

<u>Week-6</u>
Streams
Assemblies and Versioning
Attributes and Reflection
Threads
.NET and .COM

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

Object Oriented Programming and SQL (Direct & Online)
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.

CH 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 Un Boxing
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 (Direct) (Online, Spanish)
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 web page 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 time saving adobe integration as you deliver professional video for virtually any screen.

CONTENT OUTLINE
Week-1: Read Chapters 1-2 of textbook; do the questions at the end of chapters 1 and 2
The Acrobat environment
• Topic B: Advanced navigation
• Topic C: Finding text
• Topic D: Getting help
• Topic E: Setting preferences

Week-2: Read Chapters 3 of textbook; do the questions at the end of chapters 3
High-quality PDFs
• Topic A: PDF generation methods
• Topic B: PDF file attributes
• Topic C: PDF settings
• Topic D: Geospatial data

Week-3: Read Chapters 4 of textbook; do the questions at the end of chapters 4
Printing to PDF from any application
• Topic B: Acrobat PDF Maker
• Topic C: The Create PDF commands
• Topic C: PDF settings
• Topic D: Geospatial data

Week-4: Read Chapters 5 of textbook; do the questions at the end of chapters 5
Documentation Modification
• Topic A: Moving document pages
• Topic B: Modifying content

Week-5: Read Chapters 6 of textbook; do the questions at the end of chapters 6
Moving PDF content to other programs
• Topic A: Adding multimedia
• Topic B: Optimizing PDF file size

Week-6: Read Chapters 7 of textbook; do the questions at the end of chapters 7
Bookmarks
• Topic A: Working with bookmarks
• Topic B: Working with links

Week-7-10 Read Chapters 8-10 of textbook; do the questions at the end of chapters 8-10

Motion Graphics/Animation

Learn the fundamentals of compositing, animating, and creating 2D and 3D text and logo graphics. Explore key animation principles that blend graphic design theory with 2D and 3D animation theory. Develop material for motion graphic reels. Learn to design high-quality info graphics and small animations with abstractions, basic shapes, and simple drawings. Learn how to create kinetic typographies for music videos and spoken word audio. Learn basic 2D character creation and animation.

EXPLORING COMPOSITING TECHNIQUES

• About alpha channels

• Using compositing in your projects

• Working with the Opacity effect

• Working with alpha-channel transparencies

• Color keying a green screen shot

• Using mattes

CLASS SCHEDULE:
Saturday - Sunday 1pm-6pm

Advance Premiere Pro (Direct & Online)

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 SK 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 BrowserImporting 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
Loe 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

Week3
Setting up a project
Projection and units
Grid references and other coordinate system

Week4
Data sources

Digitization - introduction Survey
data - Total station data

Week 5
Cad files
CSV files - creating data in Open Office or Excel

Week6
Ordnance Survey (OS) Open Data
Editing tables

CLASS SCHEDULE:
Monday- Wednesday 9am-2pm

Quick Books and MS Office (Direct & Online)

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 Easy Step 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
Viewing Finding and Adding Items in Lists Managing Items
Creating Item Reports and Graphs Customer Vendor and Employee Lists

Week 4-5
Invoices and Sales Tax Recording Income
Collecting Sales Tax Managing Sales Tax
Managing Assets and Reports
Using the Inventory Tracking System Managing Inventory
Inventory Reports
Managing Fixed Assets
Standard Reports
Customizing Reports

Week 6 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 -7-8
Online Banking and Budgets Investigating Online Banking Setting Up
an Online Account Using the Online Banking Center Managing
Online Transactions Budgeting
Forecasting
Creating Forecasts
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

Week 9
 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
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 10
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 (Direct & Online)

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 modeler Solid Works.
Parts, assemblies and drawings.

Week 11
Sketching in Solid Works. 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.
Internship for this program is coordinated by the Office of Student Services. Towards the completion of the
program, the Career Services Manager conducts assessment interview with the student and identifies the
area of student's interest in conjunction with the completed program. This Office shall provide a list of
internship opportunities for a particular student to match his or her area of interest.

COURSE OUTLINE

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

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

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

COURSE DESCRIPTION OF REQUIRED COURSES

Psychology of Success 80 hours 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.

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 SK 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.

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.

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.

<u>Software Testing and Software Quality Assurance:</u> 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.

<u>SolidWorks: Parts, Assemblies and Drawings:</u> 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.

<u>Solid Works:</u> 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 multidepartment 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

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

Psychology of Success :80 hours 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 ference architectures for converged infrastructure.

<u>Cloud Administration:</u> 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.

<u>Career Preparedness</u>: 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:

<u>Internship</u> 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. Internship for this program is coordinated by the Office of Student Services. Towards the completion of the program, the Career Services Manager conducts assessment interview with the student and identifies the area of student's interest in conjunction with the completed program. This Office shall provide a list of internship opportunities for a particular student to match his or her area of interest.

Networking Technology (Hybrid & Online)
Standard Occupational Classification (SOC) Code 15-1241.00

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

COMPLETION REQUIREMENTS

Total hours: 140
Students who complete all assessments will be awarded a certificate of completion.

