1101 Capital of Texas Highway Capital of Texas
Highway Building J, Suite 200
Austin, TX 78766
Phone: (512) 565-1162 | Toll-Free: (855) 800-8240 | www.qs-academy.com

# SCHOOL CATALOG

# QS Academy

Volume IV, Version 3
August 1, 2023

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# INTRODUCTION

## MISSION STATEMENT

The mission of QS Academy is to provide high quality educational training that is affordable as well as flexible – we recognize that traditional classroom programs do not reflect the day-to-day realities of many students. By building our programs so that students can adjust their study schedule around the demands of real life, we aim to bring the career improving potential of post-secondary education to a larger number of people. The ultimate goal of QS Academy is for graduates to have acquired the skills necessary to attain immediate job placement success upon completion of the program.

QS Academy
1101 S. Capital of Texas Hwy.
Building J., Suite 200,
Austin, TX 78746

## ACCREDITATION AND LICENSING

QS Academy is Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas (S4979).

## HISTORY

QS Academy is supported by quickstart.com, a market leading provider of compliance, business, IT workforce e-Learning solutions. QS Academy's integrated strategy of technology, content and service helps organizations and professionals in a wide range of industries manage their career, compliance and certification needs.

## LETTER FROM THE PRESIDENT

Congratulations, you are about to begin an exciting journey! I am pleased that you have made the life changing decision to further your education. You will leave QS Academy educated, enlightened, enriched and prepared to face the workforce with up-to-date training in your chosen field.

Whether you are just getting out of high school, returning to school, or cross-training into a new career field, our highly-focused career training programs give you the most widely used, important job training you need in the workforce. By delivering our programs for online study, we make the opportunity available to you to complete your training, while making way for the demands of real life that can make it difficult to succeed in a classroom-based program.

Our programs are designed to take advantage of the best of both worlds: print and online. Our courses are delivered online and instructor support is provided online. However, we recognize that some material is best delivered in a traditional print format and we do not hesitate to include that format when it is appropriate and in the best interest of you, our student.

Again, welcome to our school! As you embark on this educational venture know that we are all here to make your education pleasant and worry free, and we look forward to helping you achieve your goals.

Adnan Sattar

Ed Sattar, President

# FACILITIES

QS Academy operates as a distance learning institution. This means that we do not provide physical facilities for our students. Instead, all study is conducted from whatever location works best for the student, whether that be at home, in a library, at an adult education center, or any other location with an Internet- connected computer. Our main office is 1101 S. Capital of Texas Hwy., Building J., Suite 200, Austin, TX 78746. This is where we manage operations.

Phone: (512) 565-1162
Toll-Free: (855) 800-8240
www.quickstart.com

# Administration and Faculty

### QS Academy OFFICERS

Adnan Sattar, President

### QS Academy MANAGEMENT TEAM

Dr. Hawama Sattar, School Director

Ali Syed, Director of Student Services
(ali.syed@quickstart.com)

### QS Academy FACULTY

| Instructor | Teaching and Technical Certifications | College Experience and Awards |
|---|---|---|
| Paul Heuring | Microsoft Certified Professional; Microsoft Specialist in Configuring Windows Devices, Administering and Deploying System Center 2012 Configuration Manager, Microsoft Lync Server 2010, Windows Server 2008 Network Infrastructure, and Windows Server 2008 Active Directory | Economics, Political Science, Business - University of Wisconsin-Madison·<br>Korean Language, Defense Language Institute - Foreign Language Center, San Francisco, CA |
| Jeff Lund | N/A | National American University: BS, Computer Information Systems |
| William A. Clark | CompTIA Certified Technical Trainer<br>Certified Wireless Network Admin<br>CompTIA Network+, CompTIA Security+, CompTIA Mobility+ | Indiana State University - MA, Health & Safety Administration |
| Michael Garrett | CompTIA Certified Technical Trainer+<br>CompTIA Security+ | Bradley University: BS, Mathematics |

# TRUE AND CORRECT STATEMENT

QS Academy (S4974) is approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

I, Dr. Hawama Sattar, certify that the information presented in this catalog is true and correct to the best of my knowledge.

