AMFASOFT CORPORATION

Information Solutions Provide

School Catalog for Amfasoft Corporation

THIS CATALOG COVERS

January 1st 2025 to December 31st 2025

PMI® Registered Education Provider

CompTIA Authorized Partner

Main Campus
3155 Kearney Street, suite 140
Fremont, CA 94538

Branch Campus
1631 East 4th Street, suite 105
Santa Ana, CA 92701

Satellite Campus
3080 Olcott Street, suite D110
Santa Clara, CA 95054

Contact Details
Email: training@amfasoft.com
Phone: 510-770-6748
Website: www.amfasoft.com

A Message from the Director of Education

Dear Students,

As a Director of Education of Amfasoft Corporation, I'd like to take this opportunity to welcome you all.

The classes and the curriculum will be provided by our highly skilled and industry knowledgeable professors. The students will be getting the highest level of hands-on, real-world training.

We are committed to achieving the highest standard of excellence in everything we do and strive to maintain the trust and confidence of our students, customers, and clients. We believe that achieving our commitment is the key to enhancing our reputation for integrity and knowledge and building a promising future. We will continue with our best efforts to put together the building blocks of our success, and the best is yet to come.

Looking forward, the challenges are numerous in this field. With our excellent services, good management team, our dedicated staff, the loyalty, and support of our partners, we stand ready to meet every challenge.

Best of Luck! And thank you for giving us the opportunity to be a part of your success.

Sincerely

Farhana Ahmed

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Amfasoft Corporation General Information

Catalog Information

This catalog is covered for the period starting on January 1, 2025, and ending on December 31, 2025. The catalog is updated every year.

Amfasoft shall provide the public with a school catalog when requested either electronically via email or refer them to the Amfasoft website where the Catalog is available for download.

Prior to enrollment, Amfasoft shall provide a prospective student with a school catalog.

Students enrolled in California

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 the following:

Address:	1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 P.O Box 980818, West Sacramento, CA 95798-0818
Website Address:	**www.bppe.ca.gov**
Telephone and Fax #'s:	(888) 370-7589 or by fax (916) 263-1897. (916) 574-8900 or by fax (916) 263-1897

Amfasoft Corporation Holidays Closed

New Year's Day
Martin Luther King
Ramadan
Eid Ul Adha
Diwali
President's Day
Good Friday
Memorial Day
Juneteenth
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Christmas week

Main Office Hours

Monday – Friday 9 a.m. – 2 p.m.

School Facilities

The addresses where class sessions will be held are below:

Main Campus
Fremont
3155 Kearney Street
Suite# 140
Fremont, CA 94538
Phone: 510-770-6748

Satellite Campus
Santa Clara
3080 Olcott Street
Suite # D110
Santa Clara, CA 95054

www.amfasoft.com

Branch Campus
Santa Ana
1651 East 4th street, Suite # 105
Santa Ana, CA 92701
Email: training@amfasoft.com
Phone: 714-852-3633

Satellite Campus Locations

- Amfasoft offers instruction for educational programs that are approved for the main campus or a branch location.
- Amfasoft does not maintain any permanent student records at the satellite locations.
- Amfasoft does not solicit or enroll any students at the satellite locations.
- Amfasoft has leased the satellite location to conduct training during normal business hours and weekends.

Approval Disclosure

The Bureau for Private Postsecondary Education- (BPPE)

"AMFASOFT Corporation is a private institution, that it is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. An institution may not imply that the Bureau endorses programs, or that Bureau approval means the institutions exceeds minimum state standards.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 www.bppe.ca.gov, toll-free phone 888-370-7589 or fax 916-263-1897.

You can find us at www.bppe.ca.gov under approved schools

The institution is not accredited by any other accrediting agency recognized by the United States Department of Education.

Amfasoft's Financial Standing

Amfasoft Corporation is in good financial standing. This institution has no pending petition in bankruptcy, is not operating as a debtor in possession, has never filed a petition for bankruptcy within the preceding five years, or has had no petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C Sec 1101 et seq).

Mission Statement

Amfasoft aims to provide vocational courses working with industry experts and employers in the hi-tech information technology industry. The mission of Amfasoft is to provide career enhancement courses to help build the skills of qualified professionals and beginners. Our faculty and staff share in a commitment to ensuring that opportunities, programs, and services available to its students are comprehensive and structured to serve as foundations as they pursue a wide array of careers in industry, government, and service.

Amfasoft aims to bring qualified faculty who have good working experience in software industries into contact with students who aspire to develop their skills and excel in their careers. A continuous evaluation of student progress, faculty performance and the tools and techniques needed for certifications or job placement help us to constantly improve and provide a productive environment for all students.

Purpose Statement

The purpose of educational emphases chosen by AMFASOFT is to fulfill its mission and to enhance the student's ability to think critically and creatively and enable the student to apply theory and skills acquired in the student's professional life. AMFASOFT seeks to consistently achieve the following purposes:

- To guide students in adapting their knowledge, training, and skills to the workplace and to provide students with motivating services in career planning, academic advising, and financial and career services to enhance students' probability of success.

- To provide current and relevant curriculum developed, tested, and continually improved through regular outcomes assessment and consultation by the chief academic officer, faculty, administrators, business leaders, and other educators.

- To provide intensive and comprehensive instruction using both onsite and online modes of delivery that strengthen student academic achievement.

- To continually examine the evolving needs of students and employers for career-oriented higher education programs as a basis for the development of additional programs.
- To provide an interactive and collaborative educational environment that strengthens learning and contributes to lifelong educational growth.
- To provide student services that contribute to academic success, personal development, and career potential.
- Select faculty with demonstrated industry experience, advanced degrees, and teaching qualifications to deliver state-of-the-practice education; provide on-going professional development, review, and certification, especially in fostering student success through teaching and support.

Objectives of the Educational Program

Faculty

The members of the faculty work in leading software technology industries with several years of working and teaching experience and they also act as consultants in education and the software industry. This enables Amfasoft to continually adapt its course of programs to reflect the fast-growing high-tech environment.

Amfasoft faculty members possess qualities such as advanced degrees earned in engineering or computer sciences, high-tech work experiences, motivation, enthusiasm, patience, and the will to help in teaching and helping the students in their studies. The main aim of the faculty members is to provide each student with a job and career-oriented education by tailoring each student's study plan based on the student's educational background and interest. To provide students hands-on practical training experience in the learning process.

Faculty Members – Instructors for the courses

Aliuddin M. Ahmed: Founder and President of Amfasoft Corporation, has more than 20 years of experience in the IT industry and has been a programmer since 1995 and working on ERP implementation projects for Oracle Financials and Manufacturing 11i. In addition to working experience, he has more than 18 years of teaching experience. **He works closely with other instructors to develop the distance education curriculum**. He is the course coordinator for Introduction to oracle RDBMS, SQL & SQL*PLUS, and Oracle Financials and Manufacturing 11i courses. He is also the Academic Course Counselor for all courses.
Qualifications/Certifications: B. S (Engineering), MBA**,** Oracle Certified Professional, CSPO - Certified in PMP-Agile, Product Owner, Certified Scrum Master, and Six Sigma

Farhana Ahmed: Director of Education of Amfasoft Corporation. She has over 23 years of experience in the IT Industry and has been teaching Accounting, QuickBooks, Microsoft Office, Computerized Accounting, Payroll, Tax, and Bookkeeping certification courses for more than 16 years. She has been a career counselor for all the courses. She has been working as QuickBooks ProAdvisor, payroll specialist, and tax consultant for small to mid-size companies and nonprofit organizations.
Qualification/Certifications: B.S(Business Administration), M.S. in Accounting, Certification in Accounting,

QuickBooks Certified ProAdvisor, Certified Payroll specialist, Certified Bookkeeper, CTEC registered, Certificate in Forensic Accounting and Fraud Examination, Certificate in Advance Financial Reporting, Certificate in Auditing, Certificate in Managerial Accounting and Certificate in Taxation**.**

Madhuri Manikonda: Over 9+ years of experience in installation, configuration, administration, and troubleshooting of multi-vendor LAN/WAN infrastructure and security. Accredited with Cisco certification (Cisco Certified Network Professional –CCNP). Strong understanding of TCP/IP protocol suite, L2/L3 switching and routing protocols, tunneling protocols, WAN technologies. Over 4+ years of experience in Network and IT-related training. Well experienced in ISP and Data Center environments. Many years of experience in Windows NT, 2003, 2000, XP, and Linux (Redhat and Fedora distros).
Qualifications/Certifications: Masters in Computer Engineering, Bachelor's in Information Technology, CCNA Security, CCSP (in progress), CCNA, CCNP, Juniper Netscreen Firewall certification.

Prasad Kambampati: Over 15 years of functional experience and over fifteen years of SAP experience. He knows the mapping of Business Processes onto SAP, Performing GAP Analysis, Prototyping, Integration Testing, offering Legacy Data Transfer guidance, and providing extensive training to core group members and end-users. Involved in SAP R/3 assignments from release 3.1 G through ECC6.0 global/regional rollouts, support/Maintenance with expertise in and Proficient in the usage of ASAP Methodology.
Qualifications/Certifications: BE, Mechanical Engineering

Ajit Kumar Dwivedi: Over 20 years of strong and proven Financial Management and Information Systems experience. Over eight years of experience in SAP FICO design, documentation, configuration/customization, training, testing, cutover, and support. Good understanding of US GAAP, IFRS, multi-currency payments, and taxes. Possess good analytical, communication, interpersonal, customer relationship, people management, and project management skills.
Qualifications/Certifications: BS – Accounting, Finance and Banking, and MS – Computer Information Systems. SAP **FICO,**
Certification, ITIL

Ahsan Hameed: Over 24 years of experience in Project Management. Developing and Driving project plans for increasing Service Sales Developed and executed detailed integration and Change Management plans for all tracks including Sales forecasting, Deal management, financial reporting, GTM (Go to Market) Channel framework, Service migration in the Sales Integration of the acquired company's Products and Services (Merger and Acquisition). Coordinated Change Management activities across other workstream Product Technology Introduction, Marketing strategy, Services, Sales Order ability, and Supply Chain, and Business Unit readiness. Design survey system to get staff feedback on the effects of Changes in system and tools
Qualification/Certifications: MS Industrial and System Engineer. Project Management certified

Touqeer Syed: Over 12 years of SAP consulting experience including 6 years of end-to-end implementation experiences with a focus on configuration and testing the SAP FICO module components, including New GL accounting, accounts payables, accounts receivables, customizing vendor/customer, master records, account groups. Has worked on SD and MM consultants for integration with FI. Also configured revenue account determination for the SD billing process.
Qualifications/Certifications: BCom and MCA

Rashad Mehmood: MCS graduate with more than 13 years of professional strength and experience providing services for IT networking and data communication which include configuration of CISCO switches and routers, Domain controllers, Virtualization, and various types of servers in a corporate setting. Providing outstanding services and proficiency in setting-up, troubleshooting, and managing IT systems. Also, I offer knowledge, experience, and excellent analytical and organizational skills.
Certification: **MCP** (Microsoft Certified Professional), **CCNA 2007** (Cisco Certified Network Associate CCNA), **CCNP** Training (Cisco Certified Network Professional), **MCSE** Training (Microsoft Certified System Engineer), **ADT** Training (Applied Diploma in Telecommunication), **Computer Fundamentals** (Win XP)
www.brainbench.com **and JCP** Training (Java Certified Programmer)
Qualifications/Certifications: BS, MCS

Organization and Administration staff

Neelima Kallam **Magdy Galal -** Senior Administrator/ Proctor
Rida Ahmed
Administrative Assistant/Proctor

Local Activities

Amfasoft attends local job fairs and works with high tech companies in the bay area to look out for job opportunities for our students. The City of San Jose Work Force Investment Board also recognizes Amfasoft as a leading Training provider. Amfasoft also provides its facility space for corporate meetings, corporate training, seminars, and other events. This also helps to determine the current trends in the market and the upcoming technology areas where there is a lack of a skilled workforce.

Class Schedule and Timings

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

Weekday class timings are:
Morning Class timings: Mon – Fri 10 a.m. – 2 p.m.
Afternoon class timings: Mon – Thurs 2 p.m. – 6 p.m.

Weeknight class timings are:
Mon – Thurs 5:30 p.m. – 8:30 p.m. or 5:00 p.m.-8:00 p.m.

Weekend class timings are:
Saturdays & Sundays
Morning: 10 – 1 p.m.
Afternoon: 2 p.m. – 5 p.m.

Online Lecture and Lab Hours: 24/7.
Online Lecture - The student will be provided zoom meeting ID

Office of Student Assistance

"The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, option #5 or by visiting osar.bppe.ca.gov"

Facility, Equipment, and Instructional Materials

Amfasoft school locations have easy access to public transport and the facilities are well equipped with student desks, conference tables, study areas, labs, and lunch areas. The classrooms are well lighted, air-conditioned, and noise-free to give the students a professional environment during their study. Each location has multiple classrooms and the total area of the main and a branch location is approximate about 2000+ square feet each.

Equipment, Instructional aids, and Maximum students per class

All classrooms are equipped with computers and monitors, the latest laptops, overhead projectors and screens, free Wi-Fi access to help the students get as much hands-on practice as needed. Our locations have a minimum of 10 laptops and each student gets assigned a laptop to work. The student can also bring their laptops in case they wish to work on their systems. All programs at Amfasoft are Instructor-led and the instructor provides clear details on the agenda to be covered during each class. The following are some of the instructional aids provided in the class.

1) E-books or hard copies of books. Some vendors of programs like Oracle provide e-books which are electronic pdf documents and other vendors have hard copy material. Therefore, where applicable the student is either provided an e-book or hard copies.
   The course material provided to students is carefully selected through the suggested books from major vendors like Oracle, Cisco, Intuit, Microsoft, PMI (Project Management Institute).

2) PPT (PowerPoint) presentations. Our instructors use PowerPoint presentations to provide a summary overview of the topics to be covered in each class and provide soft copies for student review during their research or lab time.

3) Overhead projectors. High lumen state of the art overhead projectors is provided in each class so that the instructor can connect his laptop and demonstrate the labs or the course material during each class.

4) Web-Ex, Go-to meetings. A few classes are also recorded on WebEx so that the student can review the whole class session during their research or lab time.

5) Whiteboard and Easels- This is the traditional way of teaching which is highly effective in putting a picture into the student's mind that helps the student to visualize and remember for a long time.

6) Interactive Workspace: Some instructors also use 'Interactive Workspace' which provides a digital whiteboard where instructors can write as though they are writing on a whiteboard and then save the class notes as pdf copies and mail to students. This helps the student to save time in taking notes and concentrate more on the explanation.

7) Laptops/Desktops: Latest technology laptops and desktops with widescreen monitors are also provided to those who do not have such systems.

   Hands-On Practice: A great emphasis is given on hands-on practice in addition to instructions in class to help the students gain confidence and be motivated in class.

The following are the hardware equipment configuration details used by students and instructors.

FACILITIES AND EQUIPMENT

Facility Details:

Training Classrooms
The training facility has 3 training classrooms each location equipped with the details shown below.

- A presentation computer station with Internet access, VCR and DVD players, and connections for laptops and iPods
- Full-featured computers with the current operating system or software on the market
- Computer workstations with flat-panel screens
- State-of-the-art sound systems, Podiums and flip charts, Wireless access
- High-resolution, 3000-lumens projectors, Easel, Whiteboard
- Zoom meetings

Lunch Area:
Students have access to the lunch area with a refrigerator, coffeemaker, microwave, tables, and chairs.

Other Rooms:
Additionally, there is a conference room for group discussions and an interview room for one on one discussion. Students utilize the lab facility with full-featured laptops and desktops to do the labs and exercises. The course related reference books are available on a marked bookshelf to all students when they are in the facility.

Equipment Details

#	Equipment Details (# Qty)	Description
1	Desktops – Dell/19" Monitors	**Dell Optiplex 755USF 3.0GHz 2GB 160GB DVD Win 7 pro FAST. This system with a 19" monitor is ideal for students to perform all lab exercises and testing.**
2	Desktop s – HP / 21 " Monitors	**HP Pavilion P7-1380T Desktop, Intel Core i5-3330 3GHz, 12GB Ram, 1TB, DVDRW, Win7. The system is ideal for download, install, and configuration of high-end software.**
3	Desktop s – Lenovo / 21" Monitors	**Lenovo ThinkCentre M92p (500 GB, Intel Core i5, 2.9 GHz, 4 GB) PC Desktop.**
4	Laptops - IBM T42/43	**15" IBM ThinkPad 2.00GHz 2.00GB Mem 60GB HDD WiFi Win 7 Pro. Ideal for students for usage to complete lab exercises and follow the instructor during class.**
3	Laptops – Lenovo	**Lenovo 15" Core i5 2.5Ghz 4GB 320GB WIN 7 Pro**
2	Projectors – View sonic	**HD 1920x1080 3000 ANSI Lumens HDMI Brilliant Color**
1 1 1 1 1	Cisco Switches – 3500 Cisco Switches – 3550 Cisco Switches – 2950 Cisco Routers - 2600, 2500 series for lab exercises. Cisco Routers – 2800 Series.	**Cisco Catalyst WS-C3550-48-SMI 48-Ports 10/100 L3 Managed Ethernet Switch.** **Cisco 2600 Series FULLY LOADED 2610 Router having 16MB Flash, 64MB RAM, 1 Ethernet port, 4 Serial ports (USE AS FRAME-RELAY SWITCH).** **Cisco 2600 Series 2610 Routers having 16MB Flash, 64MB RAM, 1 Ethernet port, 2 Serial ports** **Cisco 2500 Series 2501 or 2503 Router has 1 Ethernet port, 2 Serial ports OR having 1 Ethernet port, 1 ISDN, 2 Serial ports** **Cisco 2900 Series 2924 Switch having 24 Fast Ethernet Ports.** **Back to Back Serial Cables to connect Routers** **The Cisco 2811 integrated services router efficiently accomplishes your small-to-medium-sized businesses' IP communications needs. Connect to the network through the**

		equipped 2 x 10/100 Fast Ethernet ports of this Cisco wired router. With the support for Network Admission Control (NAC), this Cisco 2-port router limits the access to the network to prevent the introduction of computer viruses. This Cisco wired router also protects your network connection from intruders with its support for stateful Cisco IOS Firewall. With Survivable Remote Site Telephony support, this Cisco 2-port router provides local call processing privileges in small offices. With the Secure Sockets Layer (SSL) feature, the Cisco 2811 router provides security for web transactions by handling authentication, data encryption, and digital signatures
1	Cisco Security Equipment: ASA 5510	The Cisco ASA 5510 Adaptive Security Appliance delivers advanced security and networking services for small and medium-sized businesses and enterprise remote/branch offices in an easy-to-deploy, cost-effective appliance. These services can be easily managed and monitored by the integrated Cisco ASDM application, thus reducing the overall deployment and operations costs associated with providing this high level of security. The Cisco ASA 5510 Adaptive Security Appliance provides a high-performance firewall and VPN services and five integrated 10/100 Fast Ethernet interfaces. It optionally provides high-performance intrusion prevention and worm mitigation services through the AIP SSM, or comprehensive malware protection services through the CSC SSM. This unique combination of services on a single platform makes the Cisco ASA 5510 an excellent choice for businesses requiring a cost-effective, extensible, DMZ-enabled security solution.
1	Canon Multi-Function Laser Printers (3#)	**Canon imageCLASS MF5950DW Laser Multifunction.** With a high printing speed of 35 ppm (black), the Canon MF5950dw printer is capable of meeting your growing business demands. This Canon laser printer, with its 600 dpi optical resolution, yields printouts with superb colors, finish, and rich image quality. You can wirelessly connect your PC to this all-in-one printer and transfer files, thanks to its built-in Wi-Fi connectivity. The ADF in this Canon laser printer lets you process several pages at once without having to manually reload each page. An Auto-duplex print feature in the Canon MF5950dw all-in-one printer enables printing on both sides of the paper, thus reducing costs as well as time. This Canon laser printer with a 5-line LCD screen displays a preview of the document/images being printed, scanned, copied, or faxed.
2	Security Cameras/Equipment	Swann 8 Channel Security camera
1	Racks –	Racks to mount the servers
2	Netgear Routers.	Netgear routers provide remote connectivity to students who can log in from home to complete their exercises.
15	Student Tables	Student tables for class
15	Student Chairs	Comfortable student chairs
1	Bookshelves	For the student library.
2	Cabinets and Lockers	To store Student material in lock and key.

ADA Compliance

Amfasoft provides reasonable accommodation to students, faculty, and staff with disabilities in compliance with the American Disabilities Act of 1990 (ADA) and related state and federal laws. The building locations have ADA compliant restrooms, building interior pathways, and parking spaces. Amfasoft does not discriminate against qualified individuals with a disability in any of its programs or activities.

State Licensure Requirement

Students graduating from Amfasoft Corporation DO NOT REQUIRE STATE LICENSURE of any kind. Hi-Tech companies have established an in-private industrial-based Certification system and employers review the results of these certifications to determine the skillset of a prospective candidate looking for employment. The educational programs at Amfasoft are not designed for any Licensure requirements of this state.

Admission Policies

Admission Requirement

To enroll in any course, an applicant must have good oral and written communication skills in the English language. The applicant should have basic computer knowledge. To satisfy the admission requirement, a course coordinator will interview verbally with the student to test her/his skills. The minimum level of education required is a high school diploma.

Admission into the school requires the prospective student to have a High School Diploma or a General Education Diploma (GED), or be at least 18 years of age and pass a U.S. Department of Education approved ability to benefit test.

Admission for the course will be based on the prerequisite of the course for which the student is interested in joining. The course counselor will take an oral or written test that is designed to measure the student's ability to be successfully trained to perform the tasks associated with the occupations or job titles to which the program of instruction is represented to lead. The student's performance on the test must demonstrate that ability.

Amfasoft has not entered into an articulation or transfer agreement with any other college or university.

Note: Amfasoft administers all its programs without regard to race, ethnic origin, age, or sex. Amfasoft confronts and rejects all manifestations of discrimination in its education policies, admission policies, and other school-administered programs.

"As a prospective student, you are encouraged to review this catalog before 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."

Admission requirements and Policies for International Students

- Amfasoft through its advertising literature, documentation, and material on its website makes no claim or guarantee that admissions to Amfasoft will grant any international students a US Visa. Any international student with legal status in the US and who have entered the US on their own will be granted admissions if they meet Amfasoft's admission requirements along with program pre-requisites.
- High school documentation from a country other than the US must be translated and evaluated to US School Diploma and certified to be at least equivalent of a US high school diploma by an agency that is a member of NACES (National Association of Credential Evaluation Services) or AICE (Association of International Credential Evaluators).

Disclosures for Potential Students

- Amfasoft's mode of instruction is in English Language only.
- Amfasoft does not offer any program or instructions other than the English language.
- Amfasoft does not provide visa services to any prospective or new students.
- Amfasoft's minimum admission requirements also include a standard level of English language proficiency which includes reading, writing, and speaking in English. Amfasoft will accept any available documentation of language proficiency such as TOEFL.
- All onsite programs are taught at our institution's main, branch, or satellite locations by our experienced instructors.

Housing Services policy/Information

Amfasoft has no dormitory facilities under its control. Amfasoft takes no responsibility to find or assist a student in finding housing,

Students looking for dormitory facilities have to utilize available online or any personal resources they have and make possible arrangements. The region has adequate local housing which can be located using a variety of rental websites. An internet search (http://www.rentinsanfrancisco.com/) or (http://www.apartmentfinder.com) reflected an estimation of the approximate cost or range of cost of the housing within a ten-mile radius of Amfasoft campuses was $2500 - $3500 per month. Similarly, average hotel rates which are in proximity (within a 10-mile radius) to Amfasoft campuses in the Bay Area, California (San Jose, Fremont, SFO. Gilroy) on **Priceline.com** are from $85 to $150 per night depending on the star rating of the hotels.

Academic Standards and Requirements.

To apply for admission to the course, an applicant is required to attend the orientation and apply form before the start of the course.

Prospective students must meet specific admissions criteria and provide documentation to provide evidence that can meet these requirements before the school will accept their enrollment application. In addition to general admissions requirements, the candidate will need to meet certain course or program-specific pre-requisites that are listed in each program.

The general admission requirements are stated below and the pre-requisites for each program can be obtained from the school catalog, website, or Admissions office.

General Admission requirements:

- Complete Enrollment Agreement for Admission.
- Registration Fee ($75 non-refundable).
- Provide copies of school or college transcripts.
- Foreign language high school transcripts must be translated into English language and certified by an agency that is a member of NACES (National Association of Credential Evaluation Services) or AICE (Association of International Credential Evaluators).
- Financial statements if applicable.
- Copy of 2 forms of identification.