OBJECTIVES
The Networking Technology program provides skills training in networking with other people via a network of computer and connected electric devices including cable to wireless technology, router, modem, and adapter.
Students gain the knowledge and skills they need to confidently pursue their career goals for gainful employment

COURSE DESCRIPTION

This program introduces students to the use of connective systems either via optic cable, satellites, wireless connections, communication and resources in order to build infrastructure to relay information through communication, internet networking, and voice calls among others. The program focuses studies on Interconnecting Cisco Networking Devices (ICND) Part **1** and ICND Part 2. Part **1** and Part 2 are series of courses that are essentials in preparing for the CCNA Routing and Switching certification. ICND Part **1** deals with QoS, virtualization and cloud services, and network programmability related to WAN, access and core segments and the network layers 1-3 that are applicable to core routing and switching plus other advanced technologies. Other topics include the interactions and network functions of firewalls, wireless controllers and access points, along with additional focus on 1Pv6 and basic network security. ICND Part 2 deals with the Cisco CCNA® Routing and Switching certification and for associatelevel routing and switching network engineering roles that involves installing, configuring, operating and troubleshooting small enterprise network. The program also includes Certified Network Associate Security (CCNA) which demonstrates the skills required to develop security infrastructure.

CONTENT OUTLINE

Weeks 1-7
MODULE **1** NETWORK TECHNOLOGIES (80 clock hours)

This module teaches the fundamentals of networking, functions of networking, internet connectivity both for simple and medium sized networks, Network Device Management and Security including troubleshooting and backing up and retrieving configurations. Students will have an introduction on the Basic IPV6, routings and protocols, configuring 1Pv6 protocols, and implementation of scalable medium sized networking including troubleshooting basic connectivity. Students will be able to implement EIGRP-based solutions, configuring EIGRP and interfaces, design scalable OSPF design, manage and secure OSPF, troubleshoot OSPF. Students will be introduced to WAN, cable and DSL and how to configure point to point protocols on CISCO routers including verifying and troubleshooting Serial Links

Weeks 8-14
MODULE 2 CCNA SECURITY (60 clock hours)

This module teaches network fundamentals involving the principles and concept of seven-layer OSI model, troubleshooting of multiple layer problems of the seven layer OSI mode, construction and test cabling for LAN and WAN and Network access which includes IP network concepts and how to design simple networks. Students will learn the fundamentals of security for network hardware, software and data, physical security, backup procedures, firewalls, encryption, protection from virus, automating network management and configuration of these management systems; programmability and processor units creating relay logic diagrams and PLC functions and Instructions and data handling.

CLASS SCHEDULE
Sat& Sun 3:00pm-6:00pm

Python (Data Science) (Hybrid & Online)

Standard Occupational Classification (SOC) Code 15-2050

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

COMPLETION REQUIREMENTS
Total hours: 60

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

OBJECTIVES

This course is designed to teach students the basics of conducting data science and how to perform data analysis in python and how to use this programming language for developing both desktop and web applications. The students will be able to use Python for developing complex scientific and numeric applications. Students gain the knowledge and skills they need to confidently pursue their career goals for gainful employment

COURSE DESCRIPTION

This program introduces the basics of the python programming environment, including fundamental python programming techniques such as lambdas, reading and manipulating csv files, and the numpy library. The course will introduce data manipulation and cleaning techniques using the popular python pandas data science library and introduce the abstraction of the Series and Data Frame as the central data structures for data analysis, along with tutorials on how to use functions such as group by, merge, and pivot tables effectively. By the end of this course, students will be able to take tabular data, clean it, manipulate it, and run basic inferential statistical analyses.

CONTENT OUTLINE

MODULE 1: Python Programming Techniques (30 clock hours)

This module provides an introduction to data science, collection, modeling, analysis, problem solving and decision report. The nodule focuses on python which is a high level general purpose programming language and pandas which is a open source data analysis and manipulation took built on top of python programming language. Students will be able to identify the features and functions of python and install the different tools of data science. Students will be able to perform data analysis and install panda.

Module 2: Data Manipulation and Cleaning Techniques (30 clock hours)

This module discusses the process of data cleaning or cleansing in detecting and correcting corrupt or inaccurate records from a record set, table or database. This includes visualization, plotting libraries, importing data sets and installing matplotlib. Students will learn the basics of machine learning applying them to datasets and performing analysis, working with text and databases, accessing data and analyzing from the field of natural language processing.

CLASS SCHEDULE Sat & Sun - 9:00am-2:00pm

User Experience UX/User Interface UI - (Hybrid and Online)

Standard Occupational Classification (SOC) Code 15-1255.00

ADMISSION REQUIREMENTS

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

COMPLETION REQUIREMENTS

Total hours: 80

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

OBJECTIVES

This program is designed to introduce to the students User Experience (UX) Design or User Interface (UI). This encompasses discovery, evaluation and set of techniques that allow the users to meet their needs and goals effectively. Students will be able to demonstrate all the stages of the UX/U I development process such as user research, project strategy, scope, information architecture, sitemaps and wireframes.

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

COURSE DESCRIPTION

This program covers User Experience Design or User Interface. This introduces the novice to a cycle of discovery and evaluation and a set of techniques that meet the user's needs. UX Experience design is a process that includes psychology, usability, design, copywriting and analysis. Design is systematic because it is based on a set of techniques and also on a cycle of discovery. Along with introducing the student of the steps in user interface, students are also exposed to the set of techniques to be used and how these are designed to meet the goal.