Hawama Sattar

Dr. Hawama Sattar, School Director

# ACADEMIC CALENDAR

## SCHOOL HOLIDAYS

The school is open every day of the year. However, there may be limited services available on the following days:

**Calendar Year 2023**

**New Year's Day:** Sunday, January 1 **(Observed** Monday, January 2) **Martin Luther King Jr Day:** Monday, January 16 **President's Day:** Monday, February 20 **Memorial Day:** Monday, May 29 **Juneteenth:** Thursday, June 19 **Independence Day:** Tuesday, July 4 **Labor Day:** Monday, September 4 **Columbus Day:** Monday, October 9 **Veterans' Day:** Saturday, November 11 **Thanksgiving:** Thursday, November 23 **Christmas Day:** Monday, December 25

**Calendar Year 2024**

**New Year's Day:** Monday, January 1 **Martin Luther King Jr Day:** Monday, January 15 **President's Day:** Monday, February 19 **Memorial Day:** Monday, May 27 **Juneteenth:** Wednesday, June 19 **Independence Day:** Thursday, July 4 **Labor Day:** Monday, September 2 **Columbus Day:** Monday, October 14 **Veterans' Day:** Saturday, November 11 **Thanksgiving:** Thursday, November 28 **Christmas Day:** Wednesday, December 25

**Calendar Year 2025**

**New Year's Day:** Wednesday, January 1 **Martin Luther King Jr Day:** Monday, January 20 **President's Day:** Monday, February 17 **Memorial Day:** Monday, May 26 **Juneteenth:** Thursday, June 19 **Independence Day:** Friday, July 4 **Labor Day:** Monday, September 1 **Columbus Day:** Monday, October 13 **Veterans' Day:** Monday, November 11 **Thanksgiving:** Thursday, November 27 **Christmas Day:** Thursday, December 25

# CLASS SCHEDULE

All programs are offered online as virtual instructor-led sessions. Students may access their program and complete coursework at any time within their enrollment term.

# PROGRAM DURATION

Program duration varies depending on the program in which the student is enrolled. Students will find the duration listed in weeks under each program description in the catalog.

Students are expected to submit their signed Enrollment Agreement within 72 business hours of receipt. Failure to do so will cause students to lose access to their program until such time as the signed Enrollment Agreement is received.

Program start and end dates for our bootcamps are scheduled and appear in the catalog under the ACADEMIC CALENDAR.

Because we allow students to extend their programs, students' actual end dates may not be the same as their expected end date. Definitions of student end dates for our three types of program delivery are also listed in the ACADEMIC CALENDAR section of the catalog.

# ENROLLMENT PERIODS AND CLASS START AND END DATES.

Students may enroll in classes at any time. Official student start dates vary based on the type of program in which the student enrolls.

Bootcamps, which combine self-paced, on-demand curriculum with live virtual mentoring from instructors:

- Start Date; The start date is the start date of the cohort.
- End Date: The student's end date is the date that the instructor awards the final course grade.

Instructor-led virtual live programs:

- Start Date: The start date is the start date of the program.
- End Date: The end date is the end date of the program.

Self-paced programs with no instructor or mentor interaction:

- Start Date: The student's start date is the first date that the student accesses the online curriculum in the Learning Management System (LMS).
- End Date: For students who complete the program, the student's end date is the date of program completion as LMS. For students who have over 90 days of inactivity (unless on a planned leave of absence) and for students who do not complete their coursework after one year from their program start date, the student's end date is the date they are discontinued by the school due to inactivity.

Bootcamp Programs are run in cohorts that have pre-scheduled start and expected end dates as listed below. Please note that bootcamps with enrollments of less than five will be cancelled; students will choose to either join the most recent existing cohort or to wait for the next scheduled cohort.

**Cloud Engineering Bootcamp:**

| | |
|---|---|
| Cohort Start and End Date: | 7/17/2023 - 1/22/2024 |
| Cohort Start and End Date: | 8/21/2023- 2/26/2024 |
| Cohort Start and End Date: | 10/16/2023 - 4/22/2024 |