Note: - For students who cannot provide a high school diploma or equivalent transcripts, they must complete and successfully pass the Ability-To-Benefit test (ATB) by Wonderlic to be enrolled.

Ability-to-Benefit Test Requirement

If the prospective student has only a high school diploma or certificate or if the student is not able to provide copies of the high school diploma or equivalent due to unforeseen reasons like loss of records due to floods, fire, or inability to procure records for home school students, then Amfasoft will require students to attempt and pass the Wonderlic Basic Skills Test to evaluate their ability-to-benefit from the program. The course coordinator based on the prerequisites and the test results will recommend a student to start with a more basic course that will build the foundation.

Disclosure: Wonderlic, Inc. is an independent and privately held company headquartered in Vernon Hills, Illinois, and a founding member of the Association of Test Publishers. The Wonderlic Basic Skills test is approved by the US Department of Education and it measures basic verbal and quantitative skills. It consists of the following:

1. WBST Verbal Form VS-1 (sealed booklet from Wonderlic)
2. WBST quantitative form QS1 (sealed booklet from Wonderlic)
3. Scantron – to mark answers for both the above tests.

Each test is time for 20 minutes and answers have to be marked by lead pencils on the scantron sheet. Candidates will be given the sealed booklets when they are ready to take the tests. Candidates can register online on Wonderlic and take the Ability-to-benefit exam.

After test completion, the Amfasoft admissions representative will collect the tests taken and information that students that the results will be conveyed after Amfasoft completes the scoring the test results through the Wonderlic website.

Admission Procedures

- Inquiring applicants will call or drop-in at Amfasoft main or branch office and schedule a visit to meet with the School Admissions representative to go over the course and program details.
- Inquiring applicants receive a campus tour and they are shown the school catalog and performance fact sheet for their review.
- The admissions representative tries to answer all the questions from the applicant and gives an overview of the interesting programs and curriculum.
- In case the applicant desires to talk to the instructor to get further information then Amfasoft will schedule the call.
- Applicants are scheduled for an entrance examination. (If applicable).
- The admissions representative discusses the financial details, payment methods, installments terms, and plans with the applicant.
- When visiting the school, the applicant has an opportunity to complete the application for enrollment and the admissions representative explains the steps for the enrollment.

Enrollment Agreement

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

The school reserves the right to refuse admission before or following enrollment if the applicant becomes ineligible as determined by the policies of the Amfasoft team or the School Director. Meeting minimum requirements does not guarantee admission to Amfasoft. Final acceptance or denial is determined by the School's Director, subject to the applicant's right of appeal or request for consideration as a special exception. A special exception is considered when the student does not meet established criteria for admissions but shows a strong motivation to learn and succeed and the Amfasoft instructor agrees that the student will be able to understand the class enrolled.

Orientation Day

All new students are invited to attend the new student orientation offered before the start of the course. Students who are enrolling for the course must pay the registration fee of $75.00 to reserve the seat with the course fees. At the orientation, each new student receives an orientation package. The new students meet with all the administrative staff members, course instructors, and course coordinators and are informed of the staff's duties.

Registration

- Registration is complete when the fee is paid. Amfasoft is not responsible for billing students.
- Tuition fees are due and payable in full at the time of orientation unless the student has signed up for the tuition payment plan.
- Working professionals who receive tuition reimbursements from their employers may follow Amfasoft special payment plan by submitting required documents to the Amfasoft Office before registration.

Grounds for Probation: Unsatisfactory Academic progress
Notice of Admission

Applicants are notified of their acceptance when all materials, documents, and credentials have been received and processing is complete.

Students who register on the orientation will be given the notification of admission status on the same day. Those who register over the phone will be notified by email or a phone call.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Amfasoft Corporation is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the **(degree, diploma, or certificate)** you earn in the (the **educational program)** is also at the complete discretion of the institution to which you may seek to transfer. If the certificates that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Amfasoft Corporation to determine if your (**credits or degree, diploma, or certificate)** with transfer."

Transfer Of Credit/Award Of Credit

Amfasoft Corporation does not authorize transfer credits from other schools through contractual agreements or articulation agreements at this time. However, students that have completed a portion of our programs at other State-approved or accredited schools will be allowed to transfer credits. The school policy to award transfer of credit will be based on the credit evaluation or an assessment test may be provided to the student. Transfers will be allowed at the sole discretion of the school management. However, students must complete 65% of the program at AMFASOFT Corporation to be considered for graduation.

Process of Evaluation of Transfer of Credit

Amfasoft Corporation primarily offers vendor-based programs. Most of the curriculum and syllabi are developed by leading vendors in the IT industry. Many post-secondary schools offering computer education have developed similar programs from the same vendors. However, some schools have either modified the curriculum or updates are not fairly applied. As a result, Amfasoft Corporation performs a topic by topic evaluation of the curriculum completed at the other schools. The other school's reputation is also taken into consideration. In some cases, if the Director of Education does not find satisfactory evidence of course completion, the Director may request an additional assessment test from the student to determine the transfer of credit. The school has the right to deny the transfer of credit if the school does not find satisfactory evidence of course completion by the student from the other school.

Policies for Prior Experiential learning

Amfasoft Corporation does not recognize acquired life experience and prior experiential learning as consideration for enrollment or granting credit towards any of its degree or certificate programs.

Provision to Appeal

Report from the Director of Education may be considered final, however, students do have a right to appeal if they think that the evaluation and assessment tests may not be done correctly in that case School's Director will again review all final reports submitted by the student and may schedule an interview with the student. The final decision and award of credit will be completely at the Director's discretion. The student will be informed of the school's decision.

Charges to Evaluate the Transfer of Credit

Currently, Amfasoft Corporation does not charge for evaluation and assessments of Transfer of Credits.

Clock Hours / Credit Hours Or Units

Amfasoft Corporation only offers clock hours for all its programs and does not convert clock hours to credit hours. Each clock hour is a minimum of 60 minutes/1 hours of instructor-led class lecture.

Increment required completing the program

The maximum increment a student will be allowed to complete the program is not more than 1.5 times or 150% of the standard length of the program. If a student does not complete the program within that increment time frame, then the student will be dropped from the program.

Learning Resources and Procedures

Amfasoft learning resource system includes electronic resources, e-books, project data available online for download, internet research databases, blogs, and subscriptions to technology websites and web forums. As all the programs that are taught at Amfasoft relate to technology vendors, most of our learning resources used by instructors and given to students are available on the internet for student access. For certain courses, Amfasoft has specific license agreements to provide vendor-specific e-books or hard copy books that have both study and lab material.

Procedure to Access Learning Resources

The learning resources used by instructors and provided to students are available through the internet for student access. Students can use these resources while they are on the school's campus or gain access remotely from home. In addition to online resources, Amfasoft has installed workstations (Desktops or Laptops) with exam preparation software that prepares students for certification exams if they choose to take the tests. These tests can help evaluate the student's academic progress in the class and help the student as an assessment tool to check their progress in the class. The learning resources also contact projects that students must complete to graduate certain courses.

Instructors can also keep track of the student progress by using these online resources, to check how many labs, assignments, or tests they have taken by utilizing these resources.

Standards of Satisfactory Academic Progress

All students must maintain satisfactory progress at Amfasoft. A student is required to complete his/her course within the program period to receive a course completion certificate The progress of each student is monitored and graded at the end of each module of a program using individual progress reports that include the cumulative grade. The grade of the student is evaluated in the middle of the course based on in-class assignments, take-home assignments, lab exercises, midterm exams, written and verbal quizzes/tests, and attendance. Each module in a program is divided into instructor-led class hours, and time spent on reading and lab exercises. At the end of each module, the program's academic progress will be measured for each student. A student should complete half of the clock hours for the course enrolled and have attended for half of the course.

To maintain satisfactory academic progress a student must meet the following at all times:

- Have a grade of C/70% or better.
- At the end of the first academic evaluation period, the student must have turned in all assignments and lab work and completed around 60% of all coursework. The student demonstrates enough motivation and progresses at a satisfactory rate towards completion of the program.
- Complete the program within 1.5 times of the published program length.

The student will be put on Academic Probation at the start of the next module of the enrolled program if he/she fails to meet the Standards for Satisfactory Academic Progress at the end of the first academic evaluation period.

Grading Policy and Academic Standards

Grades: Approximately two weeks after the end of the course, grade reports will be printed for the students to give in the class. Grades are not given out over the telephone.

The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade and a point grade. The evaluation form reflects the overall attendance and academic progress of the student. The student must maintain a "C" (70%) average to maintain satisfactory academic status.

Certificate Programs [A = 90-100%, B = 80-89%, C = 70-79%, F=69% or below and others below]

The following symbols shall be used in evaluating student performance. The symbols reflect the quality of the student's accomplishment relative to the standards set for each course.

A	=	Highest level, showing excellence
B	=	Performance is good, but not the highest level
C	=	Performance is satisfactory
D	=	Performance is not satisfactory. Need to improve
F	=	Fail. Course requirements have not been met.
I	=	Incomplete grade is issued with the approval of the instructor. Completion of coursework and grade conversion must follow the Academic policy in effect.
S	=	Satisfactory performance for the course
P	=	Pass.
NP	=	(Not Pass) student did not pass the course offered on Pass/No-pass basis. The student made unsatisfactory Performance
IP	=	Performance is in progress. The final grade is not yet given.
W	=	Withdrawal. Students are permitted to drop a course after the drop deadline.
UW	=	Unauthorized Withdrawal. The student did not withdraw from the course but failed to meet attendance and course requirements. UW grade equals "F" grade.

Grades assigned by instructors must conform to individual policies as stated in the course syllabus. A grade submitted by an instructor is considered final and may be changed only for one of the following reasons:
1. Error in recording a score for a student product (lab, exercises, test, quizzes, etc.)
2. Miscalculation of a score, including the cumulative score for the course.

All requests for grade changes must be submitted to the Office within two weeks following the date of issuance of the grade in question.

Attending a class without officially registering in the class violates the Amfasoft attendance policy.

Dropout and Leave-of-absence policies

Dropout: A student may drop out of courses without any penalty after the first lecture. Refunds for the regular add/drop of course will be processed within 30 days of the student's withdrawal, termination date, or the specified time. The student will remain obligated to the school for all the unpaid tuition, fees, and other amounts charged under the agreement or otherwise that are not subject to refund.

Leave-of-absence: Only allowed with prior notice or in case of emergency. If the student does not show for 2 lecture classes without notifying Amfasoft then he/she will try to make up the missed lecture from other students or

try to go over the course material by them. The instructor will not arrange a makeup class for the students from whom they have not received any notice of leave-of-absence from the course.
The student's withdrawal or termination date will be the student's last date of recorded attendance at the school. If the school determines, in its sole and absolute discretion, that the student's withdrawal or termination from the program during the course was the proximate result of the student suffering from incapacitation, such as

1. Illness
2. Accident
3. Death of a close family member or
4. Similar circumstances.

The school will determine whether to increase the refund amount specified above of the tuition and fees received by the school from the student for the course.

NOTE: Any outstanding fees owed to the school by the student will be deducted from the tuition refund.

Attendance

Full attendance in class is required for all students taking courses at Amfasoft. Students must attend all lectures except for an emergency or illness. No student is allowed to miss more than 2 lecture classes of the total class hours. In case of emergency or prior notice from a student about missing a lecture, the student will be given a chance to make up in the other classes running in parallel at current or other Amfasoft training campuses based on space availability. The student bears the responsibility of attending the lectures and must accept the consequences of failure to attend the class. The student will be put on probation if he/she is absent for 3 or more lecture classes of the program enrolled.

Tardiness

In case of emergency or prior notice from a student the instructor will allow him to come late to the class, but no student will be allowed to go more than three absences in the whole course program. Students will not be able to keep up with the course work and instruction in the class if he/she is continuously tardy. The student will be asked to take counseling from the Academic Counselor and the Counselor would decide further action. This would be either to drop from the course or to make up for that particular course running in parallel at current or other Amfasoft campuses. The student will be put on probation if there are more than 3 unexcused tardies.

Probation and Dismissal Policies

Probation Policy: -Probation is a formal disciplinary action for thirty (30) days following a cause, e.g. Unsatisfactory Academic Progress, tardiness, or poor attendance in class. Any Probation should be considered the last opportunity for a student to demonstrate improvement and willingness to fulfill his/her academic obligations. It is important to understand that a student on probation must take the opportunity to address the cause for the Probation action within the thirty (30) day Probation period or be subject to immediate interruption or termination from the school for any school policy infraction while on Probation. Students seeking assistance with any issue(s) are encouraged to speak with their instructor or directly with the School Director.
Students who are on Academic probation must agree with and sign a written academic plan developed and approved by the School Director which documents that the student will be required to attain CGPA and rate of progress milestones by the next evaluation point or designated point in time. The probation period will typically be the duration of one module, during which time the student will be allowed to raise his or her CGPA to a minimum of 70% and/or meet the 66.67% completion requirement. The academic plan will enable the student to return to satisfactory academic progress status.

Dismissal Policy: Students on probation who fail to meet the school's satisfactory academic progress by the conclusion of the probationary period will be terminated at the discretion of the institution. A terminated student may re-enroll after having a session with the school counselor. Amfasoft School director must approve the enrollment before it takes effect.

Rules of Operation and Student Conduct

Student Discipline

At all times when a student is on Amfasoft campuses, they shall conduct themselves in an amicable and considerate manner and attend classes in an orderly manner. Disruptive behavior, including but not limited to cheating, harassment, fighting, use of profanity, and stealing is not acceptable and may lead to probation or termination from Amfasoft.

- The use of cell phones is not permitted during lecture time in the class.

Inappropriate conduct by students is subject to probation or expulsion and dismissal from the course. The Applicable parts are as follows:

- Cheating or plagiarism in connection with an academic program.
- Forgery, alteration, or misuse of Amfasoft documents, records, or knowingly furnishing false information.
- Physical abuse on or off Amfasoft premises to the property or person.
- Theft or non-accidental damage to Amfasoft property.
- Knowing possession or use of dangerous chemicals or weapons.
- Engaging in indecent or obscene behavior in person or by correspondence.
- Violation of any rules and regulations set by Amfasoft, a notice of which has been given before such violation and during the course study program in which the violation occurs.

Student Complaints/Grievances Policy & Procedure

Every student has access to a formal complaint process if so needed. If a student has a problem or concern of any nature regarding any aspect of Amfasoft whether it is with personnel, course of study, or general policies, she/he has the right to file a complaint form. A student may complain by communicating orally or in writing to any instructor, administrator, admissions personnel, or counselor. The recipient of the complaint shall transmit it as soon as possible to the School Director to resolve complaints and shall attempt to resolve complaints related to that person's duties. The student will be encouraged to communicate the concern in writing to the office of Amfasoft. The Administrative office will act to bring a final resolution to the stated complaint. If a student delivers the complaint in writing, Amfasoft shall within 10 days of receiving the complaint provide the student with a return response including the summary of the investigation and if a complaint is rejected, the reasons for the rejection are also provided.

Designated Personnel: Amfasoft has designated the School Director to receive and resolve student complaints. The school director is regularly accessible during normal business hours: Mon-Fri 9 am to 6 pm.

Students may submit their complaints at the following address:

Attn: School Director/Registrar - Amfasoft Corporation
3155 Kearney Street, Suite #140, Fremont, CA 94538, or email: farhana@amfasoft.com.

Procedure: Students Rights and Responsibilities

1) The student has the right to state his/her complaint to the program instructor
2) A student may complain* in writing (via email/letter/Amfasoft Complaint Form) and submit it to the instructor, administrator, admissions representative, or counselor.
3) The student has the right to submit a written complaint directly to the School Director.
4) Students are required to state his/her complaint, sign, and date the complaint form. Students may propose a solution(s)* to their complaint and state those in the complaint form.
5) Amfasoft will respond to the student's complaint in writing within 10 days from the date the complaint was received.

6) Amfasoft's designated personnel (Registrar) will take actions which may include but will not be limited to the meeting(s) and interviewing involved individuals, reviewing all documents, conducting an investigation, holding an informal hearing, or other appropriate investigative activity.
7) Amfasoft will propose a resolution to the student within 25 days after receiving the complaint. The student will be informed of the proposed resolution in writing (via email or letter).
8) The student has a right to disagree with Amfasoft's proposed resolution. In such a case, the student may directly contact the Chief Academic Officer, Chief of Operations, and the Director of Amfasoft seeking the resolution of the filed complaint.
9) Amfasoft Corporation and its officers will take all possible actions to resolve the complaint within 30 days after receiving the complaint from the student.

Verbal Complaints: Please note that a verbal complaint does not qualify under this provision for any actions from Amfasoft Corporation. All complaints must be submitted in writing so that they can be addressed promptly. Amfasoft may either resolve the verbal in an appropriate manner or after thorough investigation reject the verbal complaint.

Registrar's Authority and Duties: Record a summary of the complaint, its resolution, and the reasons for the complaint, place a copy of the complaint summary and its resolution, along with any other related documents, in the student's file, and make an appropriate and dated entry in student complaints log. For any unresolved complaints, the Registrar has the authority to recommend possible solutions to resolve the student's complaint to the Director of the School.

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

Policies Regarding Record Retention

Record Retention: Educational Records are kept in a fire-resistant safe cabinet at the Fremont main Administrative office located at 3155 Kearney Street, Suite # 140 Fremont CA 94538. The educational records are all files, records, or documents maintained by Amfasoft, which contain information directly related to the students. Example of education records is the general inquiry form filled by the students at the time of registration, the enrollment agreement papers, job placement files, evaluation sheets, student grades, resume, etc. It is the policy of the school to monitor educational records to ensure that they do not contain information that is inaccurate, misleading, or otherwise inappropriate. The school may destroy records that are no longer useful or pertinent to the students' circumstances. The student records are kept in the administrative office for at least five years from his/her date of registration and student transcripts are maintained indefinitely.

Safekeeping and Disaster Recovery: In addition to safekeeping the student records are also scanned and backup copies are maintained in a file server at the main office location. The file server is backed up every night and copies of these files are also stored off-site at safe locations. These records can be reproduced whenever needed as legible printed copies.

Student Privacy

The only persons allowed access to such records is those who have a legitimate administrative or educational interest.

Adding and Dropping Courses

After registering for a course, a student may add/drop courses by the add/drop deadline. One week after the course starts and adds courses only on a space-available basis. A student may drop courses without records penalty only during the first week of class.

Minimum Terms for Tuition Payments

The student is only obligated for the portion of the program cost for each course for which he/she is enrolled. The student must pay the school the applicable cost at the time of registration unless the student and school agree in writing to a tuition payment plan.
Students who are on tuition payment plans and whose accounts are more than 10 days past due are suspended from class attendance until satisfactory arrangements are made to bring their account to current status. Students who fail to fulfill the financial arrangements agreed upon are suspended from school and may reenter only upon full payment of the delinquent portion of their account unless the school has agreed in writing to a different payment arrangement.

If the student withdraws or is terminated from the program for any reason and subsequently applies to reenter for the other course, the school will determine in its sole discretion whether to allow the applicant to reenter. If the school allows the applicant to reenter, the student must execute a new enrollment agreement and pay all the current tuition costs.

Leave of Absence Policy

Amfasoft does not promote leave of absences except for eligible cases. The period of the leave of absence will not begin until the school has approved a written and signed request for an approved leave of absence by the student. A leave of absence period may not exceed 180 days within any 12 months. Amfasoft will grant more than one leave of absence if unforeseen circumstances arise, such as medical reasons affecting the student or a member of the student's immediate family, military service requirements, or jury duty, provided that the combined leaves of absence do not exceed 180 days within the 12 months. The program is required to be completed within 1.5 times the length of the program. If the student does not return following the leave of absence, Amfasoft will terminate the student's enrollment and will apply the school's refund policy by applicable and published requirements. Students must request a leave of absence within an appropriate time before the class.

Incomplete Courses

Students are required to complete all the missed assignments or projects as a result of absences within 2 weeks after the course is complete. If a student is unable to complete the work, then a failing grade will be given on the missed assignments or projects.

Maximum Completion Time for the programs

A student will be given not more than 1.5 times or 150% of the standard length of the program in which the student needs to complete the requirement for completing the course. If a student does not complete the program within the maximum time frame, the student will be dropped from the program.

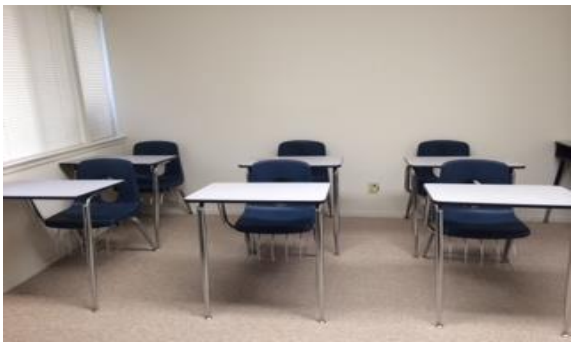
Library

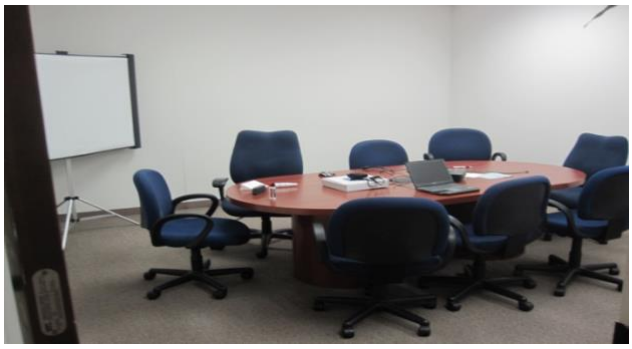
Amfasoft has an onsite library at Main and branch locations. Students can have access to the textbooks, reference books, Software, Exam cram books, and questions related to certification courses.

Students may access the online Alameda County Library (http://www.aclibrary.org). The Fremont Main Library is located 0.2 miles from Amfasoft‘s main campus. The address of the Alameda County library is 2400 Stevenson Blvd, Fremont, CA 94538.