CONTENT OUTLINE

Module 1 USER EXPERIENCE/ UX DESIGN FUNDAMENTALS

This module introduces the fundamentals of User Experience Design, the benefits and business goals of UX as a process. Students learn to merge UX with business needs, Implement to see if it works in real life and usability copywriting analysis, differentiate solutions vs ideas, gather requirements, build consensus and have an understanding of psychology vs culture user psychology, motivations. Students also learn design strategies, survey cards, sorting and creating user profiles devices, and principles of intuition, cognitive bias, illusion of choice, attention memory, Hyperbolic Discounting, Information Architecture, Context Methodologies.

Students will be able to design with intention and provide rationale to design, increase user engagement, how to create trust and how to create experience to change experience.

MODULE 2 USER INTERFACE/ UI

This module discusses the user interface, visual weight and how to work with visual wright in designs, alignment of line tension and edge tension and the proximity principles of design, alignments, animation,

creating usability with motion, wireframe, and layouts. Students will be able to understand usability design to UI/UX, managing user's expectation, anti-UX techniques, building the wrong products accessibility. Students will demonstrate how to motivate people to share, how to differentiate sections vs users, new vs return visitors, bounce rates vs exit rates. At the completion of the lessons, students will have project presentation.

CLASS SCHEDULE

Thurs-Fri- 3:00pm-8:00pm

Video Editing and Solidworks (Hybrid & Online)

Standard Occupational Classification (SOC) Code 27-4032.00

ADMISSION REQUIREMENTS

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

COMPLETION REQUIREMENTS

Total hours: 140

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

OBJECTIVES

The Video Editing and Solidworks program provides the students the skills to organize and edit video projects in a variety of format utilizing editing applications. Students will learn how adobe premiere and the principles of editing digital video and media management techniques including audio editing and color correction. This course may be offered to those with or without editing experience. The program teaches students Adobe Premiere video editing software and utilizing Solidworks in design changes.

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

COURSE DESCRIPTION

This program covers Adobe Premiere Pro Advanced, AutoCad and Solidworks programs in understating the principles of editing. The program allows the students to analyze time-based media works. The program covers t e Adobe CS Premiere Pro plus advanced level of Adobe Premiere (Creating CDs and DVDs). Students 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 SK and higher resolution footage with greater speed and precision without trans-coding. The course will also 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.

CONTENT OUTLINE

Module 1: VIDEO EDITING

This module covers the Adobe CS Premiere Pro plus advanced level of Adobe Premiere (Creating CDs and DVDs). This training course helps 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 SK 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.

Module 2 AUTOCAD

This module 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.

Module 3 SOLIDWORKS

This module 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.

CLASS SCHEDULE

Thurs-Fri 9:00am-2:00pm

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: 60 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 Tool bars to Enter, Edit, Save and Delete Patient Data
Navigate Menus and Tool bars to Enter, Edit, Save and Delete Financial Data
 Physician or Group Practices
Utilize PMP to Manage Financial Activities and the Revenue Cycle

CLASS SCHEDULE:

Tuesday- Thursday 1pm-6pm

Medical Billing/ Electronic Medical Records {EMR) -ONLINE
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.

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
This course teaches medical terminology, health insurance principles and practices, claims processing, medical billing, electronic medical records and relevant skills for a biller. This training also provides extensive hands-on training utilizing Medisoft and EMR.
Methodology: This is fully online class taught in a learning management system utilizing the Moodie platform. Instructional strategies include lecture via Webex, demonstration, discussion, practical application, simulation and presentations, case based format and project submission.

CONTENT OUTLINE
Week 1-2
   Course no./Title- MA105 Medical Terminologies
   Medical Terminology
   Basic Structure of Medical Terms Medical Word Parts
   Spelling /Plural
   Primary Body Systems and Related Organs Medical Specialties
   Clinical and Laboratory Tests Causes of Pathological Conditions

Week 3-4
   Course no./Title - MB/EMR100 Medical Billing Introduction
   Health Insurance Specialist
   Health Insurance Coverage
   Managed Health Care
   Revenue Cycle Management
   Processing Insurance Claims

Week 5-6
   Course no./Title- MB/EMR 110 Reimbursement Methodologies
   Commercial Insurance
   Secondary Coverage
   Group Health Plan
   Blue Cross Blue Shield
   Medicare/Medicaid
   Tri care
   Workers Compensation

Week 7-8
   Course no/Title - MB/EMR 120 Electronic Medical Records
   Healthcare Documentation
   Records Management
   Electronic Medical Record, Electronic Health Record
   Managed Healthcare
   Legal and Regulatory Considerations
   Retention of Records
   HIPAA

Week 9-10
   Course no/Title - MB/EMR 130 Healthcare Software Applications
   Healthcare Software Applications
   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 Tool bars to Enter, Edit, Save and Delete Patient
Data Navigate Menus and Tool bars 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:
Monday-Friday 9:00am-1:00pm

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 Tool bars to Enter, Edit, Save and Delete Patient Data

Navigate Menus and Tool bars 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 handson 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

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

COURSE DESCRIPTION OF REQUIRED COURSES

Psychology of Success: 80 hours 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, EMR Electronic Health Record, Office Procedures100 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.

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.

Internship for this program is coordinated by the Office of Student Services. Towards the completion of the program, the Career Services Manager conducts assessment interview with the student and identifies the area of student's interest in conjunction with the completed program. This Office shall provide a list of internship opportunities for a particular student to match his or her area of interest.