**Cybersecurity Bootcamp:**

Cohort Start and End Date: 7/17/2023- 1/22/2024

Cohort Start and End Date: 8/21/2023 - 2/26/2024

Cohort Start and End Date: 9/18/2023 - 3/25/2024

Cohort Start and End Date: 10/16/2023 - 4/22/2024

Cohort Start and End Date: 11/20/2023- 5/27/2024

**Data Literacy Bootcamp**

Cohort Start and End Date: 7/10/2023 – 10/20/2023

Cohort Start and End Date: 8/28/2023 – 12/08/2023

Cohort Start and End Date: 10/9/2023 – 1/19/2024

Cohort Start and End Date: 11/27/2023 – 3/08/2024

**Data Science and Analytics Bootcamp:**

Cohort Start and End Date: 7/17/2023 - 2/19/2024

Cohort Start and End Date: 8/21/2023 - 3/25/2024

Cohort Start and End Date: 10/16/2023 - 5/20/2024

# SCHOOL POLICIES

## PURPOSE:

The sole purpose of all school policies at QS Academy is to encourage students to maintain the standards of performance necessary to be employed at a competitive level following graduation and to maintain the integrity and reputation of the school. The policies are not intended to eliminate any student unless they are unwilling or unable to perform at the required levels. The contents of these policies are subject to change without notice.

## PRIVACY POLICY

QS Academy respects the privacy of our students. We are committed to protecting their privacy and committed to developing technology that gives students the most powerful and secure online experience. Billing and personal information is encrypted whenever transmitted or received online. Personal information is accessible only to staff, agents, or contractors of QS Academy. To protect the security of information supplied, all employees and businesses are provided usernames and passwords to access their information.

This privacy statement applies to all web sites and domains owned or operated by QS Academy. This privacy statement covers personally identifiable information, anonymous data collection and aggregate reporting. Personally, identifiable information is any information that is associated with a student's name or personal identity.

**What we collect**

During the registration process, the types of personal information students provide to us may include, name, address, phone, fax, email address, social security number, license number, date of birth, username and password, billing information, transaction, and credit card information.

When students browse our web site, they do so anonymously. We do log the IP address to give us an idea of which part of our web site you visit and how long you spend there. But we do not link an IP address to any personal information unless the user has logged in to our web site. Like many other commercial web sites, our websites may use a standard technology called a "cookie" to collect information about how the student uses the site.

**How we use it?**

A student's information may be used for the following purposes:

- To make the site easier for students to use by not entering personal information more than once.
- To deliver services that are requested or purchased.
- To help effectively complete the educational requirements.
- To help us create and publish content most relevant to each student.
- To alert students of product upgrades, special offers, updated information and other new services provided.
- To provide feedback in an online survey.
- To participate in promotional offers.
- To request assistance or fill out support requests.

**Who we share it with?**
Personal information is never sold or rented to 3rd parties and will only be disclosed if required by law (for example, a subpoena) or regulation, or in good faith to **(a)** comply with legal processes served on the site, or
**(b)** protect the rights and property of the school, or **(c)** where our records indicate fraudulent activity or other deceptive practices that a governmental agency should be made aware of, or **(d)** where student communications suggests possible harm to others.

Upon registration, a student's information will not be shared with third parties without written permission, other than for the limited exceptions already listed. It will only be used for the purposes stated above.
Personal information may be used to reply to inquiries, handle complaints, provide operational notices, keep records up to date, to notify students via periodic e-mails of technical service issues, specials, or other related product/service information.
Personal information may be shared with agents or contractors of the school for the purpose of performing service for QS Academy.

**Security of Personal Information**
Online registration is designed to give students options concerning the privacy of their credit card information, name, address, e-mail and any other information provided. Industry standard security measures are made available through online browsers called SSL encryption. QS Academy also subscribes to the use of a fraud management service to further secure student data. At any time, students may contact the school to provide credit card information over the phone rather than online.

Student information is protected from loss, misuse, unauthorized access or disclosure, alteration or destruction by the use of password-controlled servers with limited access within the school.

Students will have access to their personal information to ensure it is correct and current, as well as to register and access courses. Access will be given through the use of a username and password to access any site with personal information. School agents will not have access to view passwords created and maintained by students. In the event that a password is lost, agents will reset a password upon a student's request after identity verification has been completed.

**Use of Cookies**
Our websites are not setup to track, collect or distribute personal information. Our site does generate certain kinds of non-identifying site usage data, such as number of hits and visits to our sites. This

information is used for internal purposes only. The statistics contain no personal information and cannot be used to gather such information.

Our websites use "cookies" to help personalize a student's online experience. A cookie is a text file that is placed on a hard disk by a Web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to a student and can only be read by a web server in the domain that issued the cookie. Students have the ability to accept or decline cookies. Most web browsers automatically accept cookies but can be modified to decline cookies if that is preferred. Students who choose to decline cookies may not be able to fully experience the interactive features of our websites.