Students may access the online Santa Clara Library (http://library.santaclaraca.gov). The Santa Clara library is located 3.0 miles from Amfasoft‘s branch campus. The address of the Santa Clara library is 2635 Homestead Road Santa Clara, CA 95051

Classrooms





Financial Policies

A Schedule of total charges for the period of attendance AND an estimated schedule of total charges for the entire educational program

PROGRAM NAME	TUITION	REGISTRATION FEES (*Nonrefundable)*	BOOKS/ OTHER COST	STRF (*Nonrefundable)*	PERIOD OF ATTENDANCE AND ESTIMATED TOTAL COST FOR ENTIRE PROGRAM
Accounting: All in One	$6028	$75.00	$300	**$0.00**	$6,403.00
Accounting: All in One & Payroll Certification	$10000	$75.00	$425	**$0.00**	$10,500.00
Accounting: Taxation	$4402.50	$75.00	$225	**$0.00**	$4,702.50
Accounting: All in One & Taxation	$8704.50	$75.00	$300	**$0.00**	$9,079.50
Accounting: Taxation & QuickBooks for Accounting	$5628	$75.00	$300	**$0.00**	$6,003.00
Amazon Web Services	$4,850	$75.00	$75	**$0.00**	$5,000.00
Big Data	$5,500	$75.00	$75	**$0.00**	$5,650.00
Big Data and Amazon Web Services	$8225	$75.00	$200	**$0.00**	$8,500.00
Big Data and Data Bricks	$8225	$75.00	$200	$0.00	$8,500.00
Big Data and Deep Learning	$8225	$75.00	$200	$0.00	$8,500.00
Big Data and Google Cloud	$8225	$75.00	$200	$0.00	$8,500.00
Big Data and Microsoft Azure	$8225	$75.00	$200	$0.00	$8,500.00

PROGRAM NAME	TUITION	REGISTRATION FEES (*Nonrefundable)*	BOOKS/OTHER COST	STRF (*Nonrefundable)*	PERIOD OF ATTENDANCE AND ESTIMATED TOTAL COST FOR ENTIRE PROGRAM
Big Data and Python Programming	$8225	$75.00	$200	**$0.00**	$8,500.00
Bookkeeping & MS Office Professional	$3602	$75.00	$325	**$0.00**	$4,002.00
Business Analyst	$4500	$75.00	$100	**$0.00**	$4,675.00
Business Analyst & Oracle Financials	$7000	$75.00	$200	**$0.00**	$7,275.00
Business Analyst & PMI-ACP Exam Prep	$6500	$75.00	$350	**$0.00**	$6,925.00
Business Analyst & SAP FICO	$6500	$75.00	$150	**$0.00**	$6,725.00
CCNA & CCNP Package	$9530	$75.00	$400	**$0.00**	$10,005.00
CCNA I & II	$5700	$75.00	$225	**$0.00**	$6,000.00
CCNP	$5753	$75.00	$175	**$0.00**	$6003.00
Certified Bookkeeper	$5678	$75.00	$250	**$0.00**	$6003.00
Certified Bookkeeper & QuickBooks	$7525	$75	$400	**$0.00**	$8,000.00
CompTIA A+ Computer Technician Fund	$4500	$75.00	$250	**$0.00**	$4,825.00
CompTIA Network+	$3500	$75.00	$75.00	**$0.00**	$3,650.00

PROGRAM NAME	TUITION	REGISTRATION FEES- *(Nonrefundable)*	BOOKS/ OTHER COST	STRF (*Nonrefundable)*	PERIOD OF ATTENDANCE AND ESTIMATED TOTAL COST FOR ENTIRE PROGRAM
Computerized Accounting & Bookkeeping	$3675	$75.00	$250	**$0.00**	$4,000.00
Computerized Accounting & Bookkeeping & MS Professional	$6000	$75.00	$225	**$0.00**	$6,300.00
Data Bricks	$3875	$77.00	$75	**$0.00**	$4,027.00
Deep Learning	$4725	$77.50	$75	**$0.00**	$4,877.50
Deep Learning and Amazon Web Services	$8000	$79.00	$200	**$0.00**	$8,279.00
Deep Learning and Google Cloud	$8000	$79.00	$200	**$0.00**	$8,279.00
Deep Learning and Microsoft Azure	$8000	$75.00	$200	**$0.00**	$8,275.00
Docker	$2850	$75.00	$75	**$0.00**	$3,000.00
Docker and Kubernetes	$4810	$75.00	$200	**$0.00**	$5,085.00
Google Cloud	$3875	$75.00	$75	**$0.00**	$4,025.00
Kubernetes	$3200	$75.00	$75	**$0.00**	$3,350.00
Machine Learning and Data Science	$6500	$75.00	$250	**$0.00**	$6,825.00
Machine Learning, Data Science and Deep Learning	$10050	$75.00	$300	**$0.00**	$10,425.00

PROGRAM NAME	TUITION	REGISTRATION FEES- *(Nonrefundable)*	BOOKS/ OTHER COST	STRF (*Nonrefundable)*	PERIOD OF ATTENDANCE AND ESTIMATED TOTAL COST FOR ENTIRE PROGRAM
Microsoft Azure	$3875	$75.00	$75	**$0.00**	$4,025.00
Microsoft Azure and Data Bricks	$6550	$75.00	$200	**$0.00**	$6,825.00
Microsoft: Excel Business Accounting	$2500	$75.00	$200	**$0.00**	$2,775.00
MS Office Professional & QuickBooks	$5325	$75.00	$300	**$0.00**	$5700.00
Oracle11I/Rel12 Project Management	$6500	$75.00	$425	**$0.00**	$7,000.00
Oracle Financial Cloud	$4285	$75.00	$500	**$0.00**	$4,860.00
Oracle Manufacturing Cloud	$5300	$75.00	$600	**$0.00**	$5,975.00
Oracle SQL 12c	$2300	$75.00	$200	**$0.00**	$2,575.00
Oracle Cloud Architecture	$4725	$75.00	$200	**$0.00**	$5,000.00
Payroll Certification	$5725	$75.00	$100	**$0.00**	$5,900.00
Payroll Certification & Taxation	$9325	$75.00	$200	**$0.00**	$9,600.00
PMI- ACP Exam Prep	$4000	$75.00	$250	**$0.00**	$4,325.00
PMP & PMI-ACP Exam Prep	$6000	$75.00	$750	**$0.00**	$6,825.00

PROGRAM NAME	TUITION	REGISTRATION FEES- *(Non refundable)*	BOOKS/ OTHER COST	STRF (*Non refundable)*	PERIOD OF ATTENDANCE AND ESTIMATED TOTAL COST FOR ENTIRE PROGRAM
PMI-ACP Exam Prep & MS Project	$5675	$75.00	$250	**$0.00**	$6,000.00
PMP & MS Project	$6000	$75.00	$700	**$0.00**	$6,775.00
Project Management	$4450	$75.00	$355	**$0.00**	$4,880.00
Python Programming	$5,500	$75.00	$100	**$0.00**	$5,675.00
QuickBooks for Accounting	$2300	$75.00	$375	**$0.00**	$2,750.00
SalesForce Administrator	$5100	$75.00	$100	**$0.00**	$5,275.00
SAP: All in One	$7225	$75.00	$200	**$0.00**	$7,500.00
SAP: FICO	$4100	$75.00	$100	**$0.00**	$4,275.00
SAP: SD	$4100	$75.00	$100	**$0.00**	$4,275.00
SAP: MM	$4100	$75.00	$100	**$0.00**	$4,275.00
Six Sigma Green Belt Certification	$3500	$75.00	$75.00	**$0.00**	$3,650.00
Six Sigma Yellow Belt Certification	$2350	$75.00	$75.00	**$0.00**	$2,500.00
Six Sigma Green Belt Certification & Project Management	$6,775	$75.00	$650	**$0.00**	$7,500.00
Six Sigma Yellow Belt Certification & Project Management	$6,000	$75.00	$625.00	**$0.00**	$6,700.00
Web Development	$5775	$75.00	$150	**$0.00**	$6,000.00

Tuition and fees are subject to change
Registration: A Non-Refundable fee
STRF Fees: A Non-Refundable state-imposed fee and assessment for the Student Tuition Recovery Fund.
Books:

- **Tuition Paid by WIA:**
  Depending on Amfasoft's contract with the respective 3rd party agency funding the student's education Amfasoft may include and provide wherever applicable, the course books, and software for the courses the student is enrolled in. Student Tuition Recovery Fund (STRF) will not be charged. In such cases, the itemized breakdown is predefined with the contract with each 3rd party or governmental agency providing the student's tuition.
- **Tuition Paid by Individuals:** Students have the option to pay the costs of the books and exam fee to Amfasoft or if they prefer, they can indicate that they will purchase from other sources (vendors) at the time of enrollment. The students are required to ensure that the material versions are current and meet the course requirements. These costs are included in the approved total charges and stated in the Enrollment Agreement. Students need to mark their options on the Enrollment Agreement.

Amfasoft shall make refunds that are no less than the refunds required under the Act and California Code of Regulations 71750
Amfasoft will not enforce any refund policy that is not specified in the catalog as required pursuant to section 94909(a)(8)(B) of the Code and will refund all institutional charges upon a student's withdrawal.

A pro-rata refund pursuant to section 94920(d) of the Code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

- The amount owed equals the daily charges for the program - (a total institutional charge, divided by the number of days in the program), multiplied by the number of days the student attended or was scheduled to attend, prior to withdrawal.
- Except as provided for in subdivision (a)(3) of this section, all amounts paid by the student over what is owed as calculated in subdivision (1) shall be refunded.
- Except as provided in section 76120, all amounts that the student has paid will be subject to refund.

Amfasoft will deduct non-refundable registration fees (not to exceed $250.00) and the student tuition recovery funds as stated on the first page of the student's enrollment agreement. Also, any specified tuition amount(s) in amendments of student's enrollment agreement or prior accommodations provided and agreed upon by the student and school officials are non-refundable.
Refund Policy for Books Supplies & Materials and Exam fee:

- **Purchased from Amfasoft Corporation**:
  In case of withdrawal, students must return all issued books, supplies, and materials within 10 days period from the date of issuance. All book supplies and materials must be returned in good acceptable condition. In case the returned material is not in an acceptable condition then the refund may not be given for such material. The cost of books, supplies, and materials is non-refundable after 10 days from the date issued by the school or 10 days after withdrawal, whichever occurs earlier. No exchange of any item will be awarded in case the student decides to change the program or course of study.
- **Purchased from outside vendors:**
  Buying books from outside vendors is the student's responsibility and is not part of Amfasoft Corporation's contract with student or vendor, so in case of withdrawal, the student should follow the specific vendor refund policy.
- **For students getting Government Funds:**
  In case of withdrawal by the student, refunds are done by the terms and conditions as set forth by the contracting agency representing the training funds and rights of students.

Installment Policies and Federal or State Financial Aid Programs

Installment Plan:

Students who are paying the course tuition from their funds may request an in-house installment payment plan at the time of enrollment so they can distribute their course payments throughout the study.

Installment Policies:

Students need to pay the minimum portion of the total tuition fees for the courses enrolled and pay in full to complete their enrollment.

- Installment amounts and dates for each installment will be discussed and agreed to by the student.
- Sign the Installment payment plan along with their enrollment agreement.
- **Late payment penalties** - $50 late payment fee is charged if payment is more than 7 days late from the installment date.

Note: Amfasoft Corporation Refund policy will be applied as per State requirements as disclosed in this catalog. Amfasoft Corporation's student financing programs do not supersede California's Code of Education 94899.5.

Federal or State Financial Aid Programs

Amfasoft Corporation is NOT engaged in State or Federal Financial Aid programs or Title IV funding at this time. However, Amfasoft accepts WIA funding.

WIA Funding

Amfasoft Corporation is an approved Training Provider for the Workforce Investment Act (WIA) program. The Workforce Investment Act (WIA) is a federal law that provides training for people who are out of work, and who need the training to change career paths or whose skills need improving to obtain a new job. You must be determined eligible and suitable to receive WIA funds. Amfasoft Corporation offers training programs but does not determine if you qualify for WIA training funds.

Students must qualify from their assigned EDD office for the approved training program. An eligibility questionnaire or qualifying brochure can be obtained either from EDD's website at http://www.edd.ca.gov/unemployment/eligibility.htm or by calling (800) 300-5616.

Refund Payment Methods and Loan Policies

Students must discuss the payment options and terms of payment with the Admissions Representative prior to signing the enrollment agreement.

- A non-refundable registration fee and a non-refundable student tuition recovery fund are charged as stated explicitly to the student at the time of enrollment in the program.
- Students are allowed to make payments via check, credit cards, money orders, personal loans, a loan guaranteed to the student by the Federal or State government, or third-party loans.

Individual Student Loans

- If a student obtains a loan to pay for an educational program, the student will be responsible to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal student financial aid program funds.
- If the student is eligible for a loan guaranteed by the Federal or State government and the student defaults on the loan, both of the following may occur:

  (a) The Federal or State government or a loan guarantee agency may take action against the student, including applying for an income tax refund to which the person (student) is entitled to reduce the balance owed on the loan.

  (b) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid by the student.

Funds paid by Government agencies like WIA:

- Amfasoft enters contracts with the above agencies and received payments based on approved funding of the programs that the student is enrolled in. Students are not responsible to make payments in such instances.
- If a student is enrolled in a program(s) for which the funds partially approved, then any arrangements made will be considered an amendment of the enrollment agreement and must be stated clearly on the enrollment agreement and agreed upon and signed and dated by the student and the designated Amfasoft Corporation school official.

Enforceability of Loans

A note, instrument, or other evidence of indebtedness relating to payment for an educational program is not enforceable by an institution unless, at the time of execution of the note, instrument, or other evidence of indebtedness, the institution held an approval to operate.

Class make-up policies

An enrolled student in a program cans make-up for any missed classes for a maximum of 4 hrs. Any additional time will be charged on an hourly basis and it will be applied to the Student's tuition. The hourly charges may vary between $30 to a maximum of $50 depending on the subject enrolled. The School Director will review and approve such make-up classes on a case by case basis.

Student's Right to Cancel

Refund Policy

Students have the right to cancel the enrollment agreement/contract without any penalty or obligations and obtain a refund of charges paid through the attendance at the first session or the seventh day after enrollment, whichever is later.

To Cancel from the Program

Students are required to submit a written Notice of Cancellation as enclosed in this catalog. The student may sign and date the Notice of Cancellation and send it to the school, at the address below:

Amfasoft Corporation – Main Office
Attn: Director of Education
3155 Kearney Street, Suite 140, Fremont, CA 94538
Email: training@amfasoft.com

The student may contact the school and request a withdrawal or cancellation from the program, via email or by submitting a signed Notice of Cancellation

Cancellations, Withdrawals, and Refund Policies

As per the California Code of Regulation §94920, the following refund policy applies to the students paid from personal funds or private pay students.

- Notice of Cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. Upon receipt of the Notice of Cancellation from the student, Amfasoft Corporation will send the student a written acknowledgment of the receipt of the request.
- Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars ($250) if a Notice of Cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.
- The Bureau may adopt by regulation a different method of calculation for instruction delivered by other means, including, but not necessarily limited to, distance education. (Not applied)
- The institution shall have a refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro-rata refund.
- Amfasoft will inform the student within 45days with the details of the refund money owed and the itemized breakdown of refund.
- All refund will be paid in 45days of the student's cancellation or withdrawal from the program

***If a student has received federal student financial aid funds, the student is entitled to a refund of money not paid from federal student financial aid program funds.**
***If a student has received third party loans for training and enrolled at Amfasoft Corporation, upon withdrawal from the program, Amfasoft is not responsible for any interested student may owe at the time of withdrawal.**

Sample Refund Policy:

The student has a right to a full refund of all charges less the amount of the application fee listed in the fee section of this agreement (the amount retained may not exceed $75) if the student cancels this agreement prior to or on the first day of instruction.
Thereafter, the student will receive a pro-rata refund as specified in the California Education Code. If a student completed 50% of a course, the refund would be calculated as follows:

(If the student paid $1,000 tuition for a 100-hour program, $75 for an application fee, and initially paid $0 for books and supplies)

Refund Example:	$1,075	(Amount paid for program tuition, application and books)
Less	$ 75	(Amount retained by the institution for the application fee)
Less	$ 0	(Amount for books not part of the refund calculation)
Equals	$1,000	(Amount subject to the refund calculation)
Divided By	$ 100	(Hours paid for, but not received)
Times	$ 50	(Hours completed)
Equals	$ 500	(Refund Amount)

For this same course, the following would apply:

Completed:	10%	25%	50%	60%
Refund Amount:	$900	$750	$500	$400

Also, upon the return of unused or re-saleable equipment or books, the student would be reimbursed for the cost of those returnable materials.

Refunds will be paid within 30 days of cancellation or withdrawal.

Distance Learning

Amfasoft also offers distance educational learning programs. The institution meets the specific minimum operating standards for instruction (5 C.C.R. §71715).

Distance education as defined in §94834 of the Ed. Code does not require the physical presence of students and faculty at the same location but provides for interaction between students and faculty by such means as telecommunication, correspondence, electronic and computer augmented educational services, postal service, and facsimile transmission.
• Amfasoft ensures that the educational program offered through distance education is appropriate for delivery through distance,Education methods.
• Assess each student, before admission, to determine whether each student has the skills and competencies to succeed in a distance education environment.
• Ensure that the materials and programs are current, well organized, designed by faculty competent in distance education techniques, and delivered using readily available, reliable technology.
• Provide for meaningful interaction with faculty who are qualified to teach using distance education methods.
• Maintain clear standards for satisfactory academic progress.
• Complete timely student evaluations of learning outcomes by duly qualified faculty, which are appropriate for use with the distance education methods used and evaluated by duly qualified faculty.
• Employ a sufficient number of faculty to assure that the institution's response to, or evaluation of, each student lesson is returned to the student within 10 days after the lesson is received by the institution; and, the institution's response to, or evaluation of, each student project or dissertation is returned to the student within the time disclosed in the catalog pursuant to 5 CCR 71810 (b)(11).

Specific Provisions for Instruction Not in Real-Time

- If you enroll in a distance education program where the instruction is not offered in real-time, the first lesson and any materials shall be transmitted to you within seven days after the institution accepts you for admission. You have the right to cancel the agreement and receive a full refund pursuant to 5 CCR section 71750 before the first lesson and materials are received.
- Cancellation is effective on the date written notice of cancellation is sent. The institution shall make a refund pursuant to 5 CCR section 71750. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials. An institution shall transmit all the lessons and other materials to the student if the student:
  (A) has fully paid for the educational program; and
  (B) after having received the first lesson and initial materials, requests in writing that all the material be sent.
  If an institution transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.

Computer Requirements and Recommendations

The student must have access to a PC or Mac-based computer to participate in the courses. Students are expected to have access to the technical requirements as Amfasoft is not obligated to and does not supply the needed technologies including software and hardware. Students who do not have personal access to a computer are encouraged to inquire as to the availability at their local public library.
For the student to get the most out of our online courses, we recommend that the student have access to the following computer setup.

Minimum suggested Windows browser software:
Microsoft Internet Explorer 7.0 or later
Mozilla Firefox 2.0 or later

Minimum suggested Mac OS browser software:
Mozilla Firefox 3.0 or later

Browser Plug-ins:
Some of the suggested plug-ins may already be installed on your computer. If they are not, they are available for free download for both the Microsoft Windows and Macintosh operating systems. Adobe Acrobat Reader, which is needed to view and print supplemental PDF files RealOne Player, which is needed to listen to and watch supplemental audio and video Adobe Flash Player and Shockwave Player, which are needed to view other types of multimedia content.

Browser Settings:
We suggest that you have both JavaScript and cookies enabled in your browser's settings to successfully use our online courses.

Operating System and Other Software:
In general, the operating system (PC, Macintosh, etc.) your computer uses, as well as what version of that operating system is installed, is not important when you take one of our courses. Meeting the browser requirements above should suffice.

Distance Learning Refund Policy

- The institution shall transmit the first lesson and any materials to any student after the institution accepts the student for admission. The student has the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date Amfasoft will receive written notice at 3155 Kearney Street, Suite 140, Fremont, CA 94538, or an email to training@amfasoft.com. If the institution sent the first lesson before an effective cancellation notice was received, Amfasoft shall make a refund within 45 days.

Right to Cancel – CCR 71716 (a), (b), (c)

The student shall have the right to cancel the agreement and receive a full refund pursuant to section 71750 before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make a refund pursuant to section 71750. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

- An institution shall transmit all the lessons and other materials to the student if the student:
  (A) has fully paid for the educational program; and
  (B) after having received the first lesson and initial materials, requests in writing that all of the material being sent.

- If an institution transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.

Student Tuition Recovery Funds (STRF) - Schedule of Charges Disclosures

"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."

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

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

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

2. You were enrolled at an institution or a location of the institution within the 120 days before the closure of the institution or location of the institution or were enrolled in an educational program within the 120 days 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 more than tuition and other costs.

6. You have been awarded restitution, a refund, or another 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 non-collection 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."

Student Services

Job Placement Assistance

Following job/ career assistance will be provided by Amfasoft:

- Help students prepare their resumes and sharpen interview skills.
- Jobs will be posted on the bulletin board.
- Individual or group counseling is available
- Mock interviews will be taken by the course counselors to see where the students fit in the job market.

Career Counseling

Career counseling will be given to each student. During the course counseling meeting, the counselor will go over the student's educational records, work experience, and his/her preferences. The counselor also will explain the various job titles and occupations that they can pursue with the enhancement of skills after taking a course or course path.

COURSE DETAILS

Accounting: All In One

Program Description

Accounting: All in One is a comprehensive program that provides students training and hands-on practice in Bookkeeping, QuickBooks & Computerized Accounting. Upon completion of this program, the student will take one certification exam from the Certified Bookkeeper module "Mastering Adjusting Entries".

Course Objectives

- The participants should be able to record business transactions into an accounting system
- Prepare and interpret major financial reports.
- Understand the accounting process and to develop skills necessary to evaluate an enterprise's financial position and its operating, investing, and financing activities
- Provide the latest up to date on changes in bookkeeping and accounting rules and regulations

Course Delivery Option: Classroom, Online/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations

Bookkeeping, Accounting, and Auditing, SOC Code 43-3031
Office clerks, General- OC Code 43-9061

Instruction Details

Principles of Accounting: This course concentrates on the generally accepted accounting principles (GAAP). Topics include analyzing, journalizing, and posting transactions, adjusting entries, completion of the worksheet, financial statements, and the closing process for a service business, Accounting for Cash, Payroll Accounting, and the Combination Journal are also covered.
Certification in One of Bookkeeping module – "Mastering Adjusting Entries": The module is focused on the accrual basis of accounting. The students will learn and have hands-on experience preparing from an unadjusted trial balance to preparing Financial Statements.
Computerized Accounting: Student will learn on Microsoft Excel how to prepare Journal Entries, Trial Balances, Adjusting Entries, and Financial Statements. The student will use the formulas in Microsoft Excel to generate reports and learn how to open and close the books.
QuickBooks: Students will learn the installation, creating companies, set up customers, vendors, bank accounts, and items. Learn bank and credit card reconciliation. Accounts Receivables and Payables.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Accounting: All in One	240 hours	12 weeks	18 weeks

Pre-Requisite: Basic Computer Knowledge

Instructional Material:

Textbook

- QuickBooks Online for Beginners, 2025
- Certification in Bookkeeping module – Mastering Adjusting Entries from AIPB
-Accounting Made Simple by Mike Piper (Auther)
- Powerpoint slides and related project work

Total Charges For Period of Attendance & Estimated charges for the entire program: $6,403.00

Tuition Fee: $6028; Registration Fee: $75 (Non-refundable); Book: $300

The requirement for completing the program

End of the program students are required to take the final three projects in QuickBooks and take the certification bookkeeping exam in one of the certification module – "Mastering Adjusting entries". The student will get the course completion certificate after completing the examination and the projects.

Accounting: All in One & Payroll Certification

Program Description

Accounting: All in One is a comprehensive program that provides students training and hands-on practice in Bookkeeping, QuickBooks & Computerized Accounting. Upon completion of this program, the student will take one certification exam from the Certified Bookkeeper module "Mastering Adjusting Entries".
This payroll certification is a valuable, objective credential that verifies a specified level of knowledge, skills, and abilities in the payroll profession. Certification helps individuals demonstrate their payroll expertise, secure promotions, advance their careers, and enhance their standing within the profession.

Course Objectives

- The participants should be able to record business transactions into an accounting system
- Prepare and interpret major financial reports.
- Understand the accounting process and to develop skills necessary to evaluate an enterprise's financial position and its operating, investing, and financing activities
- Provide the latest up to date on changes in bookkeeping and accounting rules and regulations
- The course will give a specified level of knowledge, skills, and abilities to demonstrate in the Entry-level Payroll Professional.
- Certification helps individuals demonstrate their payroll expertise, advance their careers, and enhance their standing within the profession of Payroll.
- There are no payroll experience requirements to take this exam.

Course Delivery Option: Classroom, Online/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations

Bookkeeping, Accounting, and Auditing, SOC Code 43-3031
Office clerks, General- OC Code 43-9061
Payroll and Time Keeping Clerks SOC Code 43-3051
Bookkeeping, Accounting, and Auditing Clerks SOC Code 43-3031
Receptionists and Information Clerks SOC Code 43-4171
Office Clerks, General SOC Code 43-9061

Instruction Details

Principles of Accounting: This course concentrates on the generally accepted accounting principles (GAAP). Topics include analyzing, journalizing, and posting transactions, adjusting entries, completion of the worksheet, financial statements, and the closing process for a service business, Accounting for Cash, Payroll Accounting, and the Combination Journal are also covered.
Certification in One of Bookkeeping module – "Mastering Adjusting Entries": The module is focused on the accrual basis of accounting. The students will learn and have hands-on experience preparing from an unadjusted trial balance to preparing Financial Statements.
Computerized Accounting: Student will learn on Microsoft Excel how to prepare Journal Entries, Trial Balances, Adjusting Entries, and Financial Statements. The student will use the formulas in Microsoft Excel to generate reports and learn how to open and close the books.
QuickBooks: Students will learn the installation, creating companies, set up customers, vendors, bank accounts, and items. Learn bank and credit card reconciliation. Accounts Receivables and Payables.

Payroll Certification I and II: Students will learn how to process W4. How and when to deposit withheld taxes using forms. Learn the federal and state rules and regulations in processing the payroll.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Accounting: All in One & Payroll Certification	480 hours	24 weeks	36 weeks

Pre-Requisite: Basic Computer Knowledge

Instructional Material:

Textbook

- QuickBooks Online for Beginners, 2025
- Certification in Bookkeeping module – Mastering Adjusting Entries from AIPB
-Accounting Made Simple by Mike Piper (Auther)
- Powerpoint slides and related project work
- Powerpoint slides and related project work
- Mastering Payroll I – Textbook from AIPB
- Mastering Payroll II – Textbook from AIPB

Total Charges For Period of Attendance & Estimated charges for the entire program: $10,500.00

Tuition Fee: $10,000; Registration Fee: $75 (Non-refundable); Book: $425

Supplies: Pro QuickBooks online for Beginners 2025

The requirement for completing the program

End of the program students are required to take the final three projects in QuickBooks and take the certification bookkeeping exam in one of the certification module – "Mastering Adjusting entries". The student will get the course completion certificate after completing the examination and the projects.