Medical Assisting (Hybrid)

Standard Occupational Classification (SOC) Code 31-9092.00

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

COMPLETION REQUIREMENTS
Total hours: 360
Students who complete all assessments will be awarded a certificate of completion.

OBJECTIVES
The Medical Assisting program provides both entry-level clinical and administrative job skills necessary to work in both front and back offices of medical clinics, medical centers, or specialized care centers. The student will receive instruction in the classroom, lab and externship sites. Students learn to prepare patients for examinations, take vital signs, and record medical histories. They will also set up the examination room, give immunizations, take EKGs, and perform various lab tests. Students will be instructed on their administrative duties, which may include scheduling appointments, maintaining medical records, billing, and coding for insurance purposes. Students gain the knowledge and skills they need to confidently pursue their career goals for gainful employment

COURSE DESCRIPTION
The program teaches students medical terminologies, anatomy and physiology, electronic medical records, medical laws and ethics, effective communication and patient education, basic computer, pharmacology and how to perform clinical and laboratory procedures. A 160 hour externship in an approved clinical facility is required towards the end of the program.

Methodology: This is a hybrid/blended format where students attend the theory components online through a learning management system via Moodie and lectures delivered through Webex and skills laboratory will be taught on campus. Instructional strategies include lecture, demonstration, discussion, practical application, simulation and presentations, case based format and project submission. The instructor provides assistance by integrating technology into instruction and emphasizes student-centered learning allowing students to take the initiative for meeting the demands of various learning tasks .. Externship is conducted in an approved clinical facility.

CONTENT OUTLINE

Course no./Title- MA100 - Medical Terminology, Anatomy and Physiology
This course provides a detailed study of the meaning of medical terms that relate to medical science and human anatomy and physiology including medical specialties, pathology as well as abbreviations used in the health care field.

        Root words, prefixes, suffixes, combining forms
        Recognition, definition, spelling, pronunciation
        Cells, tissues, organs
        Body systems: integumentary, skeletal and muscular systems respiratory, cardiovascular, immune, digestive, endocrine, urinary, reproductive systems, nervous system and senses.

Course no./Title- MA106 - EKG, CPR, First Aid, CPR
This course prepares the students for their clinical duties and emergency procedures in a medical office including guidelines for preventing accident sand perform skills in ECG/EKG, CPR and First Aid skills.

        Vital Signs taking and normal values
        CPR, First Aid Training
        Medical emergency procedures
        Infection Control
        Handwashing techniques, sanitizing, disinfecting and sterilizing
        Administering EKG
        Skills laboratory

Course no./Title - MA110 - Basic Computer Training

This course teaches standard keyboard rapidly and accurately with major emphasis on basic skill building, computer terminology, introduction to Windows, word processing, table construction, and the fundamental elements of the Internet. Students will learn computer technology in relation to healthcare.

        Introduction to Computers
        The Computer System
        Ergonomics
        Patient Confidentiality in the computer
        Windows
        Microsoft Office Suite
        Microsoft Word and Excel

Course no./Title -MA120- Medical Coding
This course teaches the basic principles and conventions of ICD-10-CM coding and illustrates the application of coding principles. Students will assign diagnosis codes using the ICD-10-CM coding system and CPT manuals.

        Diagnosis Coding Systems and Guidelines
        Coding Compliance
        Procedure Codes
        HCPCS (Healthcare Common Procedure Coding System)
        Diagnostic Codes
        Procedural coding of insurance claim
        Inpatient and outpatient settings
        Medicare administrative contracts

Course no./Title -MA122 - Medical Billing
This course provides an overview of health insurance, billing, reimbursement and payment systems appropriate to all healthcare settings and managed care, thus acquiring the competencies of a medical biller.

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
Compliance
Computerized Billing

Course no./Title - MA130 - Front Office Procedures

This course teaches the student the skills how to manage the front office of a medical clinic and perform routine office procedures.

The Medical Office
Telephone Techniques
Patient Scheduling
Working with patients and families
Barriers to Effective Communication Medical
assistant guide to patient education

Course no./Title - MA140 - Ethics and Electronic Medical Records

This course teaches the duties and responsibilities of a medical assistant within their scope of practice, electronic medical records, filing, documentation in patient files and filing techniques.

Scope of practice of Medical Assistant
Professionalism
HIPAA
Patient Care
Human Behavior
Electronic Health Records/Electronic Medical Records
Records Management
Healthcare Software Applications

Course no./Title - MA151 - Pharmacology and Administering Medication

The course serves as an introduction to pharmacology and the administration for prescription and nonprescription medications including the use of the PDR. Students will learn the different routes of administration including injections and immunizations

Drug classifications
PDRs
Prescriptions, recording and storing of medications
Nutrition
Administering medications

Course no./Title - MA160 - Clinical Assisting and Specialty Examination

This course prepares the students for their clinical duties using aseptic techniques. The students will learn OSHA standards including the chain of infection and the knowledge of infection prevention. The course
ensures that students will be proficient in taking vital signs, patient history and prepare patients for examinations.

Infection Control and Asepsis
Vital Signs and Measurements
Patient History Taking
OB/Gyne
Pediatrics

Course no./Title - MA161- Laboratory Procedures

This course prepares the student to perform a series of practical skills, phlebotomy, practice venipuncture, different laboratory procedure including urinalysis, bacterial specimen collection, cultures, and diagnostic test. They will also learn how to prepare for and assist in minor surgery and some procedures, i.e. colonoscopy, lithotripsy, endoscopic exam, occult blood screening and collection of fecal specimen.