# ENROLLMENT POLICIES AND ADMISSION

# REQUIREMENTS

**Admission Requirements:**

Candidates must have graduated with a high school diploma or high school equivalency. Students must be 18 years of age or older at the time of enrollment and must present a valid ID for verification.

**Remedial Courses and Prerequisites:**

QS Academy has no remedial courses. Students must meet any prerequisites prior to enrollment or by enrolling in the prerequisite course as part of their program of study.

**Credits for Past Education or Experience:**

QS Academy does not award credits for past education or experience.

# COSTS AND ACCEPTED PAYMENT

Charges are variable per program and as listed for each program include the following unless otherwise noted:

- Tuition
- On-line program access and/or setup fees
- Program examinations and activities
- Certificate(s) of Completion
- Textbooks
- One or more certification exam voucher(s) are included in the total program fee; see individual program descriptions.

## Postponement of Start Date (Colorado students only.)

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

a. Whether the postponement is for the convenience of the school or the student, and;
b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

# PROGRAM TUITION AND FEES

All programs are listed with below with the total tuition and tuition per separate subjects when applicable:

### Agile Scrum and Project Management Certification Preparation Program

| | |
|---|---|
| **Program Fee*:** | **$9,670.00** |

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

### AI / Machine Learning Bootcamp

| | |
|---|---|
| **Program Fee*:** | **$15,000.00** |

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

### Azure Data Scientist: Designing and Implementing a Data Science Solution on Azure (DP-100)

| | |
|---|---|
| **Program Fee*:** | **$1,995.00** |

**(Inclusive of registration, tuition fee, exam cost, curriculum book)*

| | |
|---|---|
| **Cost per Single Subject*:** | **N/A** |

### Azure Solutions Architect Expert (AZ-104 and AZ-305)

| | |
|---|---|
| **Program Fee*:** | **$5,190.00** |

**(Inclusive of registration, tuition fee, exam cost, curriculum book)*

| **Cost per Single Subject** *(Inclusive of registration, tuition fee, exam cost, curriculum book)* | | |
|---|---|---|
| AZ-104 | Microsoft Azure Administrator | **$2,595.00** |
| AZ-305 | Designing Microsoft Azure Infrastructure Solutions | **$2,595.00** |

### Certified Ethical Hacker Training

| | |
|---|---|
| **Program Fee*** | **$3,499.00** |

**(Inclusive of registration, tuition fee, exam cost, curriculum book)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

### Cloud Engineering Accelerated Bootcamp

| | |
|---|---|
| **Program Fee*:** | **$18,000.00** |

**(Inclusive of registration, tuition fee, exam cost, curriculum book)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

**Cloud Engineering Bootcamp**

| | |
|---|---|
| **Program Fee*:** | **$7,900** |

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

**Cybersecurity Accelerated Bootcamp**

| | |
|---|---|
| **Program Fee*:** | **$18,000** |

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

**Cybersecurity Bootcamp**

| | |
|---|---|
| **Program Fee*:** | **$7,900.00** |

**(Inclusive of registration, tuition fee, exam cost, curriculum book)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

**Data Analytics Accelerated Bootcamp**

| | |
|---|---|
| **Program Fee*:** | **$15,000.00** |

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

**Data Literacy Accelerated Bootcamp**

| | |
|---|---|
| **Program Fee*:** | **$15,000.00** |

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

**Data Literacy Bootcamp**

| | |
|---|---|
| **Program Fee*:** | **$3,500** |

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

**Data Science and Analytics Accelerated Bootcamp**

| | |
|---|---|
| **Program Fee*:** | **$18,000.00** |

*(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

**Data Science and Analytics Bootcamp**

| | |
|---|---|
| **Program Fee*:** | **$7,900.00** |

*(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

**Data Science Bootcamp**

| | |
|---|---|
| **Program Fee*:** | **$15,000.00** |

*(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

**Dental Assistant Bootcamp**

| | |
|---|---|
| **Program Fee*:** | **$3,450.00** |

*(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

**Digital Marketing Bootcamp**

| | |
|---|---|
| **Program Fee*:** | **$3,000** |

*(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

**Essential Project Management PMP Exam Prep**

| | |
|---|---|
| **Program Fee*:** | **$2,995.00** |

*(Inclusive of registration, tuition fee, exam cost, curriculum book)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