A student may take the Payroll two certification exams offered by AIPB

Accounting: Taxation

Program Description

Accounting: Taxation. A program that prepares individuals to provide tax advice and management services to individuals and corporations. Includes instruction in tax law and regulations, tax record systems, individual and corporate income taxation, and tax planning.

Course Objectives

- Federal Taxation and Understanding Federal Tax Law
- Tax Practice, and Procedure
- Individual Taxation
- Gross Income
- Deductions
- Prepare for Tax Certification Exam

Course Delivery Option: Classroom, Online/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations

Tax preparer - SCO Code 13-2080

Instruction Details

The course, complete with extensive exercises and a final exam review, will provide you with a solid foundation about taxes, and the preparation of an accurate and complete individual income tax return.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Accounting: Taxation	200 Hours	10 weeks	15 weeks

Pre-Requisite: Basic Computer Knowledge

Instructional Material:

Covers CTEC approved 60 hour qualifying education ONLINE version includes:

- 43 hours Federal Tax
- 15 hours California Tax
- 2 hours Ethics

Total Charges For Period of Attendance & Estimated charges for the entire program: $4,702.50

Tuition Fee: $4402.50; Registration Fee: $75 (Non-refundable); Book: $225

The requirement for completing the program

End of the program students is required to take the final exam. The student will get the course completion certificate after completing the examination and the projects.

Accounting : All in One & Taxation

Program Description

Accounting: All in One is a comprehensive program that provides students training and hands-on practice in Bookkeeping, QuickBooks & Computerized Accounting. Upon completion of this program, the student will take one certification exam from the Certified Bookkeeper module "Mastering Adjusting Entries".

Taxation. A program that prepares individuals to provide tax advice and management services to individuals and corporations. Includes instruction in tax law and regulations, tax record systems, individual and corporate income taxation, and tax planning.

Course Objectives

- The participants should be able to record business transactions into an accounting system
- Prepare and interpret major financial reports.
- Understand the accounting process and to develop skills necessary to evaluate an enterprise's financial position and its operating, investing, and financing activities
- Provide the latest up to date on changes in bookkeeping and accounting rules and regulations
- Federal Taxation and Understanding Federal Tax Law
- Tax Practice, and Procedure
- Individual Taxation
- Gross Income
- Deductions
- Prepare for Tax Certification Exam

Course Delivery Option: Classroom, Online/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations

Bookkeeping, Accounting, and Auditing, SOC Code 43-3031
Office clerks, General- OC Code 43-9061
Tax preparer - SCO Code 13-2080

Instruction Details

Principles of Accounting: This course concentrates on the generally accepted accounting principles (GAAP). Topics include analyzing, journalizing, and posting transactions, adjusting entries, completion of the worksheet, financial statements, and the closing process for a service business, Accounting for Cash, Payroll Accounting, and the Combination Journal are also covered.

Certification in One of Bookkeeping module – "Mastering Adjusting Entries": The module is focused on the accrual basis of accounting. The students will learn and have hands-on experience preparing from an unadjusted trial balance to preparing Financial Statements.

Computerized Accounting: Student will learn on Microsoft Excel how to prepare Journal Entries, Trial Balances, Adjusting Entries, and Financial Statements. The student will use the formulas in Microsoft Excel to generate reports and learn how to open and close the books.

QuickBooks: Students will learn the installation, creating companies, set up customers, vendors, bank accounts, and items. Learn bank and credit card reconciliation. Accounts Receivables and Payables.

Taxation: The course, complete with extensive exercises and a final exam review, will provide you with a solid foundation about taxes, and the preparation of an accurate and complete individual income tax return.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Accounting: All in one & Taxation	440 Hours	22 weeks	33 weeks

Pre-Requisite: Basic Computer Knowledge

Instructional Material:

Textbook

- QuickBooks online for Beginners, 2025
- Certification in Bookkeeping module – Mastering Adjusting Entries from AIPB
- Powerpoint slides and related project work
- Taxation: Covers CTEC approved 60 hour qualifying education ONLINE material includes:

  - 43 hours Federal Tax
  - 15 hours California Tax
  - 2 hours Ethics

Total Charges For Period of Attendance & Estimated charges for the entire program: $9,079.50

Tuition Fee: $8704.50; Registration Fee: $75 (Non-refundable); Book: $300

The requirement for completing the program

End of the program students are required to take the final three projects in QuickBooks and take the certification bookkeeping exam in one of the certification module – "Mastering Adjusting entries". The student will get the course completion certificate after completing the examination and the projects.

Accounting: Taxation & QuickBooks for Accounting

Program Description

Accounting: Taxation: A program that prepares individuals to provide tax advice and management services to individuals and corporations. Includes instruction in tax law and regulations, tax record systems, individual and corporate income taxation, and tax planning.

QuickBooks for Accounting: The QuickBooks for accounting program validates job-role skills for entry and advanced level job seekers and seasoned professionals alike. Completion of this course can lead to a successful career as a Bookkeeper, Accountant, Auditing Officials, Financial Clerks, Administrative Services Managers, and Office Clerks

Course Objectives

- Federal Taxation and Understanding Federal Tax Law
- Tax Practice, and Procedure
- Individual Taxation
- Gross Income
- Deductions
- Prepare for Tax Certification Exam
- Learn the navigation on QuickBooks
- Learn how to start and set up the QuickBooks
- Accounting behind the setup of QuickBooks
- How to start a new company data file?
- How to restore and backup data files.

Course Delivery Option: Classroom, Online/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations

Tax preparer SOC Code 13-2080
Human Resources Assistants SOC Code 11-3121
Computer Operators SOC Code 15-1100

Instruction Details

Accounting: Taxation: The course, complete with extensive exercises and a final exam review, will provide you with a solid foundation on the subject of taxes, and the preparation of an accurate and complete individual income tax return.
QuickBooks for Accounting: This program will help students learn or review fundamental accounting concepts and principles using QuickBooks and Analysis of business events. It teaches how to setup chart of Accounts, Create new item list, Vendor list, Employer list, etc.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Accounting: Taxation & QuickBooks	320 Hours	16 weeks	24 weeks

Pre-Requisite: Basic Computer Knowledge

Instructional Material:
Covers CTEC approved 60 hour qualifying education ONLINE version includes:

- 43 hours Federal Tax
- 15 hours California Tax
- 2 hours Ethics

QuickBooks Online for Beginners, 2025

Total Charges for Period of Attendance & Estimated charges for entire program: $6,003.00

Tuition Fee: $5628; Registration Fee: $75 (Non-refundable); Book: $300

Requirement for completing the program

End of the program students are required to take final exam and for QuickBooks students are required to take final three projects. Student will get the course completion certificate after completing the examination and the projects.

Amazon Web Services

Program Description
Amazon Web Services Solutions Architect Certification training will enable you to design, plan, and scale AWS implementations utilizing more than 70 cloud computing services.

Course Objectives

- Design one or more services or applications within an organization
- Understand the processes of the business well for creating a cohesive product vision.
- Responsible for building and integration of computer systems and information for meeting specific needs

Course Delivery Option: Classroom, Online/Distance Learning/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations
Software Developers, Applications SCO Code 15-1132.00

Instruction Details
The course will teach students how to transform their businesses using cloud. The students will able to learn how to secure cloud computing service platform, its advantages on functionality to help businesses scale and grow. Student will also learn to run web and application servers in the cloud to host dynamic websites.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Amazon Web Services	160 hours	8 weeks	12 weeks

Pre-Requisite: Basic Computer Knowledge

Instructional Material:

Textbook

AWS Certified Solutions Architect Study Guide with 900 Practice Test Questions: Associate (SAA-C03) Exam (Sybex Study Guide)

Total Charges for Period of Attendance & Estimated charges for entire program: $5,000.00

Tuition Fee: $4,850; Registration Fee: $75 (Non-refundable); Book: $75.00

Requirement for completing the program

End of the program students are required to complete all the projects and lab work assigned during the program. Student will get the course completion certificate after completing the examination and the projects. Student may take the Amazon Web Service certification exam

Big Data

Program Description
This course will teach students to work on various real-world big data projects using different Big Data tools as a part of solution strategy. The course will provide students' knowledge and skills to process big data on platforms that can handle the variety, velocity, and volume of data. This comprehensive training on framework provides hands on experience for solving real time industry based big data projects to become an expert in Big Data.

Course Objectives
- Student will learn how to format data using new technologies and techniques
- Learn about the fundamentals of databases
- Learn basic principles for working with Big Data

Course Delivery Option: Classroom, Online/Distance Learning/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations
Software Developers, Applications **SCO Code 15-1132.00**

Instruction Details
Students will learn tools and analytical methods to use data for decision-making, collect and organize data at scale, and gain an understanding of how data analysis can help to inform change within organizations. This course will develop both the technical and computational skills that are in high demand across a range of industries. The course gives practical exercises to familiarize students with the format of big data and how to handle and analyze large, complex and data structures.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Big Data	240 hours	12 weeks	18 weeks

Pre-Requisite: Basic Computer Knowledge

Instructional Material:

Textbooks
Hadoop: The Definitive Guide: Storage and Analysis at Internet Scaleby Tom White

Total Charges for Period of Attendance & Estimated charges for entire program: $5,650.00

Tuition Fee: $5,500; Registration Fee: $75 (Non-refundable); Book: $75.00

Requirement for completing the program

End of the program students are required to complete all the projects and lab work assigned during the program. Student will get the course completion certificate after completing the examination and the projects. Student may take the Big Data Certification exam.

Big Data and Amazon Web Services

Program Description
This course will teach students to work on various real-world big data projects using different Big Data tools as a part of solution strategy. The course will provide students' knowledge and skills to process big data on platforms that can handle the variety, velocity, and volume of data. This comprehensive training on framework provides hands on experience for solving real time industry based big data projects to become an expert in Big Data.
Amazon Web Services Solutions Architect Certification training will enable you to design, plan, and scale AWS implementations utilizing more than 70 cloud computing services.

Course Objectives
- Student will learn how to format data using new technologies and techniques
- Learn about the fundamentals of databases and learn basic principles of Big Data
- Design one or more services or applications within an organization
- Understand the processes of the business well for creating a cohesive product vision.
- Responsible for building and integration of computer systems and information for meeting specific needs

Course Delivery Option: Classroom, Online/Distance Learning/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations
Software Developers, Applications SCO Code 15-1132.00

Instruction Details
Students will learn tools and analytical methods to use data for decision-making, collect and organize data at scale, and gain an understanding of how data analysis can help to inform change within organizations. This course will develop both the technical and computational skills that are in high demand across a range of industries. The course gives practical exercises to familiarize students with the format of big data and how to handle and analyze large, complex and data structures. The course will teach students how to transform their businesses using cloud. The students will able to learn how to secure cloud computing service platform, its advantages on functionality to help businesses scale and grow. Student will also learn to run web and application servers in the cloud to host dynamic websites.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Big Data and Amazon Web Services	400 hours	20 weeks	30 weeks

Pre-Requisite: Basic Computer Knowledge

Instructional Material:
Textbook
Hadoop: The Definitive Guide: Storage and Analysis at Internet Scale by Tom White
AWS Certified Solutions Architect Study Guide with 900 Practice Test Questions: Associate (SAA-C03) Exam (Sybex Study Guide)

Total Charges for Period of Attendance & Estimated charges for entire program: $8,500.00
Tuition Fee: $8,225; Registration Fee: $75 (Non-refundable); Book: $200.00

Requirement for completing the program
End of the program students are required to complete all the projects and lab work assigned during the program. Student will get the course completion certificate after completing the examination and the projects. Student may take the Big Data and Amazon Web Service certification exams.

Big Data and Data Bricks

Program Description
This course will teach students to work on various real world big data projects using different Big Data tools as a part of solution strategy. The course will provide students' knowledge and skills to process big data on platforms that can handle the variety, velocity, and volume of data. This comprehensive training on framework provides hands on experience for solving real time industry based big data projects to become an expert in Big Data.
Databricks is a cloud-based data engineering tool used for processing and transforming massive quantities of data and exploring the data through machine learning models.

Course Objectives

- Student will learn how to format data using new technologies and techniques
- Learn about the fundamentals of databases and learn basic principles of Big Data
- Understanding of the basics of the Spark architecture
- Ability to apply the Spark Data Frame API to complete individual data manipulation tasks.
- Learn the skills to pass the certification exam and to gain the industry recognition

Course Delivery Option: Classroom, Online/Distance Learning/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations
Software Developers, Applications **SCO Code 15-1132.00**

Instruction Details
Students will learn tools and analytical methods to use data for decision-making, collect and organize data at scale, and gain an understanding of how data analysis can help to inform change within organizations. This course will develop both the technical and computational skills that are in high demand across a range of industries. The course gives practical exercises to familiarize students with the format of big data and how to handle and analyze large, complex and data structures. The course will teach students how to transform their businesses using cloud. The students will able to learn how to secure cloud computing service platform, its advantages on functionality to help businesses scale and grow. Student will also learn to run web and application servers in the cloud to host dynamic websites.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Big Data and Data Bricks	400 hours	20 weeks	30 weeks

Pre-Requisite: Basic Computer Knowledge

Instructional Material:
Textbook
Hadoop: The Definitive Guide: Storage and Analysis at Internet Scaleby Tom White
Azure Databricks A Complete Guide - 2019 Edition by Gerardus Blokdyk

Total Charges for Period of Attendance & Estimated charges for entire program: $8,500.00
Tuition Fee: $8,225; Registration Fee: $75 (Non-refundable); Book: $200.00

Requirement for completing the program
End of the program students are required to complete all the projects and lab work assigned during the program. Student will get the course completion certificate after completing the examination and the projects. Student may take the Big Data and Data Bricks certification exams

Big Data and Deep Learning

Program Description
This course will teach students to work on various real world big data projects using different Big Data tools as a part of solution strategy. The course will provide students' knowledge and skills to process big data on platforms that can handle the variety, velocity, and volume of data. This comprehensive training on framework provides hands on experience for solving real time industry based big data projects to become an expert in Big Data.
In this course we will learn about the basics of deep neural networks, and their applications to various tasks. The course aim is to present the mathematical, statistical, and computational challenges of building stable representations for high-dimensional data.

Course Objectives
- Student will learn how to format data using new technologies and techniques
- Learn about the fundamentals of databases and learn basic principles of Big Data
- Learn the tools required for building Deep Learning models.
- Explore multiple architectures and understand how to fine-tune and continuously improve models
- Learn how the same task can be solved using multiple Deep Learning approaches

Course Delivery Option: Classroom, Online/Distance Learning/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations
Software Developers, Applications SCO Code 15-1132.00

Instruction Details
Students will learn tools and analytical methods to use data for decision-making, collect and organize data at scale, and gain an understanding of how data analysis can help to inform change within organizations. This course will develop both the technical and computational skills that are in high demand across a range of industries. The course gives practical exercises to familiarize students with the format of big data and how to handle and analyze large, complex and data structures. Students will have significant familiarity with the subject and be able to apply Deep Learning to a variety of tasks. They will also be positioned to understand much of the current literature on the topic and extend their knowledge through further study.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Big Data and Deep Learning	480 hours	24 weeks	36 weeks

Pre-Requisite: Basic Computer Knowledge

Instructional Material:
Textbooks
Hadoop: The Definitive Guide: Storage and Analysis at Internet Scale by Tom White
Deep Learning (Adaptive Computation and Machine Learning series) Part of: Adaptive Computation and Machine Learning series (21 Books) | by Ian Goodfellow , Yoshua Bengio , et al.

Total Charges for Period of Attendance & Estimated charges for entire program: $8,500.00
Tuition Fee: $8,225; Registration Fee: $75 (Non-refundable); Book: $200.00

Requirement for completing the program
End of the program students are required to complete all the projects and lab work assigned during the program. Student will get the course completion certificate after completing the examination and the projects. Student may take the Big Data and Deep Learning certification exams

Big Data and Google Cloud

Program Description
This course will teach students to work on various real world big data projects using different Big Data tools as a part of solution strategy. The course will provide students' knowledge and skills to process big data on platforms that can handle the variety, velocity, and volume of data. This comprehensive training on framework provides hands on experience for solving real time industry based big data projects to become an expert in Big Data.
This course teaches the important concepts and terminology for working with Google Cloud. The courses explain how the cloud computing evolved and how the unique features of Google's approach to it.

Course Objectives
- Student will learn how to format data using new technologies and techniques
- Learn about the fundamentals of databases and learn the basic principles of Big Data
- Learn and compare many of the computing and storage services available in Google Cloud Platform
- Learn about important resource and policy management tools used
- Learn the skills needed to be successful in a cloud architecture role.

Course Delivery Option: Classroom, Online/Distance Learning/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations
Software Developers, Applications **SCO Code 15-1132.00**

Instruction Details
Students will learn tools and analytical methods to use data for decision-making, collect and organize data at scale, and gain an understanding of how data analysis can help to inform change within organizations. This course will develop both the technical and computational skills that are in high demand across a range of industries. The course gives practical exercises to familiarize students with the format of big data and how to handle and analyze large, complex and data structures. Students will learn how to analyze and deploy infrastructure components such as networks, storage systems, and application services. Students will be prepared to take the Google Cloud certification exam.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Big Data and Google Cloud	400 hours	20 weeks	30 weeks

Pre-Requisite: Basic Computer Knowledge

Instructional Material:
Textbooks
Hadoop: The Definitive Guide: Storage and Analysis at Internet Scale by Tom White
Google Cloud Certified Professional Cloud Architect: Introducing Google Cloud (Third Edition) by Soumen Chatterjee

Total Charges for Period of Attendance & Estimated charges for entire program: $8,500.00
Tuition Fee: $8,225; Registration Fee: $75 (Non-refundable); Book: $200.00

Requirement for completing the program
End of the program students are required to complete all the projects and lab work assigned during the program. Student will get the course completion certificate after completing the examination and the projects. Student may take the Big Data and Google Cloud certification exams

Big Data and Microsoft Azure

Program Description
This course will teach students to work on various real world big data projects using different Big Data tools as a part of solution strategy. The course will provide students' knowledge and skills to process big data on platforms that can handle the variety, velocity, and volume of data. This comprehensive training on framework provides hands on experience for solving real time industry based big data projects to become an expert in Big Data.
Microsoft Azure is a cloud platform that provides infrastructure, managed services that you might need for your business applications. It is suited for businesses that want to leverage cloud servers.

Course Objectives
- Student will learn how to format data using new technologies and techniques
- Learn about the fundamentals of databases and learn basic principles of Big Data
- Deploy and configure Azure infrastructure
- Implement workloads and security on Azure
- Create and deploy apps on Azure
- Implement Azure authentication and secure data

Course Delivery Option: Classroom, Online/Distance Learning/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations
Software Developers, Applications **SCO Code 15-1132.00**

Instruction Details
Students will learn tools and analytical methods to use data for decision-making, collect and organize data at scale, and gain an understanding of how data analysis can help to inform change within organizations. This course will develop both the technical and computational skills that are in high demand across a range of industries. The course gives practical exercises to familiarize students with the format of big data and how to handle and analyze large, complex and data structures. This course provides you with a deep understanding of the entire administrative lifecycle in Azure environments.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Big Data and Microsoft Azure	400 hours	20 hours	30 weeks

Pre-Requisite: Basic Computer Knowledge

Instructional Material:
Textbooks
Hadoop: The Definitive Guide: Storage and Analysis at Internet Scale by Tom White
Exam AZ-300 & AZ-301 Study & Lab Guide Part 1: Microsoft Certified Azure Solutions Architect Expert by Harinder Kohli

Total Charges for Period of Attendance & Estimated charges for entire program: $8,500.00
Tuition Fee: $8,225; Registration Fee: $75 (Non-refundable); Book: $200.00

Requirement for completing the program
End of the program students are required to complete all the projects and lab work assigned during the program. Student will get the course completion certificate after completing the examination and the projects. Student may take the Big Data and Microsoft Azure certification exams.

Big Data and Python Programming

Program Description
This course This course will teach students to work on various real-world big data projects using different Big Data tools as a part of solution strategy. The course will provide students' knowledge and skills to process big data on platforms that can handle the variety, velocity, and volume of data. This comprehensive training on framework provides hands on experience for solving real time industry based big data projects to become an expert in Big Data. development, style, and testing.

Course Objectives

- Student will learn how to format data using new technologies and techniques
- Learn about the fundamentals of databases and learn basic principles of Big Data
- Learn how python supports other programming tasks related to web servers and big data analytics

Course Delivery Option: Classroom, Online/Distance Learning/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations
Software Developers, Applications SCO Code 15-1132.00

Instruction Details
Students will learn tools and analytical methods to use data for decision-making, collect and organize data at scale, and gain an understanding of how data analysis can help to inform change within organizations. This course will develop both the technical and computational skills that are in high demand across a range of industries. The course gives practical exercises to familiarize students with the format of big data and how to handle and analyze large, complex and data structures. The course will provide hands-on guided practice labs using graphics and GUIs to help develop fluency and understanding of python programming.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Big Data and Python Programming	480 hours	24 weeks	36 weeks

Pre-Requisite: Basic Computer Knowledge

Instructional Material:
Textbook
Hadoop: The Definitive Guide: Storage and Analysis at Internet Scale by Tom White
Python for Beginners: 2 Books in 1: Python Programming for Beginners, Python Workbook
by PROGRAMMING LANGUAGES ACADEMY

Total Charges for Period of Attendance & Estimated charges for entire program: $8,500.00
Tuition Fee: $8,225; Registration Fee: $75 (Non-refundable); Book: $200.00

Requirement for completing the program
End of the program students are required to complete all the projects and lab work assigned during the program. Student will get the course completion certificate after completing the examination and the projects. Student may take the Big Data and Python Programming certification exams

Bookkeeping & MS Office Professional

Program Description

This comprehensive program teaches students from Basic, Intermediate, and advanced levels of Microsoft Office suite including Microsoft Word, Excel, Power point, and Bookkeeping. Students will be prepared for an entry-level to Mid-level Office Administration and Bookkeeping position.

Course Objectives

- Microsoft Word – To recognize and identify how Word handles simple and intermediate word processing features
  Create, edit, save, open, and close documents.
- Microsoft Excel – Learn how to create new worksheet from beginning level to intermediate level.
- Microsoft Power point – Learn how to create new slides from design layout
- Understand basic bookkeeping principles
- Record manual entry transactions and draw up a trial balance

Course Delivery Option: Classroom, Online/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations

Secretaries and Administrative Assistants
SOC Code 43-6010

Financial Clerks SOC Code 43-3000

Bookkeeping, Accounting, and Auditing
SOC Code 43-3031

Receptionists and Information Clerks
SOC Code 43-4171

Office Clerks, General
SOC Code 43-9061

Instruction Details

Microsoft Word: The students will learn how to create and edit documents, save, open or close documents, apply formatting options, set tabs and indents, change the view mode, manipulate the text using features such as copy and paste, and preview and then print the document. This course is designed for students who desire the skills necessary to create, edit, format, and print.

Microsoft Excel: The students will learn how to create, edit, and format new spreadsheets into a more visually effective spreadsheet. The student will execute simple and complex formulas, create new templates, charts, pivot table, use excel as a database, and review the page setup functions for printing.

Microsoft Power point: Student will learn how to create new presentation slides using the slide layout and design template. The student will earn how to use the animation and sounds on the presentation slides to make it professional and innovative slide show presentation.

Bookkeeping concepts - Basic bookkeeping principles and transaction entries. Bookkeeping module Double-Entry certification from AIPB

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Bookkeeping & MS Office professional	160 hours	8 weeks	12 weeks

Pre-Requisite: Basic Computer Knowledge

Instructional Material:

The Microsoft Office 365 Bible: The Complete Guide to Master the 9 Most In-Demand Microsoft Programs Step by Step - Secret Tips & Shortcuts to Stand Out from the Crowd and Impress Your Boss

by Max Clark

- Power point slides and Microsoft and Bookkeeping related project work

Total Charges for Period of Attendance & Estimated charges for entire program: $4,002.00

Tuition Fee: $3,602; Registration Fee: $75 (Non-refundable); Book: $325

Requirement for completing the program:

End of the program students are required to take a final exam in Microsoft Office suite Word, Excel, PowerPoint, and bookkeeping concepts. Student will get the course completion certificate after completing the examination and the projects.

Business Analyst

Program Description

Program will teach how to interact with Business users, Stakeholders, and Customers to identify information needs, gathering requirements, and initiating process changes, defining business processes and identifying risks and impact analysis on functionality, workflow, and Business rules.

Course Objectives

- Work with business users to document project scopes
- Plan and analysis activity including quality and reviews
- Break down complex business scenarios or problems into process and data models
- Upon completion of this program the student will be ready for an entry-level to Mid-level Office Management Analyst job.