    Phlebotomy
    Venipuncture
    Urinalysis Hematocrit
    Hematology Venipuncture
    procedures
    Collection, storage and labeling of specimen

Course no./Title - MA170 - Externship

Externship provides the students the opportunity to apply the knowledge and skills learned in the classroom in a clinical facility with "hands-on" experience. The Office of Student Affairs assists students in obtaining externship sites. These are medical facilities which will have an affiliation agreement with the school. The students shall be under the supervision of the facility representative who evaluates the students while on externship. Students must complete 160 hours of externship to graduate.

Class Schedule: Monday-Friday 9:00 am-1:00pm

Medical Administrative Assisting (Hybrid)

Standard Occupational Classification (SOC) Code 31-092.00

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

COMPLETION REQUIREMENTS
Total hours: 180
Students who complete all assessments will be awarded a certificate of completion.

OBJECTIVES
The Medical Administrative Assisting is designed to provide the students skills training in the medical front office as a Medical Assistant or Administrative Medical Assistant. Student will be obtain proficiencies in medical terminologies, scheduling appointments, office procedures, business correspondence, records management, medical coding and billing including basic computer skills.
Students gain the knowledge and skills they need to confidently pursue their career goals for gainful employment.

COURSE DESCRIPTION
The program teaches students medical terminologies, electronic medical records, medical laws and ethics, basic computer, pharmacology, medical coding and billing and office procedures in a medical front office.
Methodology: This is a hybrid/blended format where students attend the theory components online through learning management system via Moodie and lectures through Webex and. skills laboratory will be taught on campus. Instructional strategies include lecture, demonstration, discussion, practical application, simulation and presentations, case based format and project submission. Virtual laboratory provides students opportunity to work on actual patient files.

CONTENT OUTLINE
Week 1
Course no../Title- MA100 - Medical Terminology, Anatomy and Physiology
This course provides a detailed study of the meaning of medical terms that relate to medical science and human anatomy and physiology including medical specialties, pathology as well as abbreviations used in the health care field.

Root words, prefixes, suffixes, combining forms
Recognition, definition, spelling, pronunciation
Cells, tissues, organs, body systems

Week 2
Course no./Title- MA105 - Infection Control, CPR, First Aid
This course prepares the students for their clinical duties and emergency procedures in a medical office including guidelines for preventing accidents. The class also prepares students to perform skills in CPR and First Aid skills.

Vital Signs taking and normal values
CPR, First Aid Training
Medical emergency procedures
Infection Control
Handwashing techniques, sanitizing, disinfecting and sterilizing
Skills laboratory

Week 3
Course no./Title - MA110 - Basic Computer Training
This course teaches standard keyboard rapidly and accurately with major emphasis on basic skill building, computer terminology, introduction to Windows, word processing, table construction, and the fundamental elements of the Internet. Students will learn computer technology in relation to healthcare.

Introduction to Computers
Ergonomics
Patient Confidentiality in the computer
Windows
Microsoft Office Suite

Week 4
Course no./Title -MA120- Medical Coding
This course teaches the basic principles and conventions of ICD-10-CM coding and illustrates the application of coding principles. Students will assign diagnosis codes using the ICD-10-CM coding system and CPT manuals.

Diagnosis Coding Systems and Guidelines
Procedure Codes
HCPCS (Healthcare Common Procedure Coding System)
Inpatient and outpatient settings

Week 5
Course no./Title -MA122 - Medical Billing
This course provides an overview of health insurance, billing, reimbursement and payment systems appropriate to all healthcare settings and managed care, thus acquiring the competencies of a medical biller.

Professional/Physician Billing and Outpatient Billing Services
Types of Health Insurance Plans
Preferred Provider Organization (PPO), Group and Commercial
Payment and Reimbursement Methods
Computerized Billing

Week 6
Course no./Title - MA130 - Front Office Procedures
This course teaches the student the skills how to manage the front office of a medical clinic and perform routine office procedures.

The Medical Office
Telephone Techniques

Patient Scheduling
Working with patients and families
Barriers to Effective Communication

Week 7

Course no./Title - MA140 - Ethics and Electronic Medical Records

This course teaches the duties and responsibilities of a medical assistant within their scope of practice, electronic medical records, filing, documentation in patient files and filing techniques.

Scope of practice of Medical Assistant
Professionalism
HIPAA
Patient Care
Electronic Health Records/Electronic Medical Records

Week 8

Course no./Title - MA150 - Basic Pharmacology

The course serves as an introduction to pharmacology, prescription and nonprescription medications including the use of the PDR. Students will learn the different routes of administration.

Drug classifications
PDRs
Prescriptions, recording and storing of medications
Nutrition

Week 9

Course no./Title MA170 - Virtual Laboratory (Practical Experience)

This course provides the students the opportunity to apply the principles of coding and coding principles using authentic coding (coding from real charts) experiences using a variety of patient types/encounters. Students will be using logic-based encoder system.