**Healthcare Information Management Bootcamp**

| | |
|---|---|
| **Program Fee*:** | **$3,450.00** |

*(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

**Healthcare Information Technology Bootcamp**

| | |
|---|---|
| **Program Fee*:** | **$3,450.00** |

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

**Implementing and Administering Cisco Solutions**

| | |
|---|---|
| **Program Fee*:** | **$4,195.00** |

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

**IT Help Desk Technician Bootcamp**

| | |
|---|---|
| **Program Fee*:** | **$1,800.00** |

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

**IT Leadership Bootcamp**

| | |
|---|---|
| **Program Fee*:** | **$10,000.00** |

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

**IT Network & Security Bootcamp**

| | |
|---|---|
| **Program Fee*:** | **$10,000.00** |

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

**IT Network Technician Program**

| | |
|---|---|
| **Program Fee*:** | **$4,000.00** |

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

**IT Security and Network Administrator**

| | |
|---|---|
| **Program Fee*:** | **$4,000.00** |

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

**IT Support Technician**

| | |
|---|---|
| **Program Fee*:** | **$4,000.00** |

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

**Medical Assistant Bootcamp**

| | |
|---|---|
| **Program Fee*:** | **$3,450.00** |

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

**Medical Billing and Coding Specialist Bootcamp**

| | |
|---|---|
| **Program Fee*:** | **$2,450.00** |

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

**Microsoft Azure Administrator (AZ-104)**

| | |
|---|---|
| **Program Fee*:** | **$2,595.00** |

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

**Microsoft Specialist**

| | |
|---|---|
| **Program Fee*:** | **$1,500.00** |

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

**Patient Care Technician Bootcamp**

| | |
|---|---|
| **Program Fee*:** | **$3,450.00** |

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

**Pharmacy Technician Bootcamp**

| | |
|---|---|
| **Program Fee*:** | **$3,450.00** |

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

**Product Management**

| | |
|---|---|
| **Program Fee*:** | **$13,000.00** |

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

**Surgical Technologist Bootcamp**

| | |
|---|---|
| **Program Fee*:** | **$3,450.00** |

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

**UI/UX Design Accelerated Bootcamp**

| | |
|---|---|
| **Program Fee*:** | **$18,000.00** |

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

**UI/UX Design Bootcamp**

| | |
|---|---|
| **Program Fee*:** | **$4,000.00** |

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

# ANY OTHER EXPENSES

Additional costs and fees may be associated with extensions, transfers, and corporate actions required when collecting on delinquent accounts. These fees may include postage/delivery charges, service charges, interest, late fees, court costs, and/or other legal fees, where applicable.

### Accepted Payment Types and General Terms (unless otherwise specified by written exception):

1. All transactions will be in US Dollars.
2. Online shopping cart purchases must be made by debit or credit card.
3. All installment/payment plan purchases, both down payment and monthly installments, must be made by debit or credit card. For specific payment plan details, please see below.
4. For businesses or other third-party entities making a purchase for an employee or beneficiary, a corporate business check will be accepted only when the purchase is paid in full upon receipt of invoice.

### Installment/Payment Plans

Installment payment plans may be available only to legal residents of the U.S. and Canada. Eligibility extends to legal residents of the U.S. territories and active U.S. military personnel stationed overseas. International sales must be paid in full by debit or credit card.

### Financial Assistance

For students with limited finances, the school will make every reasonable effort to identify a state or federal program that may provide financial aid or assistance. The school does not guarantee that it will participate in all state and federal programs, or that a student will qualify to receive such aid or assistance. QS Academy students are not eligible for federal student aid funds, Title IV.

#### Delinquent and Disputed Payments

Payment in full or an agreed upon method of payment such as an installment payment plan contract must be completed prior to program access being provided to a student. Program access may be suspended in the event of payment delinquency by more than 30 days.

Additional costs and fees may be associated with corporate actions required to collect delinquent accounts, which may include postage/delivery charges, service charges, interest, late fees, court cost and/or other legal fees where applicable.Additional fees may be assessed for capricious use of dispute options as a means to avoid payment or violate the terms or other provisions of the enrollment agreement, payment plan agreement, or other official written policies of the school. In addition, program access may be suspended after receipt of a dispute notification pending its resolution.