Course Delivery Option: Classroom, Online/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations

Management Analyst SOC Code 13-1111
Financial Analyst SOC Code 13-2051

Instruction Details

Business analysts study the overall business and information needs of an organization, in order to develop solutions to business and related technology problems. Student will learn the powerful quantitative methods to make more effective business decisions. The business analyst (BA) plays a key role in the development and execution of company projects. The BA is responsible for gathering input, analyzing the needs of the project, documenting the criteria to be met, sharing information among project team members, and presenting findings to company executives

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Business Analyst	200 hours	10 weeks	15 weeks

Pre-Requisite: Basic Computer Knowledge

Instructional Materials

Book: CBAP / CCBA Certified Business Analysis Study Guide

Total Charges For Period of Attendance & Estimated charges for entire program : $4,675.00
Tuition Fee: $4,500; Registration Fee: $75 (Non-refundable); Book: $100

Requirement for completing the program:

End of the program students are required to take a final exam. Student will get the course completion certificate after completing the examination and the projects.

Business Analyst & Oracle Financials Rel12

Program Description

Business Analyst: Program will teach how to interact with Business users, Stakeholders, and Customers to identify information needs, gathering requirements, and initiating process changes, defining business processes and identifying risks and impact analysis on functionality, workflow, and Business rules.

Oracle Financials: This course explains how an Oracle Rel12 Financials System is implemented & used by a company. The course provides the knowledge necessary for end-users & implementers to understand & use Oracle Financial Applications.

Course Objectives

- Work with business users to document project scopes
- Plan and analysis activity including quality and reviews
- Break down complex business scenarios or problems into process and data models
- Upon completion of this program the student will be ready for an entry-level to Mid-level Office Management Analyst job.
- Various development methodologies
- How to write a test plan
- Test types to be considered
- Effective and efficient test writing techniques

Course Delivery Option: Classroom, Online/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations

Management Analyst SOC Code 13-1111
Financial Analyst SOC Code 13-2051
Computer and Information Analyst SOC Code 15-1120
Computer Systems Analysts SOC Code 15-1121

Instruction Details

Business analysts study the overall business and information needs of an organization, in order to develop solutions to business and related technology problems. Student will learn the powerful quantitative methods to make more effective business decisions. The business analyst (BA) plays a key role in the development and execution of company projects. The BA is responsible for gathering input, analyzing the needs of the project, documenting the criteria to be met, sharing information among project team members, and presenting findings to company executives

Oracle System Administration: This course gives better understand how to effectively control security, monitor your system, and handle day-to-day system administrator tasks for Oracle E-Business Suite applications, so that your organization can more rapidly realize the full value of Oracle E-Business Suite.

Oracle General Ledger: This course will help you maximize accounting process efficiency across the enterprise, while still achieving a high level of information and setup security. It will teach you how Oracle General Ledger integrates with the eBusiness Suite of applications.

Oracle Accounts Payable: R12.x Oracle Payables Management Fundamentals. This course will be applicable for students who have implemented Oracle E-Business Suite Release 12 or Oracle E-Business Suite 12.1. In this course, students will learn how to set up and use Oracle Payables to manage the accounts payable process.

Oracle Accounts Receivables: This R12.X Oracle Receivables Management training teaches you to set up and use Oracle Receivables to manage receivables processing. Learn to manage parties & customer accounts, process invoices using Auto-Invoice, enter & complete invoices

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Business Analyst Oracle Financials 11i/Rel12	440 hours	22 weeks	33 weeks

Pre-Requisite: Basic Computer Knowledge

Instructional Materials

Book: CBAP / CCBA Certified Business Analysis Study Guide
Oracle Financials textbook

Total Charges For Period of Attendance & Estimated charges for entire program : $7,275.00
Tuition Fee: $7000; Registration Fee: $75 (Non-refundable); Books: $200

Requirement for completing the program:

End of the program students are required to take a final exam. Student will get the course completion certificate after completing the projects.

Business Analyst & PMI- ACP Exam Prep

Program Description

Business Analyst: Program will teach how to interact with Business users, Stakeholders, and Customers to identify information needs, gathering requirements, and initiating process changes, defining business processes and identifying risks and impact analysis on functionality, workflow and Business rules.

PMI-ACP Exam Prep: This program prepares individual with Agile Certified Practitioner Certification: PMI-ACP certification. The student will able to use agile practices in their projects, while demonstrating their increased professional versatility through agile tools and techniques. PMI-ACP certification carries a higher level of professional credibility as it requires a combination of agile training, experience working on agile projects, and examination on agile principles, practices, tools, and techniques. This global certification also supports individuals in meeting the needs of organizations that rely on project practitioners to apply a diversity of methods to their project management.

Course Objectives

- Work with business users to document project scopes
- Plan and analysis activity including quality and reviews
- Break down complex business scenarios or problems into process and data models
- Upon completion of this program the student will be ready for an entry-level to Mid-level Office Management Analyst job.
- Understanding of the principles and values behind Agile and Scrum
- Understanding of Agile and Scrum values, principles, and preparation for certification

Course Delivery Option: Classroom, Online/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations

Management Analyst	SOC Code 13-1111
Financial Analyst	SOC Code 13-2051
Computer and Information Analyst	SOC Code 15-1120
Computer Systems Analysts	SOC Code 15-1121
Other management occupations	SOC Code 11-9000
Management occupation	SOC Code 11-0000

Instruction Details

Business analysts: Study the overall business and information needs of an organization, in order to develop solutions to business and related technology problems. Student will learn the powerful quantitative methods to make more effective business decisions. The business analyst (BA) plays a key role in the development and execution of company projects. The BA is responsible for gathering input, analyzing the needs of the project, documenting the criteria to be met, sharing information among project team members, and presenting findings to company executives.

PMI- ACP Exam Prep: This course is designed to provide an overview of Scrum as well as an understanding of the responsibilities of the roles in a Scrum project to provide a foundation for understanding the methodology.

Program in Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Business Analyst & PMI-ACP Exam Prep	360 hours	18 weeks	27 weeks

Pre-Requisite: Basic Computer Knowledge

Instructional Materials

Books: CBAP / CCBA Certified Business Analysis Study Guide - 2nd Edition by Susan Weese and Terri Wagner
PMI-ACP® Exam Prep, Updated Second Edition by Mike Griffiths

Total Charges For Period of Attendance & Estimated charges for entire program: $6,925.00
Tuition Fee: $6,500; Registration Fee: $75 (Non-refundable); Book: $350

Requirement for completing the program:

End of the program students are required to take a final exam. Student may take the PMI- ACP certification exam from Project Management Institute (PMI) and Student will get the course completion certificate.
Student will get the course completion certificate after completing the examination and the projects.

Business Analyst and SAP FICO

Program Description

Business Analyst: Program will teach how to interact with Business users, Stakeholders, and Customers to identify information needs, gathering requirements, and initiating process changes, defining business processes and identifying risks and impact analysis on functionality, workflow, and Business rules.

SAP: FICO: This course is essential study for users of all R/3 modules, regardless of the organization's business/industry classification. To fully exploit the functionality of R/3 3.0, business users need to be both confident and proficient in the use of all the main navigational and systems functionality of SAP. This course will provide R/3 users with the knowledge and skills to perform regular tasks and procedures, including customizing activities in Financial and Controlling.

Course Objectives

- Work with business users to document project scopes
- Plan and analysis activity including quality and reviews
- Break down complex business scenarios or problems into process and data models
- Upon completion of this program the student will be ready for an entry-level to Mid-level Office Management Analyst job.
- Develop strong conceptual and practical knowledge in all areas of FICO.
- Provide SAP users with the knowledge and skills to perform regular task and procedures.
- Grow FICO professionalism with practical examples of real-world scenarios.

Course Delivery Option: Classroom, Online/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations

Financial Specialist	SOC Code 13-2000
Computer and Information Analyst	SOC Code 15-1120
Computer Systems Analysts	SOC Code 15-1121
Other management occupations	SOC Code 11-9000
Management occupation	SOC Code 11-0000
Financial Analyst – all others	SOC Code 13-2099

Instruction Details

Business analysts study the overall business and information needs of an organization, in order to develop solutions to business and related technology problems. Student will learn the powerful quantitative methods to make more effective business decisions. The business analyst (BA) plays a key role in the development and execution of company projects. The BA is responsible for gathering input, analyzing the needs of the project, documenting the criteria to be met, sharing information among project team members, and presenting findings to company executives

SAP: FICO module is a powerful, integrated environment, dynamically interfacing Accounts Receivable/Payable functions with General Ledger and Assets Accounting. You will usually encounter both FI and CO (Cost Center Controlling) in a business environment. The procedures for Accounts Receivable and Accounts Payable are similar in R/3.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Business Analyst SAP - FICO	360 hours	18 weeks	27 weeks

Pre-Requisite: Basic Computer Knowledge

Instructional Materials

Books: CBAP / CCBA Certified Business Analysis Study Guide - 2nd Edition by Susan Weese and Terri Wagner
Configuring SAP ERP Financials and Controlling by Peter Jones.
Power point slides and SAP related project work

Total Charges For Period of Attendance & Estimated charges for entire program: $6,725.00
Tuition Fee: $6,500; Registration Fee: $75 (Non-refundable); Book: $150

Requirement for completing the program:

End of the program students are required to take a final exam. Student will get the course completion certificate after completing the examination and the projects.

End of the program students are required to take a final exam and a project in Financial and Controlling. Student will get the course completion certificate after completing the examination and the projects.

CCNA & CCNP Package

Program Description

This is a comprehensive package which provides hands on training and preparation for certification exams. The course covers CCNA&CCNP. The CCNA Routing and Switching validates the ability to install, configure, operate, and troubleshoot medium-size routed and switched networks.

Course Objectives

- This program of study prepares the student to become a CISCO Certified Network Associate
- Extend IP addresses, using VLSM and route summarization. Configure OSPF, EIGRP, and BGP.
- Control network activity using access list-based features.
- Configure Cisco routers with Ethernet LAN and serial WAN interfaces

Course Delivery Option: Classroom, Online/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations

Computer Network support specialist	SOC Code 15-1231
Computer Network Architects	SOC Code 15-1241
Network and Computer system Administrator	SOC Code 15-1244

Instruction Details

Student will be prepared to take CCNA 200-301 exam. This is the first step in achieving the CCNA Routing and Switching certification. The exam tests a student's knowledge and skills required to successfully install, operate, and troubleshoot a small branch office network. The exam includes topics on the Operation of IP Data Networks; LAN Switching Technologies; IP Addressing (IPv4 & IPv6); IP Routing Technologies; IP Services (DHCP, NAT, ACLs); Network Device Security; Basic Troubleshooting.

CCNP - Implementing Cisco IP Routing (ROUTE): Students will learn to plan, configure and verify the implementation of secure enterprise LAN and WAN routing solutions using a range of routing protocols.
CCNP - Implementing Cisco IP Switched Networks (SWITCH): Students will learn to plan, configure and verify the implementation of complex enterprise switching solutions using Cisco's Campus Enterprise Architecture.
CCNP - Troubleshooting and Maintaining Cisco IP Networks (TSHOOT) - Students will learn to (1) plan and perform regular maintenance on complex enterprise routed and switched networks and (2) use technology-based practices and a systematic ITIL-compliant approach to perform network.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
CCNA & CCNP	320 hours	16 weeks	24 weeks

Pre-Requisite: Basic Computer Knowledge

Instructional Material:

Textbook

CCNA 200-301 Official Cert Guide, Volume 1 Part of: Official Cert Guide (29 books) | by Wendell Odom
CCNA 200-301 Official Cert Guide, Volume 2 Part of: Official Cert Guide (29 books) | by Wendell Odom
CCNP and CCIE Enterprise Core ENCOR 350-401 Official Cert Guide Part of: Official Cert Guide (29 books) | by Brad Edgeworth , David Hucaby, et al.

Total Charges For Period of Attendance & Estimated charges for entire program: $10,005
Tuition Fee: $9530; Registration Fee: $75 (Non-refundable); Book: $400

Requirement to obtain certification from Cisco

Students may take the following certification examinations offered by Cisco.

- CCNA 200-301
- CCNP 350-401

CCNA I & II

Program Description

CCNA 200-301 is the new industry standard networking certification for network administrators, support engineers and data center operations. The course enables you to demonstrate your skills and knowledge of IT fundamentals. The course will allow you to market yourself to a competitive IT Industry.

Course Objectives

- Candidates after completing the program will able to take the Cisco CCNA 200-301 certification exam

Course Delivery Option: Classroom, Online/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations

Computer Network support specialist	SOC Code 15-1231
Computer Network Architects	SOC Code 15-1241
Network and Computer system Administrator	SOC Code 15-1244

Instruction Details

Student will be prepared to take CCNA 200-301 exam. This is the first step in achieving the CCNA Routing and Switching certification. The exam tests a student's knowledge and skills required to successfully install, operate, and troubleshoot a small branch office network. The exam includes topics on the Operation of IP Data Networks; LAN Switching Technologies; IP Addressing (IPv4 & IPv6); IP Routing Technologies; IP Services (DHCP, NAT, ACLs); Network Device Security; Basic Troubleshooting.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
CCNA I & II	280 hours	14 weeks	21 weeks

Pre-Requisite: Basic Computer Knowledge

Instructional Material:

Textbook

- CCNA 200-301

Total Charges For Period of Attendance & Estimated charges for entire program: $6,000.00

Tuition Fee: $5,700; Registration Fee: $75 (Non-refundable); Book: $225

Requirement to obtain certification from Cisco

Students may take the following certification examinations offered by Cisco.

- CCNA 200-301

CCNP

Program Description

The CCNP program will cover CCNP route, CCNP switch, CCNP Trouble shoot. The CCNA Routing and Switching validates the ability to install, configure, operate, and troubleshoot medium-size routed and switched networks. In CCNP route you will learn how to implement advanced routing within network. IN CCNP switch you will learn how to manage switches in an enterprise campus environment. CCNP troubleshoot consists of practicing these skills and reinforcing the concepts by putting them to use in a controlled environment. The program teaches how to plan, implement, and manage local and wide-area enterprise networks as you prepare for the three exams you need to pass to earn the CCNP Routing and Switching certification: 300-101 ROUTE, 300-115 SWITCH, 300-135 TSHOOT

Course Objectives

- Extend IP addresses, using VLSM and route summarization.
- Configure Cisco routers with Ethernet LAN and serial WAN interfaces
- The program will give through hands-on training and preparation for three (3) certification exams.

Course Delivery Option: Classroom, Online/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations

Computer Network support specialist	SOC Code 15-1231
Computer Network Architects	SOC Code 15-1241
Network and Computer system Administrator	SOC Code 15-1244

Instruction Details

CCNP - Implementing Cisco IP Routing (ROUTE): Students will learn to plan, configure and verify the implementation of secure enterprise LAN and WAN routing solutions using a range of routing protocols.

CCNP - Implementing Cisco IP Switched Networks (SWITCH): Students will learn to plan, configure and verify the implementation of complex enterprise switching solutions using Cisco's Campus Enterprise Architecture.

CCNP - Troubleshooting and Maintaining Cisco IP Networks (TSHOOT) - Students will learn to (1) plan and perform regular maintenance on complex enterprise routed and switched networks and (2) use technology-based practices and a systematic ITIL-compliant approach to perform network.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
CCNP	200 hours	10 weeks	15 weeks

Pre-Requisite: CCNA I & II or equivalent knowledge or experience

Instructional Material:

Textbook

CCNP and CCIE Enterprise Core ENCOR 350-401 Official Cert Guide Part of: Official Cert Guide (29 books) | by Brad Edgeworth , David Hucaby, et al.

Total Charges for Period of Attendance & Estimated charges for entire program: $6,003.00
Tuition Fee: $5753; Registration Fee: $75(Non-refundable); Book: $175

Requirement to Obtain Certification from Cisco

Students may take the following certification examinations offered by Cisco.

- CCNP Exam 350-401

Certified Bookkeeper

Program Description

This program is designed for experienced bookkeepers who want to prepare for national certification. Certified Bookkeeper program is endorsed by the American Institute of Professional Bookkeepers. This program helps you to get in depth knowledge and prepare you to pass the certification exam. The program prepares students for careers in accounting and bookkeeping. The program allows students to select a specific accounting and bookkeeping jobs.

Course Objectives

- Obtain entry level positions as Bookkeeping, Accounting
- Apply the concepts of accrual accounting to transactions that span fiscal periods
- Trace the effect of accrual and deferral transactions to financial statements

Course Delivery Option: Classroom, Online/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations
Bookkeeping, Accounting and Auditing SOC Code 43-3030

Instruction Details
In this Course, students learn Adjustments, Bank Reconciliation, Depreciation and Payroll Book I and Inventory. After completion of this course the student will be qualified to take certification exams.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Certified Bookkeeper	240 hours	12 weeks	18 weeks

Prerequisite: Basic Computer knowledge

Instructional Material:
Textbook
Mastering Adjusting Entries – AIPB
Bank Reconciliation – AIPB
Depreciation – AIPB
Payroll Book I – AIPB
Inventory – AIPB
Fraud and Prevention - AIPB

Total Charges For Period of Attendance & Estimated charges for entire program: $6,003.00
Tuition Fee: $5678; Registration Fee: $75 (Non- refundable); Book: $250

Requirement for completing the program:
Student may take the following certification exams: Mastering Adjusting Entries, Bank Reconciliation, Depreciation, Payroll Book I, Inventory and Fraud and Prevention from AIPB

Certified Bookkeeper & Quickbooks

Program Description

This program is designed for experienced bookkeepers who want to prepare for national certification. Certified Bookkeeper program is endorsed by the American Institute of Professional Bookkeepers. This program helps you to get in depth knowledge and prepare you to pass the certification exam. The program prepares students for careers in accounting and bookkeeping. The program allows students to select a specific accounting and bookkeeping jobs.

The QuickBooks for accounting program validates job-role skills for entry and advanced level job seekers and seasoned professionals alike. Completion of this course can lead to a successful career as a Bookkeeper, Accountant, Auditing Officials, Financial Clerks, Administrative Services Mangers, and Office Clerks.

Course Objectives

- Obtain entry level positions as Bookkeeping, Accounting
- Apply the concepts of accrual accounting to transactions that span fiscal periods
- Trace the effect of accrual and deferral transactions to financial statements
- Learn the navigation on QuickBooks
- Learn how to start and setup the QuickBooks
- Accounting behind the setup of QuickBooks
- How to start a new company data file?
- How to restore and backup data files.

Course Delivery Option: Classroom, Online/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations

Bookkeeping, Accounting and Auditing SOC Code 43-3030
Human Resources Assistants SOC Code 11-3121
Computer Operators SOC Code 15-1100

Instruction Details

In this Course, students learn Adjustments, Bank Reconciliation, Depreciation and Payroll Book I and Inventory. After completion of this course the student will be qualified to take certification exams.
This program will help students learn or review fundamental accounting concepts and principles through the use of QuickBooks and Analysis of business events. It teaches how to setup chart of Accounts, Create new item list, Vendor list, Employer list, etc.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Certified Bookkeeper & QuickBooks	400 hours	20 weeks	30 weeks

Prerequisite: Basic Computer knowledge

Instructional Material:

Textbook

Mastering Adjusting Entries – AIPB
Bank Reconciliation – AIPB
Depreciation – AIPB
Payroll Book I – AIPB
Inventory – AIPB
Fraud and Prevention – AIPB
QuickBooks online for Beginners, 2025
Quickbooks online trail version 2025 software

Total Charges For Period of Attendance & Estimated charges for entire program: $8,000.00

Tuition Fee: $7,525; Registration Fee: $75 (Non- refundable); Book: $400

Requirement for completing the program:

Student may take the following certification exams: Mastering Adjusting Entries, Bank Reconciliation, Depreciation, Payroll Book I, Inventory and Fraud and Prevention from AIPB

COMPTIA A+ Computer Technician Fundamentals

Program Description

This program A+ certification is an entry level program for a career in PC support. The core training for this program is defined by the competencies emphasized by CompTIA A+ Essentials curriculum.

Course Objectives

Hands on Practice on the system and prepares for the A+ Core Hardware exam
Hands on practice and prepares for A+ OS Technologies exam

Course Delivery Option: Classroom, Online/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations

Computer Support Specialists SOC Code 15-1150
Computer Network Support Specialist SOC Code 15-1152

Instruction Details

The course focus on CompTIA A+ Certification exam preparation. Student will gain the needed knowledge computer hardware and operating systems. The course will cover the essential principles of installing, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing, and preventive maintenance and you'll learn elements of customer service and communication skills necessary to work with clients.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Comptia A+ Computer Technician Fundamentals	200 hours	10 weeks	15 weeks

Pre-requisite: Basic Computer Knowledge

Instructional Material:

CompTIA A+ Certification Study Guide, Eleventh Edition (Exams 220-1101 & 220-1102)

Total Charges for Period of Attendance & Estimated charges for entire program: $4.825.00
Tuition Fee: $4,500; Registration Fee: $75 (Non-refundable); Book: $250

Requirement for completing the program:

Student will get to train and prepare individuals to achieve CompTIA A+ Certification by passing the following exams.
CompTIA A+ Certification Study Guide, Eleventh Edition (Exams 220-1101 & 220-1102)

COMPTIA Network+

Program Description

This course is intended for entry-level computer support professionals with basic knowledge of computer hardware, software, and operating systems, who wish to increase their knowledge and understanding of networking concepts and skills to prepare for a career in network support or administration, or to prepare for the CompTIA Network+ exam. You will identify and describe all the major networking technologies, systems, skills, and tools in use in modern PC-based computer networks.

Course Objectives

Hands on Practice on the system and prepares for the Network+ exam
Hands on practice and prepares for A+ OS Technologies exam

Course Delivery Option: Classroom, Online/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations

Computer Support Specialists SOC Code 15-1150
Computer Network support Specialist SOC Code 15-1152

Instruction Details

The course focuses on CompTIA Network+ Certification exam preparation. Student will gain the needed knowledge computer hardware and operating systems. The course will cover the essential principles of installing, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing, and preventive maintenance and you will learn elements of customer service and communication skills necessary to work with clients.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
CompTIA Network+	100 hours	5 weeks	7.5 weeks

Pre-requisite: Basic Computer Knowledge

Instructional Material:

CompTIA Network+ Certification All-in-One Exam Guide, Eighth Edition (Exam N10-009) (CompTIA Network + All-In-One Exam Guide)

Total Charges for Period of Attendance & Estimated charges for entire program: $3,650.00
Tuition Fee: $3,500; Registration Fee: $75 (Non-refundable); Book: $75

Requirement for completing the program:

Student will get to train and prepare individuals to achieve CompTIA Network+ Certification by passing the following exams: Exam N10-009: CompTIA Network+

Computerized Accounting & Bookkeeping

Program Description
This comprehensive program centers on the Application of Accounting and Procedures by Data entry of Business transactions into a computerized system. It specializes in computerized accounting which leads to careers in an Accounting, Bookkeeping and Financial Industries.

Course Objectives
- Appreciate the advantages of computerized accounts
- Ensure data accuracy and confidentiality is adhered to during financial transactions
- Implement appropriate back-up procedures for the computerized accounts system

Course Delivery Option: Classroom, Online/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations
Administrative Services Managers SOC Code 11-3011
Business Operations Specialists SOC Code 13-1000
Financial Clerks SOC Code SOC Code 43-3000
Bookkeeping, Accounting, and Auditing SOC Code 43-3031
Receptionists and Information Clerks SOC Code 43-4171
Office Clerks, General SOC Code 43-9061

Instruction Details
This course is designed to help students understand the basic principles of the accounting cycle. The course is emphasis on the analysis and recording of business transactions; preparation and interpretation of financial statements; accounting systems and banking. Student will learn how to record journal entries, prepare trial balances, reconcile the bank statements using Microsoft Excel and QuickBooks Software.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Computerized Accounting & Bookkeeping	160 hours	8 weeks	12 weeks

Pre-requisite: Basic Computer Knowledge

Total Charges for Period of Attendance & Estimated charges for entire program: $4,000.00
Tuition Fee: $3675; Registration Fee: $75 (Non-refundable); Book: $250

Instructional Material:
Textbook:
-PowerPoint slides
-Quickbooks online for Beginners 2025

Supplies:
QuickBooks online trial version 2025 software

Requirement for completing the program:

Student will get the course completion certificate after completing the examination and the projects.

Computerized Accounting and Bookkeeping & MS Office Professional

Program Description

This comprehensive program centers on the Application of Accounting and Procedures by Data entry of Business transactions into a computerized system. It specializes in computerized accounting which leads to careers in an Accounting, Bookkeeping and Financial Industries. It also teaches students from Basic, and Intermediate levels of Microsoft Office suite including Microsoft Word, Excel, Power point, and Access.