The course requires completion of Courses No. MA 100, MA105, MA 110, MA120, MA122, MA130, MA140, and MA 150

Coding from Real Charts
Clinical Documentation
Job Outlook
Career Preparedness

Class Schedule: Monday-Friday 1:00 am-5:00pm

Clinical Medical Assisting (Hybrid)

Standard Occupational Classification (SOC) Code 31-

9092.00 ADMISSION REQUIREMENTS

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

COMPLETION REQUIREMENTS

Total hours: 280

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

OBJECTIVES

The program is designed to teach the students all aspects of supporting a medical office in providing patient care, performing clinical procedures of the medical back office focusing on medical terminologies, patient assessment, examination, diagnosis and treatment, clinical assisting, routine laboratory procedures and patient care.

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

COURSE DESCRIPTION:
The program teaches students medical terminologies, anatomy and physiology, electronic medical records, medical laws and ethics, effective communication and patient education, basic computer, pharmacology and how to perform clinical and laboratory procedures. A 160 hour externship in an approved clinical facility is required towards the end of the program.

Methodology: This is a hybrid/blended format where students attend the theory components online through learning management system via Moodie and lectures through Webex and skills laboratory will be taught on campus. Instructional strategies include lecture, demonstration, discussion, practical application, simulation and presentations, case based format and project submission. The instructor provides assistance by integrating technology into instruction and emphasizes student-centered learning allowing students to take the initiative for meeting the demands of various learning tasks .. Externship is conducted in an approved clinical facility.

CONTENT OUTLINE

<u>Week 1</u>
Course no./Title- MA100 - Medical Terminology, Anatomy and Physiology
This course provides a detailed study of the meaning of medical terms that relate to medical science and human anatomy and physiology including medical specialties, pathology as well as abbreviations used in the health care field.

> Root words, prefixes, suffixes, combining forms
> Recognition, definition, spelling, pronunciation
> Cells, tissues, organs
> Body systems: integumentary, skeletal and muscular systems respiratory, cardiovascular, immune, digestive, endocrine, urinary, reproductive systems, nervous system and senses.

<u>Week 2</u>
Course no./Title- MA106 - EKG, CPR, First Aid, CPR
This course prepares the students for their clinical duties and emergency procedures in a medical office including guidelines for preventing accidents. The class also prepares students to perform skills in ECG/EKG, CPR and First Aid skills on victims.

> Vital Signs taking and normal values
> CPR, First Aid Training
> Medical emergency procedures
> Infection Control
> Handwashing techniques, sanitizing, disinfecting and sterilizing
> Administering EKG
> Skills laboratory

<u>Week 3</u>
Course no./Title - MA110 - Basic Computer Training
This course teaches standard keyboard rapidly and accurately with major emphasis on basic skill building, computer terminology, introduction to Windows, word processing, table construction, and the fundamental elements of the Internet. Students will learn computer technology in relation to healthcare.

> Introduction to Computers
> The Computer System
> Ergonomics
> Patient Confidentiality in the computer
> Windows
> Microsoft Office Suite

<u>Week 4</u>
Course no./Title -MA120- Medical Coding
This course teaches the basic principles and conventions of ICD-10-CM coding and illustrates the application of coding principles. Students will assign diagnosis codes using the ICD-10-CM coding system and CPT manuals.

> Diagnosis Coding Systems and Guidelines
> Coding Compliance
> Procedure Codes
> HCPCS (Healthcare Common Procedure Coding System)
> Diagnostic Codes
> Procedural coding of insurance claim
> Inpatient and outpatient settings
> Medicare administrative contracts

<u>Week 5</u>
Course no./Title -MA122 - Medical Billing
This course provides an overview of health insurance, billing, reimbursement and payment systems appropriate to all healthcare settings and managed care, thus acquiring the competencies of a medical biller.

> 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
> Compliance
> Computerized Billing

<u>Week 6</u>
Course no./Title - MA140 - Ethics and Electronic Medical Records
This course teaches the duties and responsibilities of a medical assistant within their scope of practice, electronic medical records, filing, documentation in patient files and filing techniques.

> Scope of practice of Medical Assistant
> Professionalism
> HIPAA
> Patient Care
> Human Behavior
> Electronic Health Records/Electronic Medical Records
> Records Management
> Healthcare Software Applications

<u>Week 7</u>
Course no./Title - MA151 - Pharmacology and Administering Medication
The course serves as an introduction to pharmacology and the administration for prescription and nonprescription medications including the use of the PDR. Students will learn the different routes of administration including injections and immunizations

> Drug classifications
> PDRs
> Prescriptions, recording and storing of medications
> Nutrition
> Administering medications

<u>Week 8</u>
Course no./Title - MA160 - Clinical Assisting and Specialty Examination
This course prepares the students for their clinical duties using aseptic techniques. The students will learn OSHA standards including the chain of infection and the knowledge of infection prevention. The course ensures that students will be proficient in taking vital signs, patient history and prepare patients for examinations.

> Infection Control and Asepsis

Vital Signs and Measurements
Patient History Taking
OB/Gyne
Pediatrics

<u>Week 9</u>
Course no./Title - MA161 - Laboratory Procedures
This course prepares the student to perform a series of practical skills, phlebotomy, practice venipuncture, different laboratory procedure including urinalysis, bacterial specimen collection, cultures, and diagnostic test. They will also learn how to prepare for and assist in minor surgery and some procedures, i.e. colonoscopy, lithotripsy, endoscopic exam, occult blood screening and collection of fecal specimen.