Course Objectives

- Appreciate the advantages of computerized accounts
- Ensure data accuracy and confidentiality is adhered to during financial transactions
- Implement appropriate back-up procedures for the computerized accounts system
- Microsoft Word – To recognize and identify how Word handles simple and intermediate word processing features
  Create, edit, save, open, and close documents.
- Microsoft Excel – Learn how to create new worksheet from beginning level to intermediate level.
- Microsoft Power point – Learn how to create new slides from design layout
- Understand basic bookkeeping principles
- Record manual transactions and draw up a trial balance
- Identify the main components of a computer system

Course Delivery Option: Classroom, Online/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations

Administrative Services Managers SOC Code11-3011
Financial Clerks SOC Code 43-3000
Bookkeeping, Accounting, and Auditing SOC Code 43-3031
Receptionists and Information Clerks SOC Code 43-4171
Office Clerks, General SOC Code 43-9061

Instruction Details

Computerized Accounting: This course is designed to help students understand the basic principles of the accounting cycle. The course is emphasis on the analysis and recording of business transactions; preparation and interpretation of financial statements; accounting systems and banking. Student will learn how to record journal entries, prepare trial balances, reconcile the bank statements using Microsoft Excel and QuickBooks Software.
Microsoft Word: Microsoft® Office Word 2016 – The students will learn how to create and edit documents, save, open or close documents, apply formatting options, set tabs and indents, change the view mode, manipulate the text using features such as copy and paste, and preview and then print the document. This course is designed for students who desire the skills necessary to create, edit, format, and print basic Microsoft Office Word 2016 documents.
Microsoft Excel: Microsoft® Office Excel 2016 – The students will learn how to create, edit, and format new spreadsheets into a more visually effective spreadsheet. The student will execute simple and complex formulas, create new templates, charts, pivot table, use excel as a database, and review the page setup functions for printing.
Microsoft Power point: Microsoft® Office PowerPoint 2016 – Student will learn how to create new presentation slides using the slide layout and design template. The student will earn how to use the animation and sounds on the presentation slides to make it professional and innovative slide show presentation.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Computerized Accounting & MS Office professional	280 hours	14 weeks	15 weeks

Total Charges for Period of Attendance & Estimated charges for entire program: $6,300.00
Tuition Fee: $6,,000; Registration Fee: $75 (Non-refundable); Book: $225

Pre-Requisite: Basic Computer Knowledge

Instructional Material:

Textbook:
The Microsoft Office 365 Bible: The Complete Guide to Master the 9 Most In-Demand Microsoft Programs Step by Step - Secret Tips & Shortcuts to Stand Out from the Crowd and Impress Your Boss
by Max Clark
-PowerPoint slides
- Quickbooks online for Beginners 2025

Supplies:
QuickBooks online trial version 2025 software

Requirement for completing the program:

End of the program students are required to take a final exam in Microsoft Office suite Word, Excel, PowerPoint, and bookkeeping concepts. Student will get the course completion certificate after completing the examination and the projects.

Data Bricks

Program Description
Databricks is a cloud-based data engineering tool used for processing and transforming massive quantities of data and exploring the data through machine learning models.

Course Objectives

- Understanding of the basics of the Spark architecture
- Ability to apply the Spark Data Frame API to complete individual data manipulation tasks.
- Learn the skills to pass the certification exam and to gain the industry recognition

Course Delivery Option: Classroom, Online/Distance Learning/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations
Software Developers, Applications SCO Code 15-1132.00

Instruction Details
The course will teach students how to transform their businesses using cloud. The students will able to learn how to secure cloud computing service platform, its advantages on functionality to help businesses scale and grow. Student will also learn to run web and application servers in the cloud to host dynamic websites.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Data Bricks	160 hours	8 weeks	12 weeks

Pre-Requisite: Basic Computer Knowledge

Instructional Material:

Textbook

Azure Databricks A Complete Guide - 2019 Edition by Gerardus Blokdyk

Total Charges for Period of Attendance & Estimated charges for entire program: $4,027.00
Tuition Fee: $3,875; Registration Fee: $77 (Non-refundable); Book: $75.00

Requirement for completing the program
End of the program students are required to complete all the projects and lab work assigned during the program. Student will get the course completion certificate after completing the examination and the projects. Student may take the Data Bricks certification exam

Deep Learning

Program Description
In this course we will learn about the basics of deep neural networks, and their applications to various tasks. The course aim is to present the mathematical, statistical, and computational challenges of building stable representations for high-dimensional data.

Course Objectives

- Learn the tools required for building Deep Learning models.
- Explore multiple architectures and understand how to fine-tune and continuously improve models
- Learn how the same task can be solved using multiple Deep Learning approaches

Course Delivery Option: Classroom, Online/Distance Learning/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations
Software Developers, Applications SCO Code 15-1132.00

Instruction Details
Students will have significant familiarity with the subject and be able to apply Deep Learning to a variety of tasks. They will also be positioned to understand much of the current literature on the topic and extend their knowledge through further study.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Deep Learning	240 hours	12 weeks	15 weeks

Pre-Requisite: Basic Computer Knowledge

Instructional Material:

Textbook

Deep Learning (Adaptive Computation and Machine Learning series) Part of: Adaptive Computation and Machine Learning series (21 Books) | by Ian Goodfellow , Yoshua Bengio , et al.

Total Charges for Period of Attendance & Estimated charges for entire program: $4,877.50
Tuition Fee: $4,725; Registration Fee: $77.50 (Non-refundable); Book: $75.00

Requirement for completing the program
End of the program students are required to complete all the projects and lab work assigned during the program. Student will get the course completion certificate after completing the examination and the projects. Student may take the Deep Learning certification exam.

Deep Learning and Amazon Web Services

Program Description
In this course we will learn about the basics of deep neural networks, and their applications to various tasks. The course aim is to present the mathematical, statistical, and computational challenges of building stable representations for high-dimensional data.
Amazon Web Services Solutions Architect Certification training will enable you to design, plan, and scale AWS implementations utilizing more than 70 cloud computing services.

Course Objectives

- Learn the tools required for building Deep Learning models.
- Explore multiple architectures and understand how to fine-tune and continuously improve models
- Learn how the same task can be solved using multiple Deep Learning approaches
- Design one or more services or applications within an organization
- Understand the processes of the business well for creating a cohesive product vision.
- Responsible for building and integration of computer systems and information for meeting specific needs

Course Delivery Option: Classroom, Online/Distance Learning/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations
Software Developers, Applications SCO Code 15-1132.00

Instruction Details
Students will have significant familiarity with the subject and be able to apply Deep Learning to a variety of tasks. They will also be positioned to understand much of the current literature on the topic and extend their knowledge through further study.
The course will teach students how to transform their businesses using cloud. The students will able to learn how to secure cloud computing service platform, its advantages on functionality to help businesses scale and grow. Student will also learn to run web and application servers in the cloud to host dynamic websites.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Deep Learning and Amazon Web Services	400 hours	20 weeks	30 weeks

Pre-Requisite: Basic Computer Knowledge

Instructional Material:
Textbook
Deep Learning (Adaptive Computation and Machine Learning series) Part of: Adaptive Computation and Machine Learning series (21 Books) | by Ian Goodfellow , Yoshua Bengio , et al.
AWS Certified Solutions Architect Study Guide: Associate SAA-CO1 Exam by Ben Piper and David Clinton

Total Charges for Period of Attendance & Estimated charges for entire program: $8,279.00
Tuition Fee: $8,000; Registration Fee: $79 (Non-refundable); Book: $200.00

Requirement for completing the program
End of the program students are required to complete all the projects and lab work assigned during the program. Student will get the course completion certificate after completing the examination and the projects. Student may take the Deep Learning and Amazon Web Services certification exams

Deep Learning and Google Cloud

Program Description
In this course we will learn about the basics of deep neural networks, and their applications to various tasks. The course aim is to present the mathematical, statistical, and computational challenges of building stable representations for high-dimensional data.
This course teaches the important concepts and terminology for working with Google Cloud. The courses explain how the cloud computing evolved and how the unique features of Google's approach to it.

Course Objectives

- Learn the tools required for building Deep Learning models.
- Explore multiple architectures and understand how to fine-tune and continuously improve models
- Learn how the same task can be solved using multiple Deep Learning approaches
- Learn and compare many of the computing and storage services available in Google Cloud Platform
- Learn about important resource and policy management tools used
- Learn the skills needed to be successful in a cloud architecture role.

Course Delivery Option: Classroom, Online/Distance Learning/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations
Software Developers, Applications **SCO Code 15-1132.00**

Instruction Details
Students will have significant familiarity with the subject and be able to apply Deep Learning to a variety of tasks. They will also be positioned to understand much of the current literature on the topic and extend their knowledge through further study.
Students will learn how to analyze and deploy infrastructure components such as networks, storage systems, and application services. Students will be prepared to take the Google Cloud certification exam.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Deep Learning and Google Cloud	400 hours	20 weeks	30 weeks

Pre-Requisite: Basic Computer Knowledge

Instructional Material:
Textbook
Deep Learning (Adaptive Computation and Machine Learning series) Part of: Adaptive Computation and Machine Learning series (21 Books) | by Ian Goodfellow , Yoshua Bengio , et al.
Google Cloud Certified Professional Cloud Architect: Introducing Google Cloud (Third Edition) by Soumen Chatterjee

Total Charges for Period of Attendance & Estimated charges for entire program: $8,279.00
Tuition Fee: $8,000; Registration Fee: $79 (Non-refundable); Book: $200.00

Requirement for completing the program
End of the program students are required to complete all the projects and lab work assigned during the program. Student will get the course completion certificate after completing the examination and the projects. Student may take the Deep Learning and Google Cloud certification exams

Deep Learning and Microsoft Azure

Program Description
In this course we will learn about the basics of deep neural networks, and their applications to various tasks. The course aim is to present the mathematical, statistical, and computational challenges of building stable representations for high-dimensional data.
Microsoft Azure is a cloud platform that provides infrastructure, managed services that you might need for your business applications. It is suited for businesses that want to leverage cloud servers.

Course Objectives
- Learn the tools required for building Deep Learning models.
- Explore multiple architectures and understand how to fine-tune and continuously improve models
- Learn how the same task can be solved using multiple Deep Learning approaches
- Deploy and configure Azure infrastructure
- Implement workloads and security on Azure
- Create and deploy apps on Azure
- Implement Azure authentication and secure data

Course Delivery Option: Classroom, Online/Distance Learning/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations
Software Developers, Applications **SCO Code 15-1132.00**

Instruction Details
Students will have significant familiarity with the subject and be able to apply Deep Learning to a variety of tasks. They will also be positioned to understand much of the current literature on the topic and extend their knowledge through further study.
This course provides you with a deep understanding of the entire administrative lifecycle in Azure environments.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Deep Learning and Microsoft Azure	400 hours	20 weeks	30 weeks

Pre-Requisite: Basic Computer Knowledge

Instructional Material:
Textbook
Deep Learning (Adaptive Computation and Machine Learning series) Part of: Adaptive Computation and Machine Learning series (21 Books) | by Ian Goodfellow , Yoshua Bengio , et al.
Exam AZ-300 & AZ-301 Study & Lab Guide Part 1: Microsoft Certified Azure Solutions Architect Expert
by Harinder Kohli

Total Charges for Period of Attendance & Estimated charges for entire program: $8,275.00
Tuition Fee: $8,000; Registration Fee: $75 (Non-refundable); Book: $200.00

Requirement for completing the program
End of the program students are required to complete all the projects and lab work assigned during the program. Student will get the course completion certificate after completing the examination and the projects. Student may take the Deep Learning and Microsoft Azure certification exams

Docker

Program Description
This course will train you to install Docker on various platforms. You will learn how to assimilate basic container and learn the life cycle of the container and the various stages of development. You will also learn the difference between the container and the virtual machine.

Course Objectives
- Ways to run applications on the deployed Kubernetes environment and access the deployed applications
- Enable the ability to use the same APIs for all your private and public data centers.

Course Delivery Option: Classroom, Online/Distance Learning/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations
Software Developers, Applications SCO Code 15-1132.00

Instruction Details
You will learn how to install your own local registry, volumes, container networking, orchestrating containers, and will learn how to debug your containers. You will build an HTTP server image, run as a service, and connect to it. Also, you will learn how to create a swarm and prepare your containers for production.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Docker	100 hours	5 weeks	7 weeks

Pre-Requisite: Basic Computer Knowledge

Instructional Material:

Textbook
Docker Quick Start Guide: Learn Docker like a boss, and finally own your applications
by Earl Waud

Total Charges for Period of Attendance & Estimated charges for entire program: $3,000.00
Tuition Fee: $2,850; Registration Fee: $75 (Non-refundable); Book: $75.00

Requirement for completing the program
End of the program students are required to complete all the projects and lab work assigned during the program. Student will get the course completion certificate after completing the examination and the projects. Student may take the Docker certification exam

Docker and Kubernetes

Program Description
This course will train you to install Docker on various platforms. You will learn how to assimilate basic container and learn the life cycle of the container and the various stages of development. You will also learn the difference between the container and the virtual machine.
This course offers an introduction to Kubernetes and provides instruction on how to deploy a stand-alone and multi-tier application. You will learn how to install and use Kubernetes on your local workstation

Course Objectives
- Ways to run applications on the deployed Kubernetes environment and access the deployed applications
- Enable the ability to use the same APIs for all your private and public data centers.
- How to install Docker and Kubernetes locally

Course Delivery Option: Classroom, Online/Distance Learning/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations
Software Developers, Applications SCO Code 15-1132.00

Instruction Details
You will learn how to install your own local registry, volumes, container networking, orchestrating containers, and will learn how to debug your containers. You will build an HTTP server image, run as a service, and connect to it. Also, you will learn how to create a swarm and prepare your containers for production. Students will have a solid understanding of the origin, architecture and building blocks for Kubernetes.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Docker and Kubernetes	200 hours	10 weeks	15 weeks

Pre-Requisite: Basic Computer Knowledge

Instructional Material:
Textbook
Docker Quick Start Guide: Learn Docker like a boss, and finally own your applications
by Earl Waud

Kubernetes: Build and Deploy Modern Applications in a Scalable Infrastructure. The Complete Guide to the Most Modern Scalable Software Infrastructure. (Docker & Kubernetes Book 2)
Book 2 of 2: Docker & Kubernetes | by Jordan Lioy

Total Charges for Period of Attendance & Estimated charges for entire program: $5,085.00
Tuition Fee: $4,810; Registration Fee: $75 (Non-refundable); Book: $200.00

Requirement for completing the program
End of the program students are required to complete all the projects and lab work assigned during the program. Student will get the course completion certificate after completing the examination and the projects. Student may take the Big Data and Amazon Web Services certification exams

Google Cloud

Program Description
This course teaches the important concepts and terminology for working with Google Cloud. The courses explain how the cloud computing evolved and how the unique features of Google's approach to it.

Course Objectives

- Learn and compare many of the computing and storage services available in Google Cloud Platform
- Learn about important resource and policy management tools used
- Learn the skills needed to be successful in a cloud architecture role.

Course Delivery Option: Classroom, Online/Distance Learning/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations
Software Developers, Applications SCO Code 15-1132.00

Instruction Details
Students will learn how to analyze and deploy infrastructure components such as networks, storage systems, and application services. Students will be prepared to take the Google Cloud certification exam.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Google Cloud	160 hours	8 weeks	12 weeks

Pre-Requisite: Basic Computer Knowledge

Instructional Material:

Textbook

Google Cloud Certified Professional Cloud Architect: Introducing Google Cloud (Third Edition) by Soumen Chatterjee

Total Charges for Period of Attendance & Estimated charges for entire program: $4,025.00
Tuition Fee: $3,875; Registration Fee: $75 (Non-refundable); Book: $75.00

Requirement for completing the program
End of the program students are required to complete all the projects and lab work assigned during the program. Student will get the course completion certificate after completing the examination and the projects. Student may take the Google Cloud certification exam.

Kubernetes

Program Description
This course offers an introduction to Kubernetes and provides instruction on how to deploy a stand-alone and multi-tier application. You will learn how to install and use Kubernetes on your local workstation

Course Objectives

- Ways to run applications on the deployed Kubernetes environment and access the deployed applications
- Enable the ability to use the same APIs for all your private and public data centers.
- How to install Kubernetes locally

Course Delivery Option: Classroom, Online/Distance Learning/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations
Software Developers, Applications SCO Code 15-1132.00

Instruction Details
The course will teach students how to transform their businesses using cloud. The students will able to learn how to secure cloud computing service platform, its advantages on functionality to help businesses scale and grow. Student will also learn to run web and application servers in the cloud to host dynamic websites.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Kubernetes	100 hours	5 weeks	7 weeks

Pre-Requisite: Basic Computer Knowledge

Instructional Material:

Textbook
Kubernetes: Build and Deploy Modern Applications in a Scalable Infrastructure. The Complete Guide to the Most Modern Scalable Software Infrastructure. (Docker & Kubernetes Book 2)
Book 2 of 2: Docker & Kubernetes | by Jordan Lioy

Total Charges for Period of Attendance & Estimated charges for entire program: $3,350.00
Tuition Fee: $3200; Registration Fee: $75 (Non-refundable); Book: $75.00

Requirement for completing the program
End of the program students are required to complete all the projects and lab work assigned during the program. Student will get the course completion certificate after completing the examination and the projects. Student may take the Kubernetes certification exam

Machine Learning and Data Science

Program Description
This package provides an understanding of the foundations of data science and its applications and a broad introduction to machine learning and algorithms and learn how the data science process can be used to address business problems.

Course Objectives

- How machine learning uses algorithms to search for patterns in data
- Learn the principles of machine learning and the importance of algorithms.
- Understanding of machine learning
- Learn how complex data can be harnessed to grow and scale an organization

Course Delivery Option: Classroom, Online/Distance Learning/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations
Software Developers, Applications SCO Code 15-1132.00

Instruction Details
The courses will discuss about the recent applications of machine learning, such as to robotic control, data mining, autonomous navigation, bioinformatics, speech recognition, and text and web data processing. The course will teach how to develop your planning and strategy skills by implementing a data science project.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Machine Learning and Data Science	300 hours	15 weeks	22.5 weeks

Pre-Requisite: Basic Computer Knowledge

Instructional Material:

Textbook

Guide for Beginners to Understand Data Science Through the Business Applications Kindle Edition
by Samuel Hack

Understanding Machine Learning: From Theory to Algorithms by Shai Shalev-Shwartz and Shai Ben-David

Total Charges for Period of Attendance & Estimated charges for entire program: $6,825.00
Tuition Fee: $6,500.00; Registration Fee: $75 (Non-refundable); Book: $250.00

Requirement for completing the program
End of the program students are required to complete the projects in Machine Learning and Data Science. Student will get the course completion certificate

Machine Learning, Data Science and Deep Learning

Program Description
This package provides an understanding of the foundations of data science and its applications and a broad introduction to machine learning and algorithms and learn how the data science process can be used to address business problems. In this course you will also learn about the basics of deep neural networks, and their applications to various tasks. The course aim is to present the mathematical, statistical, and computational challenges of building stable representations for high-dimensional data.

Course Objectives
- Design one or more services or applications within an organization
- Understand the processes of the business well for creating a cohesive product vision.
- Responsible for building and integration of computer systems and information for meeting specific needs
- Learn the tools required for building Deep Learning models.
- Explore multiple architectures and understand how to fine-tune and continuously improve models
- Learn how the same task can be solved using multiple Deep Learning approaches
- How machine learning uses algorithms to search for patterns in data
- Learn the principles of machine learning and the importance of algorithms.
- Understanding of machine learning
- Learn how complex data can be harnessed to grow and scale an organization

Course Delivery Option: Classroom, Online/Distance Learning/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations
Software Developers, Applications **SCO Code 15-1132.00**

Instruction Details
The courses will discuss about the recent applications of machine learning, such as to robotic control, data mining, autonomous navigation, bioinformatics, speech recognition, and text and web data processing. The course will teach how to develop your planning and strategy skills by implementing a data science project. The course will teach students how to transform their businesses using cloud. The students will able to learn how to secure cloud computing service platform, its advantages on functionality to help businesses scale and grow. Student will also learn to run web and application servers in the cloud to host dynamic websites. Students will have significant familiarity with the subject and be able to apply Deep Learning to a variety of tasks. They will also be positioned to understand much of the current literature on the topic and extend their knowledge through further study.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Machine Learning, Data Science and Deep Learning	540 hours	27 weeks	40.5 weeks

Pre-Requisite: Basic Computer Knowledge

Instructional Material:
<u>Textbook</u>

Deep Learning (Adaptive Computation and Machine Learning series) Part of: Adaptive Computation and Machine Learning series (21 Books) | by Ian Goodfellow , Yoshua Bengio , et al.
Guide for Beginners to Understand Data Science Through the Business Applications Kindle Edition
by Samuel Hack

Total Charges for Period of Attendance & Estimated charges for entire program: $10,425.00

Tuition Fee: $10,050.00; Registration Fee: $75 (Non-refundable); Book: $300.00

Requirement for completing the program
Student may take the Machine Learning, Data Science and Deep Learning certification exam

Microsoft Azure

Program Description
Microsoft Azure is a cloud platform that provides infrastructure, managed services that you might need for your business applications. It is suited for businesses that want to leverage cloud servers.

Course Objectives

- Deploy and configure Azure infrastructure
- Implement workloads and security on Azure
- Create and deploy apps on Azure
- Implement Azure authentication and secure data

Course Delivery Option: Classroom, Online/Distance Learning/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations
Software Developers, Applications **SCO Code 15-1132.00**

Instruction Details
This course provides you with a deep understanding of the entire administrative lifecycle in Azure environments.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Microsoft Azure	160 hours	8 weeks	12 weeks

Pre-Requisite: Basic Computer Knowledge

Instructional Material:

Textbook

Exam AZ-300 & AZ-301 Study & Lab Guide Part 1: Microsoft Certified Azure Solutions Architect Expert
by Harinder Kohli

Total Charges for Period of Attendance & Estimated charges for entire program: $4,025.00

Tuition Fee: $3,875; Registration Fee: $75 (Non-refundable); Book: $75.00

Requirement for completing the program
End of the program students are required to complete all the projects and lab work assigned during the program. Student will get the course completion certificate after completing the examination and the projects. Student may take the Microsoft Azure certification exam

Microsoft Azure and Data Bricks

Program Description
Microsoft Azure is a cloud platform that provides infrastructure, managed services that you might need for your business applications. It is suited for businesses that want to leverage cloud servers. Databricks is a cloud-based data engineering tool used for processing and transforming massive quantities of data and exploring the data through machine learning models.
Databricks is a cloud-based data engineering tool used for processing and transforming massive quantities of data and exploring the data through machine learning models.

Course Objectives
- Deploy and configure Azure infrastructure
- Implement workloads and security on Azure
- Create and deploy apps on Azure
- Implement Azure authentication and secure data
- Understanding of the basics of the Spark architecture
- Ability to apply the Spark Data Frame API to complete individual data manipulation tasks.

Course Delivery Option: Classroom, Online/Distance Learning/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations
Software Developers, Applications SCO Code 15-1132.00

Instruction Details
This course provides you with a deep understanding of the entire administrative lifecycle in Azure environments. The course will teach students how to transform their businesses using cloud. The students will able to learn how to secure cloud computing service platform, its advantages on functionality to help businesses scale and grow. Student will also learn to run web and application servers in the cloud to host dynamic websites.
The course will teach students how to transform their businesses using cloud. The students will able to learn how to secure cloud computing service platform, its advantages on functionality to help businesses scale and grow. Student will also learn to run web and application servers in the cloud to host dynamic websites.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Microsoft Azure and Data Bricks	400 hours	20 weeks	30 weeks

Pre-Requisite: Basic Computer Knowledge

Instructional Material:
Textbook
Exam AZ-300 & AZ-301 Study & Lab Guide Part 1: Microsoft Certified Azure Solutions Architect Expert by Harinder Kohli
Azure Databricks A Complete Guide - 2019 Edition by Gerardus Blokdyk

Total Charges for Period of Attendance & Estimated charges for entire program: $6,825.00
Tuition Fee: $6,500.00; Registration Fee: $75 (Non-refundable); Book: $250.00

Requirement for completing the program
End of the program students are required to complete all the projects and lab work assigned during the program. Student will get the course completion certificate after completing the examination and the projects. Student may take the Microsoft Azure and Data Bricks certification exam

Microsoft: Excel Business Accounting

Program Description

This Excel program is design for accounting and finance professionals. Students will learn Microsoft Excel to create financial statements, create pivot table, Vlookup, and perform calculations using various functions and formulas.

Course Objectives

- **Demonstrate marketable skills for enhanced employment opportunities**
- **Mastering the basics of PivotTable functionality and capabilities**
- **Retrieving data from a database and feeding it into a PivotTable**

Course Delivery Option: Classroom, Online/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations

Customer Service SOC CODE 43-4051
Database Administrator SOC CODE 15-1140
Office Administrator SOC CODE 43-0000

Instruction Details

Students learn how to use Microsoft Excel to do business accounting using functions, data analysis, pivot chart and tables and transfer data from one application to another. After course completion, students will be able to use the techniques for business and personal use.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Microsoft Excel Business Accounting	80 hours	4 weeks	8 weeks

Pre-requisite: Basic Computer Knowledge

Instructional Material: **-** Excel for Accountants, Second Edition,
by Conrad Carlberg (Author)

Total Charges for Period of Attendance & Estimated charges for entire program: $2775.00
Tuition Fee: $2500; Registration Fee: (Non –Refundable): $75; Book: $200

Requirement for completing the program: End of the program students are required to take a final exam in Microsoft Excel accounting. Student will get the course completion certificate after completing the examination and the projects.

MS Office Professional & QuickBooks for Accounting

Program Description

MS Office Professional: This comprehensive program teaches students from Basic, Intermediate, and advanced levels of Microsoft Office suite including Microsoft Word, Excel and Power point, Access and Bookkeeping. Students will be prepared for an entry-level to Mid-level Office Administration and Bookkeeping position.
QuickBooks for Accounting: The QuickBooks for accounting program validates job-role skills for entry and advanced level job seekers and seasoned professionals alike. Completion of this course can lead to a successful career as a Bookkeeper, Accountant, Auditing Officials, Financial Clerks, Administrative Services Mangers, and Office Clerks

Course Objectives

- Microsoft Word – To recognize and identify how Word handles simple and intermediate word processing features
  Create, edit, save, open, and close documents.
- Microsoft Excel – Learn how to create new worksheet from beginning level to intermediate level.
- Microsoft Power point – Learn how to create new slides from design layout
- Understand basic bookkeeping principles
- Record manual transactions and draw up a trial balance
- Identify the main components of a computer system Learn the navigation on QuickBooks
- Learn how to start and setup the QuickBooks
- Accounting behind the setup of QuickBooks
- How to start a new company data file?
- How to restore and backup data files.

Course Delivery Option: Classroom, Online/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations

Administrative Services Managers SOC Code 11-3011
Financial Clerks SOC Code 43-3000
Bookkeeping, Accounting & Auditing SOC Code43-3031
Receptionists and Information Clerks SOC Code 43-4171
Office Clerks, General SOC Code 43-9061
Human Resources Assistants SOC Code 11-3121
Computer Operators SOC Code 15-1100

Instruction Details

MS Office Professional:

Microsoft Word: The students will learn how to create and edit documents, save, open or close documents, apply formatting options, set tabs and indents, change the view mode, manipulate the text using features such as copy and paste, and preview and then print the document. This course is designed for students who desire the skills necessary to create, edit, format, and print basic Microsoft Office Word documents.

Microsoft Excel: The students will learn how to create, edit and format new spreadsheets into a more visually effective spreadsheet. The student will execute simple and complex formulas, create new templates, charts, pivot table, use excel as a database, and review the page setup functions for printing.

Microsoft Power point: Student will learn how to create new presentation slides using the slide layout and design template. The student will earn how to use the animation and sounds on the presentation slides to make it professional and innovative slide show presentation.

QuickBooks for Accounting:

This program will help students learn or review fundamental accounting concepts and principles using QuickBooks and Analysis of business events. It teaches how to setup chart of Accounts, Create new item list, Vendor list, Employer list, etc.

Program in Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
MS Office professional & QuickBooks for Accounting	200 hours	10 weeks	15 weeks

Pre-Requisite: Basic Computer Knowledge

Instructional Material:

The Microsoft Office 365 Bible: The Complete Guide to Master the 9 Most In-Demand Microsoft Programs Step by Step - Secret Tips & Shortcuts to Stand Out from the Crowd and Impress Your Boss

by Max Clark
- Power point slides and Microsoft and Bookkeeping related project work
- QuickBooks online trial version 2025 software

Total Charges for Period of Attendance & Estimated charges for entire program: $5,700.00
Tuition Fee: $5,325; Registration Fee: (Non –Refundable): $75; Book: $ 300

Requirement for completing the program:

End of the program students are required to take a final exam in Microsoft Office suite Word, Excel, PowerPoint, and bookkeeping concepts. For QuickBooks students are required to take three final projects. Student will get the course completion certificate after completing the examination and the projects.

Oracle 11i/Rel12 Project Management

Program Description

This course explains how an Oracle Rel12 Financials System is implemented & used by a company. The course provides the knowledge necessary for end-users & implementers to understand & use 7Financial Applications and Project Management

Course Objectives

- Various development methodologies
- How to write a test plan
- Test types to be considered
- Effective and efficient test writing techniques
- Teach Project management principles according to the Project management Institute, A Guide to the Project Management Body of Knowledge, (PMBOK® Guide)- Sixth Edition, Project Management Institute, Inc.
- Prepare students for the PMP certification exam using PMP Exam Prep, Eighth Edition: Rita's Course in a Book for Passing the PMP Exam.
- Satisfy PMI's PM education requirement of 35 contact hours.

Course Delivery Option: Classroom, Online/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations

Financial Managers SOC Code 11-3031
General and Operations Manager SOC Code 11-1021
Industrial Production manager SOC Code 11-3051
Purchasing Manager SOC Code 11-3061
Managers, All others SOC Code 11-9199
Industrial Engineers SOC Code 17-2112
Financial Analyst SOC Code 13-2051

Instruction Details

Oracle Financials 11i/Rel12: The course is comprehensive of Oracle Financials Rel12 & Project Management. Students will learn modules required for Oracle Financials 11i/Rel12 such as AOL, SYSTEM ADMIN, GL, AR, and AP. The course will enhance your understanding of configuration and implementation for all modules.

Project Management: Project Management Professional (PMP®). In this course, you gain skills to help you prepare for the PMP® exam through practice exams and workshops. The course covers essential project management skills which include: Initiating, Planning, Executing, Monitoring, Mapping, Controlling and Closing process.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Oracle11i/Rel12 Project Management	480 hours	24 weeks	36 weeks

Pre-requisite: Basic Computer Knowledge and some Accounting knowledge

Instructional Material:

Textbook

Oracle University eBook- Oracle Financials 11i/Rel12
Oracle University eBook – System Administration
Oracle University eBook – General Ledger
Oracle University eBook – Accounts Receivable
Oracle University eBook – Accounts Payable

PMP Exam Prep, Eighth Edition: Rita's Course in a Book for Passing the PMP Exam [Paperback] Rita Mulcahy

Supplies: PMP Exam Simulation software, flash cards

Total Charges for Period of Attendance & Estimated charges for entire program: $7,000.00

Tuition Fee: $5625; Registration Fee: (Non –Refundable): $75; Book: $300

Requirement to obtain Certification from Oracle and Project Management Institute

Students should complete the program at Amfasoft – Oracle Authorized Education Center
Student may take the PMP certification exam

Student required completing the program and may take the following exams
1Z0-516 Oracle EBS R12.1 General Ledger Essentials
1Z0-517 Oracle EBS R12.1 Payables Essentials
1Z0-518 Oracle EBS R12.1 Receivables Essentials

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Oracle Financial Cloud

Program Description

This course explains how an Oracle Rel12 Financials System is implemented & used by a company. The course provides the knowledge necessary for end-users & implementers to understand & use Oracle Financial Applications using cloud.

Course Objectives

•Various development methodologies
•How to write a test plan
•Test types to be considered
•Effective and efficient test writing techniques

Course Delivery Option: Classroom, Online/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations

Computer and Information System SOC Code 11-3021
Computer Programmers SOC Code 15-1131
Software Developers and Programmers SOC Code 15-1130
Computer Systems Analysts SOC Code 15-1121
Computer Operators SOC Code 15-1100

Instruction Details

Oracle System Administration: This course gives better understand how to effectively control security, monitor your system, and handle day-to-day system administrator tasks for Oracle E-Business Suite applications, so that your organization can more rapidly realize the full value of Oracle E-Business Suite.
Oracle General Ledger: This course will help you maximize accounting process efficiency across the enterprise, while still achieving a high level of information and setup security. It will teach you how Oracle General Ledger integrates with the eBusiness Suite of applications.
Oracle Accounts Payable: R12.x Oracle Payables Management Fundamentals. This course will be applicable for students who have implemented Oracle E-Business Suite Release 12 or Oracle E-Business Suite 12.1. In this course, students will learn how to set up and use Oracle Payables to manage the accounts payable process.
Oracle Accounts Receivables: This R12.X Oracle Receivables Management training teaches you to set up and use Oracle Receivables to manage receivables processing. Learn to manage parties & customer accounts, process invoices using Auto-Invoice, enter & complete invoices

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Oracle Financials Cloud	240 Hours	12 Weeks	18 Weeks

Pre-requisite: Basic Computer and some accounting knowledge

Instructional Material:

Oracle University eBook- Oracle Financials 11i/Rel12
Oracle University eBook – System Administration
Oracle University eBook – General Ledger
Oracle University eBook – Accounts Receivable
Oracle University eBook – Accounts Payable

Total Charges For Period of Attendance & Estimated charges for entire program: $4860.00

Tuition Fee: $4285; Registration Fee: (Non –Refundable): $75; Book: $500

Requirement to obtain Certification from Oracle

Students should complete the program at Amfasoft – Oracle Authorized Education Center

Student required completing the program and may take the following exams
1Z0-516 Oracle EBS R12.1 General Ledger Essentials
1Z0-517 Oracle EBS R12.1 Payables Essentials
1Z0-518 Oracle EBS R12.1 Receivables Essentials

Oracle Manufacturing Cloud

Program Description

This course explains how an Oracle Rel12 Manufacturing module is implemented & used by a company. The course provides the knowledge necessary for end-users & implementers to understand and use Oracle Manufacturing Applications. In this course students learn key concepts and terms specific to using & administrating Oracle Manufacturing.

Course Objectives

- Use Oracle Manufacturing open interfaces and APIs
- Understand Oracle Inventory's major features and processes
- Understand Bills of Material and Engineering's major features and processes
- Understanding Oracle Order Management
- Describing the Order Management Process Flow
- Understanding Oracle Work in Process

Course Delivery Option: Classroom, Online/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations

Computer and Information System SOC Code 11-3021
Software Developers and Programmers SOC Code 15-1130
Computer Systems Analysts SOC Code 15-1121
Computer Operators SOC Code 15-1100

Instruction Details

Oracle Order Management: This course, students learn about the basic order capture and order fulfillment flows that Oracle Order Management facilitates, and also learn how to perform setup steps, including transaction type, document sequence, order import, and hold setup, that enable these flows

Oracle Inventory: Student will learn how to focus on the features, functions, and benefits of the Oracle Inventory application. Students will learn how to set up items, how to use the various inventory controls available, how to do transactions, transfers, and inventory moves, inventory replenishment, cycle counting and physical inventory. Students will also learn where Inventory fits in the overall enterprise structure.

Oracle Bill of Materials: Students will learn to use Oracle Bills of Material to define different types of bills of material to accommodate various business models and scenarios. Additionally, students will learn to use Oracle Engineering to create and implement engineering change orders. They will learn how to set up, implement, and use bill of material and engineering information

Oracle Work in Process: This course will demonstrate how to set up your environment, use multiple manufacturing modes, create discrete jobs, manage resources and material, and perform shop floor transactions.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Oracle Manufacturing Cloud	240 hours	12 weeks	18 weeks

Pre-requisite: Basic Computer Knowledge

Instructional Material

Oracle University eBook- Oracle Bill of Materials
Oracle University eBook – Oracle Inventory
Oracle University eBook – Oracle Work in Process
Oracle University eBook – Order Management

Total Charges For Period of Attendance & Estimated charges for entire program : $5975.00

Tuition Fee: $5300; Registration Fee: (Non –Refundable): $75; Book: $600

Requirement to obtain Certification from Oracle

Students should complete the program at Amfasoft – Oracle Authorized Education Center

Student required completing the program and may take the following exams
1Z0-521 Oracle EBS R12.1 Order Management Essentials
1Z0-519 Oracle EBS R12.1 Inventory Essentials

Oracle SQL 12c

Program Description

This Oracle Database: Introduction to SQL training helps you write subqueries, combine multiple queries into a single query using SET operators and report aggregated data using group functions. Learn this and more through hands-on exercises.

Course Objectives

- Understand the basic concepts of relational databases ensure refined Code by developers.
- Create reports of sorted and restricted data.
- Run data manipulation statements (DML).
- Control database access to specific objects.
- Manage schema objects.
- Manage objects with data dictionary views.
- Retrieve row and column data from tables

Course Delivery Option: Classroom, Online/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations

Software Developers and Programmers SOC Code 15-1130
Computer Operators SOC Code 15-1100
Database Administrator SOC Code 15-1140

Instruction Details

Oracle SQL - This course will help you understand the advanced features of SQL. Learning these features will help you query and manipulate data within the database, use the dictionary views to retrieve metadata and create reports about their schema objects. Some of the date-time functions available in the Oracle Database are also covered. This course also discusses how to use the regular expression support in SQL through expert instruction.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Oracle SQL 12c	160 hours	8 weeks	12 weeks

Pre-requisite: Basic computer knowledge

Instructional Material: Oracle University eBook

Total Charges For Period of Attendance & Estimated charges for entire program:$2575.00

Tuition Fee: $2300; Registration Fee: (Non –Refundable): $75; Book: $200

Requirement for completing the program:

Students should complete the program at Amfasoft – Oracle Authorized Education Center. Student required completing the program and may take the following exams
Oracle SQL: Exam 1Z0-051

Oracle Cloud Architecture

Program Description

This course is designed to help prepare you for the fundamentals of Cloud Infrastructure and lay the foundation for all your cloud certification

Course Objectives

- Teach the skills needed to become a cloud architect for OCI
- Demonstrate how to lift and shift applications to the cloud
- Students will be prepared for Oracle Cloud Architecture certification exam

Course Delivery Option: Classroom, Online/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations
Software Developers, Applications SCO Code 15-1132.00

Instruction Details
The course will teach about the Oracle Cloud Infrastructure services to design and implement a secure and scalable cloud solution that meets the clients need.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Oracle Cloud Architecture	240 hours	12 weeks	15 weeks

Pre-Requisite: Basic Computer Knowledge

Instructional Material:

Textbook

Oracle Cloud Architecture Ebook

Total Charges for Period of Attendance & Estimated charges for entire program: $5,000.00

Tuition Fee: $4,725; Registration Fee: $75 (Non-refundable); Book: $200.00

Requirement for completing the program
End of the program students are required to complete all the projects and lab work assigned during the program. Student will get the course completion certificate after completing the examination and the projects. Student may take the Oracle Cloud Architecture certification exam

Payroll Certification

Program Description

This payroll certification is a valuable, objective credential that verifies a specified level of knowledge, skills, and abilities in the payroll profession. Certification helps individuals demonstrate their payroll expertise, secure promotions, advance their careers, and enhance their standing within the profession.

Course Objectives

- The course will give specified level of knowledge, skills, and abilities to demonstrate in the Entry level Payroll Professional.
- Certification helps individuals demonstrate their payroll expertise, advance their careers, and enhance their standing within the profession of Payroll.
- There are no payroll experience requirements to take this exam.

Course Delivery Option: Classroom, Online/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations

Payroll and Time Keeping Clerks SOC Code 43-3051
Bookkeeping, Accounting, and Auditing Clerks SOC Code 43-3031
Receptionists and Information Clerks SOC Code 43-4171
Office Clerks, General SOC Code 43-9061

Instruction Details

This payroll certification is a valuable, objective credential that verifies a specified level of knowledge, skills, and abilities in the payroll profession. The course covers the skills and knowledge to pass the Fundamental Payroll Certification (FPC) exam. The FPC is a certification credential for payroll beginners and service and support professionals with payroll knowledge.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Payroll Certification	240 hours	12 weeks	18 weeks

Pre-requisite: Basic Computer Knowledge

Instructional Material:

Textbooks:
Mastering Payroll I – Textbook from AIPB
Mastering Payroll II – Textbook from AIPB

Total Charges for Period of Attendance & Estimated charges for entire program: $5900.00
Tuition Fee: $5725; Registration Fee: (Non –Refundable): $75; Book: $100

Requirement for completing the program:

Student may take the Payroll two certification exams offered by AIPB

Payroll Certification and Taxation

Program Description

This payroll certification is a valuable, objective credential that verifies a specified level of knowledge, skills, and abilities in the payroll profession. Certification helps individuals demonstrate their payroll expertise, secure promotions, advance their careers, and enhance their standing within the profession.
Taxation.: A program that prepares individuals to provide tax advice and management services to individuals and corporations. Includes instruction in tax law and regulations, tax record systems, individual and corporate income taxation and tax planning.

Course Objectives

- The course will give specified level of knowledge, skills, and abilities to demonstrate in the Entry level Payroll Professional.
- Certification helps individuals demonstrate their payroll expertise, advance their careers, and enhance their standing within the profession of Payroll.
- There are no payroll experience requirements to take this exam.
- Federal Taxation and Understanding Federal Tax Law
- Tax Practice, and Procedure
- Individual Taxation
- Gross Income
- Deductions
- Prepare for Tax Certification Exam

Course Delivery Option: Classroom, Online/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations

Payroll and Time Keeping Clerks SOC Code 43-3051
Bookkeeping, Accounting, and Auditing Clerks SOC Code 43-3031
Receptionists and Information Clerks SOC Code 43-4171
Office Clerks, General SOC Code 43-9061

Instruction Details

This payroll certification is a valuable, objective credential that verifies a specified level of knowledge, skills, and abilities in the payroll profession. The course covers the skills and knowledge to pass the Fundamental Payroll Certification (FPC) exam. The FPC is a certification credential for payroll beginners and service and support professionals with payroll knowledge.
The course, complete with extensive exercises and a final exam review, will provide you with a solid foundation about taxes, and the preparation of an accurate and complete individual income tax return.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Payroll Certification & Taxation	440 hours	22 weeks	33 weeks

Pre-requisite: Basic Computer Knowledge

Instructional Material:

Textbooks:

Mastering Payroll I – Textbook from AIPB
Mastering Payroll II – Textbook from AIPB
CTEC course material and exam

Total Charges for Period of Attendance & Estimated charges for entire program: $9,600.00

Tuition Fee: $9325; Registration Fee: (Non –Refundable): $75; Book: $200

Requirement for completing the program:

Student may take the Payroll two certification exams offered by AIPB
End of the program students are required to take final exam. Student will get the course completion certificate after completing the examination and the projects.

PMI- ACP Exam Prep

Program Description

This program prepares individual with Agile Certified Practitioner Certification: PMI-ACP certification. The student will able to use agile practices in their projects, while demonstrating their increased professional versatility through agile tools and techniques. PMI-ACP certification carries a higher level of professional credibility as it requires a combination of agile training, experience working on agile projects, and examination on agile principles, practices, tools, and techniques. This global certification also supports individuals in meeting the needs of organizations that rely on project practitioners to apply a diversity of methods to their project management.

Course Objective

- Understanding of the principles and values behind Agile and Scrum
- Understanding of Agile and Scrum values, principles and preparation for certification

Course Delivery Option: Classroom, Online/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations

Project Management Specialist SOC Code 13-1082
Managers, All others SOC Code 11-9199

Instruction Details

PMI- ACP Exam Prep: This course is designed to provide an overview of Scrum as well as an understanding of the responsibilities of the roles in a Scrum project to provide a foundation for understanding the methodology.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
PMI- ACP Exam Prep	160 hours	8 weeks	12 weeks

Pre-requisite: Basic Computer Knowledge

Instructional Material:

Textbooks

PMI-ACP® Exam Prep, Updated Second Edition by Mike Griffiths

Total Charges for Period of Attendance & Estimated charges for entire program: $4,325.00

Tuition Fee: $4000; Registration Fee: (Non –Refundable): $75; Books: $250

Requirement for completing the program:

Student may take the PMI- ACP certification exam from Project Management Institute (PMI) and Student will get the course completion certificate.

Registered Education Provider
Project Management Institute

PMI- ACP Exam Prep and Project Management

Program Description

Project Management: Helps individuals gain skills to prepare for the PMP® exam through practice exams and workshops. The student learning outcomes are consistent with the skills requirements and objectives of the program as stated by several employers within the community. They reflect the required occupational and academic knowledge, skills, and competencies

PMI- ACP Exam Prep: This program prepares individual with Agile Certified Practitioner Certification: PMI-ACP certification. The student will able to use agile practices in their projects, while demonstrating their increased professional versatility through agile tools and techniques. PMI-ACP certification carries a higher level of professional credibility as it requires a combination of agile training, experience working on agile projects, and examination on agile principles, practices, tools, and techniques. This global certification also supports individuals in meeting the needs of organizations that rely on project practitioners to apply a diversity of methods to their project management.

Course Objectives

- Prepare students for the PMP certification exam using PMP Exam Prep, Eighth Edition: Rita's Course in a Book for Passing the PMP Exam.
- Satisfy PMI's PM education requirement of 35 contact hours.
- Understanding of the principles and values behind Agile and Scrum
- Understanding of Agile and Scrum values, principles, and preparation for certification

Course Delivery Option: Classroom, Online/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations

Project Management Specialist SOC Code 13-1082
Managers, All others SOC Code 11-9199
General and Operations Managers SOC Code 11-1021
Industrial Production Managers SOC Code 11-3051
Purchasing Managers SOC Code 11-3061

Instruction Details

Project Management: This comprehensive course provides participants with an overview of the essential elements of Project Management and the project management life cycle. The course is designed to help you to get hands-on experience, and to prepare for the PMP exam. The course covers essential project management skills which include: Initiating, Planning, Executing, Monitoring, Mapping, Controlling and Closing process.

PMI- ACP Exam Prep: This course is designed to provide an overview of Scrum as well as an understanding of the responsibilities of the roles in a Scrum project to provide a foundation for understanding the methodology.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Project Management & PMI-ACP Exam Prop	400 hours	20 weeks	30 weeks

Pre-requisite: Basic Computer Knowledge

Instructional Material:

Textbooks:

PMP Exam Prep, Rita Mulcuhy's PMP® Exam Prep, Eleventh Edition
Aligned with PMI PMBOK - Seventh Edition (online version **OR** Hard copy)

PMI-ACP® Exam Prep, Updated Second Edition by Mike Griffiths

Supplies: PMP Exam Simulation software, flash cards

Total Charges For Period of Attendance & Estimated charges for entire program: $6,825.00
Tuition Fee: $6,000; Registration Fee: (Non –Refundable): $75; Books: $750

Requirement for completing the program:

Student may take the PMP certification exam from Project Management Institute (PMI) & Student may take the PMI- ACP certification exam from Project Management Institute (PMI) and Student will get the course completion certificate.

PMI- ACP Exam Prep and MS Project

Program Description

PMI-ACP Exam Prep: This program prepares individual with Agile Certified Practitioner Certification: PMI-ACP certification. The student will able to use agile practices in their projects, while demonstrating their increased professional versatility through agile tools and techniques. PMI-ACP certification carries a higher level of professional credibility as it requires a combination of agile training, experience working on agile projects, and examination on agile principles, practices, tools, and techniques. This global certification also supports individuals in meeting the needs of organizations that rely on project practitioners to apply a diversity of methods to their project management.

MS Project: MS Project programs are designed to give professionals the knowledge to plan and lead complex projects in their organization effectively. And, to provide them with practical experiences that will build their confidence in this important field.

Course Objective

- Understanding of the principles and values behind Agile and Scrum
- Understanding of Agile and Scrum values, principles, and preparation for certification

Course Delivery Option: Classroom, Online/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations

Project Management Specialist SOC Code 13-1082
Managers, All others SOC Code 11-9199
General and Operations Managers SOC Code 11-1021
Industrial Production Managers SOC Code 11-3051
Purchasing Managers SOC Code 11-3061

Instruction Details

PMI- ACP Exam Prep: This course is designed to provide an overview of Scrum as well as an understanding of the responsibilities of the roles in a Scrum project to provide a foundation for understanding the methodology.

MS Project: This program also includes Microsoft Project applications training. MS project course will give students opportunity to work with a project plan once it reaches the project implementation phase.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
PMI- ACP Exam Prep & MS Project	320 hours	16 weeks	24 weeks

Pre-requisite: Basic Computer Knowledge

Instructional Material:

Textbooks: PMI-ACP® Exam Prep, Updated Second Edition by Mike Griffiths
Microsoft Project 2019 Step by Step By Cindy M. Lewis, Carl Chatfield, Timothy Johnson

Total Charges For Period of Attendance & Estimated charges for entire program:$6,000.00
Tuition Fee: $6,000; Registration Fee: (Non –Refundable): $75; Book: $250

Requirement for completing the program:
Student may take the PMI- ACP certification exam from Project Management Institute (PMI) and Student will get the course completion certificate.