Phlebotomy
Venipuncture
Urinalysis Hematocrit
Hematology Venipuncture
procedures
Collection, storage and labeling of specimen

<u>Week 10</u>
Course no./Title - MA170 - Externship
Externship provides the students the opportunity to apply the knowledge and skills learned in the classroom in a clinical facility with "hands-on" experience. The Office of Student Affairs assists students in obtaining externship sites. These are medical facilities which will have an affiliation agreement with the school. The students shall be under the supervision of the facility representative who evaluates the students while on externship. Students must complete 160 hours of externship to graduate.

Class Schedule: Monday-Friday 1:00 am-5:00pm

Additional Program

Security Guard Training
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

<u>Week 1-2</u>
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
After the Arrest
Terrorism
Ethics and Professional Conduct of a Security Guard
Introduction to computer hardware
Basic troubleshooting
Introduction to everyday software
Develop working knowledge of computer terminology
Introduction to Word Processing (creating, editing, saving and deleting documents)
Basic Networking
Internet and Internet browser /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

ESL and Basic Computer Training (Online)
Standard Occupational Classification (SOC) Code 43-4051

ADMISSION REQUIREMENTS

Interview with school and pass background check

COMPLETION REQUIREMENTS
Total hours: 110 hours
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.   Communicate some basic needs in informal conversations including simple and routine questions about personal information.
2.   Demonstrate understanding of simple personal information questions and commands or directions related to a familiar context.
3.   Use simple words and phrases about everyday topics.
4.   Perform advanced functions with email programs.
5.   Demonstrate proficient knowledge and skills in basic computer.
6.   Create, edit, save, and print documents to include documents with lists and tables.

7.   Format data and cells.
8.   Format presentations.

COURSE DESCRIPTION:
The ESL and Basic Computer Training program is designed to provide students basic competencies in speaking and reading English to be able to use the language in a variety of situations and circumstances and to learn Microsoft Office Suite. Students gain the knowledge and skills they need to confidently pursue their career goals for gainful employment.

CONTENT OUTLINE

Week 1 Learning English for Self-Introductions
Basic expressions and phrases
Self-Introductions
Informal Greetings and Farewells
Formal Introductions
Informal Introductions

Week 2 Learning English for small talks
Telling time
Telephone call
Weather Report
Ordering meals
At the Doctor's Office
Asking for directions
Calling for help
At the supermarket
At the post office
Shopping
Transportation

Week 3 Learning English for different situations
At the movies
Favorite sports
At the theater
Taking a vacation
At the pet store
Giving your opinion
Hobbies
At a wedding
Giving advice

Week 4 English Vocabulary for Computer parts
Computer Hardware and Software/Peripheral Devices
Types of computer
Anatomy of a computer
Measuring Memory

Week 5 English vocabulary for Basic applications of Computer
How a CP work
Applications affecting computer performance
RAM and ROM
Input Devices/Output devices
Secondary storage devices
Operating systems/CPU

Week 6 Keyboarding
Keyboarding shortcuts
Shortcuts using function
Control buttons, touchpads
HDMI cables, scanners

Week 7 Internet Basics
Security and Safety
Search Engines
Automatic updates

Protection against viruses and spyware
Social Media
What is copyright
What should you download or use or share
Dangers of file sharing

MODULE 2: Microsoft Office

Week 8
Microsoft Word
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 9
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 10
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 11
Microsoft Outlook
Standard email folders/Email messages; Attachments
Contacts to your address book
Calendar features
Email folders
Printing email messages

Class schedule: Monday-Wednesday 9am-1:30pm

FACILITIES AND EQUIPMENT

The main campus has adequate classrooms and offices. All classrooms are equipped with projector, central air conditioner and Internet connection. The skills laboratory for the allied health is adequately equipped with exam table, weighing scale, medical supplies and materials for students to practice their clinical skills. At the satellite campuses' classrooms are equipped with projector, central air conditioner and Internet connection.

We have setup racks with Cisco equipment at the main campus. The following equipment are available for Cisco classes:
- 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. - Chief Academic Officer/ VP for Student Affairs and acting Director of HR
Manuel Garcia – Operational Manager
Bessie Paragas-Valmores, BSMT,BSP, MEd - Compliance Officer
Matias Puchulutegui- Administrative Assistant
Dolores Alas- Administrative Assistant
Marlen Ramirez - Admin Support/IT Support
Tabitha Barron - Career Services Specialist

2023 Holiday and Vacation Schedule

New Years' Day - January 1
Martin Luther King Day - January 16
Memorial Day- May 29
Independence Day - July 4
Labor Day - September 4
Thanksgiving Day and Day after November 23, 24
Break- December 23rd to January 1st

POLICIES AND PROCEDURES

ADMISSIONS

Requirements
1. High school diploma (received from an approved high school in the US) or GED
2. Official transcript of the high school diploma or GED Certificate or equivalent
3. Be at least 18 years old
4. Interview with Admissions Representative
5. Tour of the Facility
6. Interview with Placement Department to demonstrate interest in the chosen field
7. 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 school's entrance evaluation.

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.

AAA Institute™ does not provide any visa services for foreign students.

English proficiency is required for programs with English as a medium of instruction. Students must have a 12th grade level of language proficiency. Submission of a high school diploma or GED certificate are acceptable documents to indicate proficiency. Students who do not have a high school diploma or GED certification are required to take the institution's entrance assessment.