PMP & MS Project

Program Description

Project Management and MS Project programs are designed to give professionals the knowledge to plan and lead complex projects in their organization effectively. And, to provide them with practical experiences that will build their confidence in this important field.

Course Objective

- Prepare students for the PMP certification exam using PMP Exam Prep, Eighth Edition: Rita's Course in a Book for Passing the PMP Exam.
- Satisfy PMI's PM education requirement of 35 contact hours.
- Create and Manage A Project Schedule Using MS Project 2010
- Manage Tasks by Organizing Tasks and Setting Task Relationships.
- Manage Resources for A Project.
- Finalize A Project Plan.
- Exchange Project Plan Data with Other Applications.
- Update A Project Plan.
- Manage Project Costs.
- Teach Project management principles according to the Project management Institute, A Guide to the Project Management Body of Knowledge, (PMBOK® Guide)- Fifth Edition, Project Management Institute, Inc. 2013
- Prepare students for the PMP certification exam using PMP Exam Prep, Eighth Edition: Rita's Course in a Book for Passing the PMP Exam.
- Satisfy PMI's PM education requirement of 35 contact hours.

Course Delivery Option: Classroom, Online/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations

Financial Managers SOC Code 11-3031
General and Operations Manager SOC Code 11-1021
Industrial Production manager SOC Code 11-3051
Purchasing Manager SOC Code 11-3061
Managers, All others SOC Code 11-9199

Instruction Details

Project Management: This comprehensive course provides participants with an overview of the essential elements of Project Management and the project management life cycle. The course is designed to help you to get hands-on experience, and to prepare for the PMP exam.

MS Project: This program also includes Microsoft Project applications training. MS project course will give students opportunity to work with a project plan once it reaches the project implementation phase.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
PMP & MS Project	400 hours	20 weeks	30 weeks

Pre-requisite: Basic Computer Knowledge

Instructional Material:

Textbooks

Rita Mulcuhy's PMP® Exam Prep, Eleventh Edition
Aligned with PMI PMBOK - Seventh Edition
PMP Exam Simulation software, flash cards

Microsoft Project 2019 Step by Step By Cindy M. Lewis, Carl Chatfield, Timothy Johnson

Total Charges For Period of Attendance & Estimated charges for entire program: $6,775.00
Tuition Fee: $6000; Registration Fee: (Non –Refundable): $75; Book: $700

Requirement for completing the program:

Student may take the PMP certification exam from Project Management Institute (PMI) and Student will get the course completion certificate after completing the MS Project exam. MS project course will give students opportunity to work with a project plan once it reaches the project implementation phase.

Project Management

Program Description

Project Management helps individuals gain skills to prepare for the PMP® exam through practice exams and workshops. The student learning outcomes are consistent with the skills requirements and objectives of the program as stated by several employers within the community. They reflect the required occupational and academic knowledge, skills and competencies

Course Objectives

- Prepare students for the PMP certification exam using PMP Exam Prep, Eighth Edition: Rita's Course in a Book for Passing the PMP Exam.
- Satisfy PMI's PM education requirement of 35 contact hours.

Course Delivery Option: Classroom, Online/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations

General and Operations Managers SOC Code 11-1021
Industrial Production Managers SOC Code 11-3051
Purchasing Managers SOC Code 11-3061
Managers, All Other SOC Code 11-9199

Instruction Details

Project Management: This comprehensive course provides participants with an overview of the essential elements of Project Management and the project management life cycle. The course is designed to help you to get hands-on experience, and to prepare for the PMP exam. The course covers essential project management skills which include: Initiating, Planning, Executing, Monitoring, Mapping, Controlling and Closing process.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Project Management	240 hours	12 weeks	18 weeks

Pre-requisite: Basic Computer Knowledge

Instructional Material:

Textbooks:

Rita Mulcuhy's PMP® Exam Prep, Eleventh Edition
Aligned with PMI PMBOK - Seventh Edition

Supplies: PMP Exam Simulation software, flash cards

<u>Total Charges for Period of Attendance & Estimated charges for entire program: $4880.00</u>

Tuition Fee: $4450; Registration Fee: (Non –Refundable): $75; Book: $355

Requirement for completing the program:

Student may take the PMP certification exam from Project Management Institute (PMI)

Python Programming

Program Description
This course teaches you the programming and problem-solving techniques using Python. The course emphasizes principles of software development, style, and testing.

Course Objectives
- Learn the skills necessary to perform python related programming techniques
- Learn how python supports other programming tasks related to web servers and big data analytics

Course Delivery Option: Classroom, Online/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations
Software Developers, Applications SCO Code 15-1132.00

Instruction Details
The course will provide hands-on guided practice labs using graphics and GUIs to help develop fluency and understanding of python programming.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Python Programming	240 hours	12 weeks	15 weeks

Pre-Requisite: Basic Computer Knowledge

Instructional Material:

Textbook

Python for Beginners: 2 Books in 1: Python Programming for Beginners, Python Workbook
by PROGRAMMING LANGUAGES ACADEMY

Total Charges for Period of Attendance & Estimated charges for entire program: $5,675.00

Tuition Fee: $5,500; Registration Fee: $75 (Non-refundable); Book: $100.00

Requirement for completing the program
End of the program students are required to complete all the projects and lab work assigned during the program. Student will get the course completion certificate after completing the examination and the projects. Student may take the Python Programming certification exam

QuickBooks for Accounting

Program Description

The QuickBooks for accounting program validates job-role skills for entry and advanced level job seekers and seasoned professionals alike. Completion of this course can lead to a successful career as a Bookkeeper, Accountant, Auditing Officials, Financial Clerks, Administrative Services Mangers, and Office Clerks.

Course Objectives

- Learn the navigation on QuickBooks
- Learn how to start and setup the QuickBooks
- Accounting behind the setup of QuickBooks
- How to start a new company data file?
- How to restore and backup data files.

Course Delivery Option: Classroom, Online/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations

Human Resources Assistants SOC Code 11-3121
Computer Operators SOC Code 15-1100

Instruction Details

This program will help students learn or review fundamental accounting concepts and principles through the use of QuickBooks and Analysis of business events. It teaches how to setup chart of Accounts, Create new item list, Vendor list, Employer list, etc.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
QuickBooks for Accounting	120 hours	6 weeks	9 weeks

Pre-requisite: Basic Computer Knowledge

Instructional Material:

Textbook:

QuickBooks 2025 for Dummies
QuickBooks online trial version 2025 software

Total Charges For Period of Attendance & Estimated charges for entire program: $2,750.00

Tuition Fee: $2,300; Registration Fee: (Non –Refundable): $75; Book: $375.00

Requirement for completing the program:

End of the program students are required to take final three projects in QuickBooks

Salesforce Administrator

Program Description

As an administrator with broad knowledge of Salesforce applications, you configure and manage Sales and Service Cloud applications and suggest ways for your company to get even more from additional features and capabilities. With an Administrator credential you will demonstrate core knowledge and your ability to take on the responsibilities of this job. It is an important investment in your career as an Administrator.

Course Objectives

- Describe the Organization Setup
- Identify the User Setup
- Distinguish Global User Interface
- Explain Security and Access
- Describe the Standard and Custom Objects
- Describe Sales Cloud and Service Applications
- Describe the Activity and Data Management
- Describe the Content and Folder Management
- Describe Analytics – Reports and Dashboards
- Describe Workflow Automation
- Identify Desktop and Mobile Administration

Course Delivery Option: Classroom, Online/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations

Computer Support Specialists SOC Code15-1150
Computer Programmers SOC Code 15-1131
Computer and information Analyst SOC Code 15-1120

Instruction Details: To enable participants to have understanding of Sales force CRM business functionality, configurations and other administrative tasks. The course structure is also designed for participants to clear sales force certification for administration.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Salesforce Administrator	200 hours	10 weeks	15 weeks

Pre-requisite: Basic Computer Knowledge

Instructional Material:

Salesforce for Beginners: A step-by-step guide to optimize sales and marketing and automate business processes with the Salesforce platform, 2nd Edition 2nd ed. Edition by Sharif Shaalan (Author), Timothy Royer (Author)

Total Charges For Period of Attendance & Estimated charges for entire program: $5,275.00
Tuition Fee: $5,100; Registration Fee: (Non –Refundable): $75; Book: $100;

Requirement for completing the program:

Student may take the Salesforce Administrator certification exam. Student will get the course completion certificate after completing the examination and the projects.

SAP: All in One

Program Description

This course is essential study for users of all R/3 systems regardless of the organization's business/industry classification. To fully exploit the functionality of R/3, business users need to be both confident and proficient in the use of all the main navigational and systems functionality of SAP. This course will provide R/3 users with the knowledge and skills to perform regular tasks and procedures, including customizing activities. The program covers introduction to SAP, Financial, Controlling and Sales and Distribution modules. In Financials the topics will cover are Accounts Receivable/Payable functions with General Ledger and Assets Accounting.

Course Objectives

- Review SAP main Modules and functionalities
- Navigate within SAP ECC 6.0 version
- Review SAP technical and implementation considerations

Course Delivery Option: Classroom, Online/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations

Computer and Information System SOC Code 11-3021
Computer Programmers SOC Code 15-1131
Software Developers and Programmers SOC Code 15-1130
Computer Systems Analysts SOC Code 15-1121
Computer Operators SOC Code 15-1100

Instruction Details

SAP: FICO module is a powerful, integrated environment, dynamically interfacing Accounts Receivable/Payable functions with General Ledger and Assets Accounting. Student will encounter both FI and CO (Cost Center Controlling) in a business environment.
SAP: SD module provides the overview of business process in Sales and Distribution and also to process inquiries, quotations, orders, billing, shipping and sales and distribution. The course shows how to process sales and use the function during presale phases.

Pre-requisite: Basic Computer Knowledge

Program Duration

Course Name	Clock Hours	Duration	Maximum Completion time
SAP: All in One	320 hours	16 weeks	24 weeks

Instructional Material:

Required Textbooks: Configuring SAP ERP Financials and Controlling by Jones, Peter, Burger, John

Sales with SAP S/4HANA: Business Processes and Configuration for Sales and Distribution (SD) (SAP PRESS) (Second Edition) Hardcover – January 25, 2022

Total Charges For Period of Attendance & Estimated charges for entire program: $7,500.00
Tuition Fee: $7,225; Registration Fee: (Non –Refundable): $75; Book: $200

Requirement for completing the program:

End of the program students are required to take a final exam with one project in each module. Student will get the course completion certificate after completing the examination and the projects.

SAP: FICO

Program Description

This course is essential study for users of all R/3 modules, regardless of the organization's business/industry classification. To fully exploit the functionality of R/3 3.0, business users need to be both confident and proficient in the use of all the main navigational and systems functionality of SAP. This course will provide R/3 users with the knowledge and skills to perform regular tasks and procedures, including customizing activities in Financial and Controlling.

Course Objectives

- Develop strong conceptual and practical knowledge in all areas of FICO.
- Provide SAP users with the knowledge and skills to perform regular task and procedures.
- Grow FICO professionalism with practical examples of real-world scenarios.

Course Delivery Option: Classroom, Online/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations

Financial Analyst	SOC Code 13-2051
Computer and Information Analyst	SOC Code 15-1120

Instruction Details

SAP: FICO module is a powerful, integrated environment, dynamically interfacing Accounts Receivable/Payable functions with General Ledger and Assets Accounting. You will usually encounter both FI and CO (Cost Center Controlling) in a business environment. The procedures for Accounts Receivable and Accounts Payable are similar in R/3.

Program Duration

Course Name	Clock Hours	Duration	Maximum Completion time
SAP - FICO	160 hours	8 weeks	12 weeks

Pre-requisite: Basic Computer Knowledge

Instructional Material:

- Required Textbook: Configuring SAP ERP Financials and Controlling by Peter Jones.
- Power point slides and SAP related project work

Total Charges For Period of Attendance & Estimated charges for entire program: $4,275.00

Tuition Fee: $4,100; Registration Fee: (Non –Refundable): $75; Book: $100

Requirement for completing the program:

End of the program students are required to take a final exam and a project in Financial and Controlling. Student will get the course completion certificate after completing the examination and the projects.

SAP: SD

Program Description

This course covers the Sales and Distribution module in SAP application. Student will learn the business process related to sales and distribution, billing, shipping, and orders.

Course Objectives

- Understanding Overview of SD Processes
- Understanding Basic Organizational Model in SAP
- SAP Organizational Units & definitions
- Different data types in SAP SD
- Different Master data types in SAP SD

Course Delivery Option: Classroom, Online/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations

Sales Manager SOC Code 11-2022

Instruction Details

SAP: SD module provides the overview of business process in Sales and Distribution and to process inquiries, quotations, orders, billing, shipping and sales and distribution. The course shows how to process sales and use the function during presale phases.

Program and Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
SAP SD	160 hours	8 weeks	12 weeks

Pre-Requisite: Basic Computer Knowledge

Instructional Material:

Textbooks

Sales with SAP S/4HANA: Business Processes and Configuration for Sales and Distribution (SD) (SAP PRESS) (Second Edition) Hardcover – January 25, 2022

- Power point slides and SAP: SD related project work:

Total Charges For Period of Attendance & Estimated charges for entire program: $4,275.00

Tuition Fee: $4,100; Registration Fee: (Non –Refundable): $75; Book: $100

Requirement for completing the program:

End of the program students are required to take a final exam and SD project. Student will get the course completion certificate after completing the examination and the projects.

SAP: MM

Program Description

This course offers students learn SAP ERP. The Overview of business processes in Materials management, SAP implementation tools and ASAP, Material Planning and Forecasting, Inventory Management, Invoice Verification, Classification in MM, Setting up a model company.

Course Objectives

- To provide students with a complete knowledge of Warehouse, Inventory Management and Procurement Supply Chain System implementation using SAP ERP.
- Project Management and some background of the SAP Transportation System is also part of this Module.

Course Delivery Option: Classroom, Online/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations

Marketing Manager SOC Code 11-2021
Purchasing Manager SOC Code 11-3061

Instruction Details

Student will understand and learn how Material Management integrates with Financials. The students will able to develop reports in SAP. SAP MM class includes hands-on, real-world project exercises.

Program and Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
SAP MM	160 hours	8 weeks	12 weeks

Pre-Requisite: Basic Computer Knowledge, understanding of business processes.

Instructional Material:

Textbook

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- Power point slides and SAP related project work

Total Charges For Period of Attendance & Estimated charges for entire program: $4,275.00
Tuition Fee: $4,100; Registration Fee: (Non –Refundable): $75; Book: $100

Requirement for completing the program

End of the program students are required to take a final exam and MM project. Student will get the course completion certificate after completing the examination and the projects.

Six Sigma Green Belt

Program Description
The Six Sigma methodology has become the gold standard for process improvement in today's technology world. Organizations that master these principles typically experience greater efficiency, fewer defects, and less waste, leading to increased productivity and profitability. Consequently, getting certified can lead to a wide range of exciting and rewarding career opportunities.

Course Objectives
- Use a structural approach to process improvement
- Learn the skills to anticipate and control the problems in a process
- Learn the use of DMAIC – Define, Measure, Analyze, Implement and Control methodology

Course Delivery Option: Classroom, Online/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations
Business Optimization
IT Manager
Supply Chain Manager
Business Process Analyst
Continuous Improvement Manager

Instruction Details

The student will become proficient in analytic tools. The course will teach students the methodology of DMAIC by using the tools.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Six Sigma Green Belt	160 hours	8 weeks	12 weeks

Pre-requisite: Basic Computer and Six Sigma Yellow Belt knowledge

Instructional Material:

Textbooks:

Six Sigma Green Belt Study Guide: Test Prep and Practice Test Questions for the ASQ Six Sigma Green Belt Certification Exam [2nd Edition]

Total Charges for Period of Attendance & Estimated charges for entire program: $3,650.00

Tuition Fee: $3,500; Registration Fee: (Non –Refundable): $75; Book: $75

Requirement for completing the program:
Student will receive a course completion certificate after completing the course. Student needs to take the Six Sigma Green Belt Certification exam in order to get the credentials.

Six Sigma Green Belt and Project Management

Program Description

The Six Sigma methodology has become the gold standard for process improvement in today's technology world. Organizations that master these principles typically experience greater efficiency, fewer defects, and less waste, leading to increased productivity and profitability. Consequently, getting certified can lead to a wide range of exciting and rewarding career opportunities.

Project Management helps individuals gain skills to prepare for the PMP® exam through practice exams and workshops. The student learning outcomes are consistent with the skills requirements and objectives of the program as stated by several employers within the community. They reflect the required occupational and academic knowledge, skills and competencies

Course Objectives

- Use a structural approach to process improvement
- Learn the skills to anticipate and control the problems in a process
- Learn the use of DMAIC – Define, Measure, Analyze, Implement and Control methodology
- Prepare students for the PMP certification exam using PMP Exam Prep, Eighth Edition: Rita's Course in a Book for Passing the PMP Exam.
- Satisfy PMI's PM education requirement of 35 contact hours.

Course Delivery Option: Classroom, Online/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations

Business Optimization
IT Manager
Supply Chain Manager
Business Process Analyst
General and Operations Managers SOC Code 11-1021
Industrial Production Managers SOC Code 11-3051
Purchasing Managers SOC Code 11-3061
Managers, All Other SOC Code 11-9199

Instruction Details

Six Sigma Green Belt: The student will become proficient in analytic tools. The course will teach students the methodology of DMAIC by using the tools.

Project Management: This comprehensive course provides participants with an overview of the essential elements of Project Management and the project management life cycle. The course is designed to help you to get hands-on experience, and to prepare for the PMP exam. The course covers essential project management skills which include: Initiating, Planning, Executing, Monitoring, Mapping, Controlling and Closing process.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Six Sigma Green Belt &Project Management	400 hours	20 weeks	30 weeks

Pre-requisite: Basic Computer Knowledge

Instructional Material:

Textbooks:

Six Sigma Green Belt Study Guide: Test Prep and Practice Test Questions for the ASQ Six Sigma Green Belt Certification Exam [2nd Edition]

Rita Mulcuhy's PMP® Exam Prep, Eleventh Edition
Aligned with PMI PMBOK - Seventh Edition

Supplies: PMP Exam Simulation software, flash cards

Total Charges for Period of Attendance & Estimated charges for entire program: $7,500.00
Tuition Fee: $6,775; Registration Fee: (Non –Refundable): $75; Book: $650

Requirement for completing the program:

Student will receive a course completion certificate after completing the course. Student needs to take the Six Sigma Green Belt Certification exam in order to get the credentials.

Student may take the PMP certification exam from Project Management Institute (PMI)

Six Sigma Yellow Belt

Program Description
Six Sigma Yellow Belt course provides the student with basic knowledge. Yellow Belt provides an entry-level way to start learning the concepts involved with implementing Six Sigma.The student will gain experience in improving business processes, business performances, quality assurance, and problem-solving skills.

Course Objectives
- The participants should be able to learn the fundamental of the Six Sigma Yellow Belt.
- Learn the tools to define, analyze, improve, and measure the business processes.

Course Delivery Option: Classroom, Online/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations
Business Optimization
IT Manager
Supply Chain Manager
Business Process Analyst
Continuous Improvement Manager

Instruction Details
Students will learn the basics of Six Sigma. Students will be able to utilize the knowledge and hands on experience from this course to get into a supportive role in any industry globally.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Six Sigma Yellow Belt	80 hours	4 weeks	6 weeks

Pre-requisite: Basic Computer Knowledge

Instructional Material:

Textbooks:

Six Sigma: A Complete Step-by-Step Guide: A Complete Training & Reference Guide for White Belts, Yellow Belts, Green Belts, and Black Belts Paperback – July 24, 2018

Total Charges for Period of Attendance & Estimated charges for entire program: $2,500.00

Tuition Fee: $2,350; Registration Fee: (Non –Refundable): $75; Book: $75

Requirement for completing the program:
Student will receive a course completion certificate after completing the course. Student needs to take the Six Sigma Yellow Belt Certification exam in order to get the credentials.

Six Sigma Yellow Belt and Project Management

Program Description

Six Sigma Yellow Belt course provides the student with basic knowledge. Yellow Belt provides an entry-level way to start learning the concepts involved with implementing Six Sigma.The student will gain experience in improving business processes, business performances, quality assurance, and problem-solving skills.
Project Management helps individuals gain skills to prepare for the PMP® exam through practice exams and workshops. The student learning outcomes are consistent with the skills requirements and objectives of the program as stated by several employers within the community. They reflect the required occupational and academic knowledge, skills and competencies

Course Objectives

- The participants should be able to learn the fundamental of the Six Sigma Yellow Belt.
- Learn the tools to define, analyze, improve, and measure the business processes.
- Prepare students for the PMP certification exam using PMP Exam Prep, Eighth Edition: Rita's Course in a Book for Passing the PMP Exam.
- Satisfy PMI's PM education requirement of 35 contact hours.

Course Delivery Option: Classroom, Online/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations

Business Optimization
IT Manager
Supply Chain Manager
Business Process Analyst
Continuous Improvement Manager
General and Operations Managers SOC Code 11-1021
Industrial Production Managers SOC Code 11-3051
Purchasing Managers SOC Code 11-3061
Managers, All Other SOC Code 11-9199

Instruction Details

Six Sigma Yellow Belt: Students will learn the basics of Six Sigma. Students will be able to utilize the knowledge and hands on experience from this course to get into a supportive role in any industry globally.

Project Management: This comprehensive course provides participants with an overview of the essential elements of Project Management and the project management life cycle. The course is designed to help you to get hands-on experience, and to prepare for the PMP exam. The course covers essential project management skills which include: Initiating, Planning, Executing, Monitoring, Mapping, Controlling and Closing process.

Program In Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Project Management	320 hours	16 weeks	24 weeks

Pre-requisite: Basic Computer Knowledge

Instructional Material:

Textbooks:
Six Sigma: A Complete Step-by-Step Guide: A Complete Training & Reference Guide for White Belts, Yellow Belts, Green Belts, and Black Belts Paperback – July 24, 2018

PMP Exam Prep, Eighth Edition: Rita's Course in a Book for Passing the PMP Exam [Paperback] Rita Mulcahy power point Materials and Projects

Supplies: PMP Exam Simulation software, flash cards

Total Charges for Period of Attendance & Estimated charges for entire program: $6,700.00
Tuition Fee: $6,000; Registration Fee: (Non –Refundable): $75; Book: $625.00

Requirement for completing the program:

Student will receive a course completion certificate after completing the course. Student needs to take the Six Sigma Yellow Belt Certification exam in order to get the credentials.

Student may take the PMP certification exam from Project Management Institute (PMI)

Web Development

Program Description

A course in web development that provides Web application developers with the fundamentals of the JavaScript programming language, with a focus on using Java/J2EE, XML as a client-side language for web-based applications.
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Course Objectives

Creating many effective online applications and positively linking business processes to the Internet
Obtain entry level positions as Java Developer and Web Application Developer.

Course Delivery Option: Classroom, Online/Distance Learning

Sequence and frequency of class sessions: Every 6 weeks

Related Job Titles/Occupations

Web Developers SOC Code 15-1134

Instruction Details

Java: Basic Java is a foundation course that gives knowledge in the industry- standard Java Programming language using JDeveloper while and learning standard object-oriented programming concepts using Oracle's award-winning development tool. Enhance programming productivity with wizard-assisted based development for Java components.
J2EE: This course also covers J2EE application and usages. You will learn main concepts like Java syntax, Data Types and Operators, Data security through encapsulation etc.
XML: XML and applications use XML Exposure to Schemas, DTD, and Entities

Program in Duration:

Course Name	Clock Hours	Duration	Maximum Completion Time
Web Development Java/J2EE, XML	300	15 weeks	22.5 weeks

Pre-requisite: Basic Computer Knowledge

Instructional Material:

Head First Servlets and JSP: Passing the Sun Certified Web Component Developer Exam Bryan Basham, et al
Head First Java, 2nd Edition Kathy Sierra, and Bert Bates

Total Charges For Period of Attendance & Estimated charges for entire program: $6,000.00

Tuition Fee: $5,775; Registration Fee (Non –Refundable): $75; Book: $150

Requirement for completing the program:

Satisfactory completion of the Web Development is required to receive course completion certificate

Project Management Institute
Registered Education Provider

CompTIA
AUTHORIZED PARTNER

Android
Advanced Training Consultants

CERTIFIED
QuickBooks
ProAdvisor

intuit
Authorized Affiliate
QuickBooks

BAY AREA
GREEN BUSINESS