Spanish proficiency is required for programs that are taught in Spanish. Students admitted with a valid high school diploma from their country of origin (Spanish) is an acceptable document to indicate proficiency. Students without a high school diploma from their country of origin or those that are non-Spanish diploma are required to take the institution's entrance assessment in Spanish.

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

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 Director. 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

    I.   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: 7120 Hayvenhurst Ave, Suite 204 Van Nuys, CA 91406. 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, 1747 North Market Blvd. Suite 225, Sacramento CA 95834, (916) 574-8900 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, 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. Thee-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.
- Linked In 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, miniskirts, 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.

Response Time Policy

Response time to any queries of students in an online/hybrid program must be acknowledged within 72 hours upon receipt.

Issuance of grades for homework must be done within five (5) working days from the date of submission of a project or homework for grading. Issuance of progress reports for any module or course must be done within 7 working days after the completion of the module/course/program. Student sending queries to the school is documented using the Student Project Log. School official receiving the query or request or submission must acknowledge via email.

Issuance of Books for Online/Hybrid Programs

Textbooks are issued to students within 10 days before the start of class via regular mail or maybe picked up from the school after enrollment. Log in credentials for online resources are sent to students via email immediately after completing all requirements for admission and enrollment agreement has been signed. Students are encouraged to call the Office of the Student Affairs for information.

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 ProAdvisor 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. He has experience in managing functional/ technical as well as onshore/offshore teams; was 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. He has worked in 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

Ziyad Hameed
A mechanical engineer who is proficient in SolidWorks And AutoCAD, Microsoft Word, Excel, PowerPoint, Outlook, Access, Social Media (Facebook,Instagram, and Twitter), Smart Devices: Proficient in Hardware and Software, with expertise in Computer Operation and Strong experience in technical sales and technical customer service including managing nternational and local trade show. He holds a BS Mechanical engineering from CSU. Ziyad has shown his leadership through his community in fund raisig campaigns for the homeless and impoverished.

Christine Tumangan, CCS
Medical Billing and Coding Certificate and BSN RN coursework (Class 2020). Allied Health program instructor and Academic Advisor for over 6 years. Certified Coding Specialist (CCS); Certified Coding Associate (CCA).

Toren Brown
A retired United States Navy with more than 30 years experience as an instructor and Director of Education/Program Director in medical assisting programs in various educational institutions. He is certified with the NCCT as a CMA and Phlebotomy Instructor and with American Heart Association. He has vast experience in both administrative (front office) and clinical assisting (back office). His education and training include X-ray Tech School with the US Navy, Field Medical Service School in Camp Pendleton and Hospital Corps School in Great Lakes.

Cynthia Lipkins-Scott, RN
A Registered Nurse who has been in the nursing field for over 30 years. She was an instructor for the Nurse Assistant, Vocational Nursing and RN Programs in various educational institutions including holding positions as Associate Director for VNP and Program Director for NATP. She has extensive training and experience in skilled nursing and acute care as a supervisor. She holds a degree in Nursing and teaching credentials in Health Careers and Nursing.

Syed Akhtar
A mathematician who specializes in seaborn, pandas, python. SQL and Machine Learning among others, Syed works as a Data Scientist. He is proficient in Java programming language, Tensorflow, C++. Syed is passionate in education as he continually works as a school teacher. He holds BS Mathematics& Statistics Cal State Univ and a Certificate in Data Science from USC.

Kyle Novak
A dedicated pedagogue with 6 years of teaching experience and 5 years of professional post- production work. Kyle is well-versed in both national and international multimedia production, passionate about instilling a love of post-production. He has thorough academic knowledge of the history of cinema, film theory, and modern day advancements in media technology. Novae has extensive teaching experience in fashion and cinema. He worked as a video producer and a compositor and film editor. He holds a master's degree in Fine Arts and BS in electrical Engineering and Bachelor of Science in CommunicationConcentration: Motion Pictures Filmova a Televizni Fakulta Akademie Muzickych Umeni, Film Studies. He published the Analytical Writer: Bright Lights Film Journal. Oakland. California (2014)

Syed Rizvi
A polished and seasoned professional who possesses a large spectrum of experience in various industries, including banking, multimedia, government, information technology and retail including implementation of (IT) SOX. His progressive experience in the analysis of data has grown to answer top management concerns and questions resulted in cost effective, high performance solutions to meet challenging business demands. His experience includes Chief Technology Officer where he created network of medical offices from the ground up. He held multiple responsibilities of management, technical and financial operations. He holds a BS Management.

Jesus Quintero
Charismatic and dependable Teacher with 5 years of experience delivering educational assistance and instruction to various levels of learners in Microsoft Office and Basic Computer. Committed to providing students with necessary tools to achieve academic goals, instilling love of learning and cooperative teamwork.

Alby Delgado
An experienced Project manager, trainer and educator. She has worked in the International Development sector for over 8 years, leading and coordinating projects and teams in Eastern Europe, Latin America, and West and Southern Africa. Alby is also an experienced trainer, creating and delivering training and capacity building tools in English, Spanish, and French in various topics to project beneficiaries around the world. She served as a Peace Corps volunteer in West Africa, where she taught bilingual Preschool in French, and English as a Second Language (ESL). She holds a master's degree in Public Administration and Non-Profit Sector Management from California State University, Northridge (CSUN), and BA in International Development and Sociology from the University of California, Los Angeles (UCLA).