# SHIPMENT AND REPLACEMENT OF PRINTED MATERIALS

Some programs may include printed materials such as textbooks, software, or equipment. If such materials are included with a program, they will be shipped to a student 72 hours prior to the date of scheduled class (minus Saturdays, Sundays, and legal holidays). Materials may be shipped via UPS, FedEx or the U.S. Postal Service and will be sent Ground service or a comparable method. Students who are being shipped to an APO/FPO or P.O. Box address may experience delayed delivery times.

# ATTENDANCE AND EXTENSIONS

Student attendance is based on the number of lessons completed in their program as displayed on the Learning Management System. There are no absences, tardies, or makeup work. Students have access to see their lesson completion any time they log into the system. When students achieve completion of all lessons in their program, they will have completed the program and be eligible to receive a QS Academy Certificate of Completion.

For cohort-based programs, the student's enrollment period is determined by the start date of their assigned cohort and the expected completion date. Students do not have to complete their program within the enrollment period. If the student does not complete the program within 6 months of their start date, they will need to request an extension for an additional 6 months via email to Student Services: (ali.syed@quickstart.com).

Students who have not completed their program after one year from their start date must request another extension. If the student has not finished the program within 1.5 years from their enrollment, they will be terminated unless they are currently on an approved Leave of Absence.

# ACADEMIC GRADING SCALE:

- 70% - 100% Satisfactory Completion of Lesson, Quiz, or Assignment
- <70% Unsatisfactory Completion of Lesson, Quiz or Assignment
- I—Military Withdrawn:
- Only awarded if a student with a program mastery of 70% or above is withdrawn due to required military duty.

### Grade reporting:

Student grades on quizzes and instructor-graded assignments are available in the Learning Management System. Students may view their current grade by viewing program in the LMS. The LMS provides a real- time course transcript based on lesson and quiz completions. Grades on quizzes in the LMS are provided instantly by the LMS. Grades for assignments submitted to instructors are reported within 1 business day of grading and also appear in the LMS. LMS lessons and quizzes and instructor-graded assignments must have a grade of 70% or above for the lesson, quiz, or assignment to be considered complete. Course completion is determined by based on completion of 100% of all program lessons. Grades are not final until the program completion percentage is marked as 100% complete.

### Satisfactory Progress:

Progress is considered satisfactory if the student has activity in the LMS at least once every 14 days.

Students may retake lessons, quizzes, and re-submitted revised assignments for which they receive scores of under 70%. Even if students receive scores of under 70% on LMS lessons and quizzes or submitted assignments, they are not considered to be making unsatisfactory progress as long as they are active in the LMS at least once in every 14 days.

**Unsatisfactory Progress:**

Students receive a progress report of unsatisfactory progress (i.e., the grading period) once the 14 days passes and every 14 days thereafter until they access the LMS. Students are terminated for unsatisfactory progress at the end of the third calendar month following the month in which the student's last lesson assignment was received unless notification has been received from the student that he wishes to remain enrolled. The notification must be sent to Student Services (ali.syed@quickstart.com). If a student is terminated due to unsatisfactory progress, they will be notified via email using the email they provided during their enrollment process.

Once students are terminated for unsatisfactory progress, the student must re-enroll as a new student. Students will not be credited for any lessons completed during their prior enrollment and must complete all lessons in the program.

**Incomplete grades:**

With the exception of students who withdraw due to active military duty and students in Satisfactory Progress who request to withdraw with an Incomplete, the final grade on their program transcript will be the percentage of lessons the student has completed in the program. A Grade of 100% signifies 100% completion of all lessons, quizzes, and assignments with at least 70% mastery. Grades of less than 100%, with the exception of students who must withdraw due to activity military duty, will indicate that a student has not completed a course.

Students who withdraw for active military duty will be awarded an Incomplete: Military Withdrawn grade for courses not completed. Students assigned a Military-Withdrawn grade may re-enroll in the course or program during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition for that portion of the course or program.

**Probation Policy:**

QS Academy does not place students on academic probation. However, we do send progress reports of student LMS inactivity as outlined in the Unsatisfactory Progress section above.

**Readmittance:**

Readmittance (re-enrollment in the same or similar program) is allowed in the following cases:

- If a student has a termination grade of Incomplete-Military Duty
- If the student has been terminated due to violation of the Conduct Policy and, at the school director's discretion, is permitted to be re-admitted.

**Termination:**

**Student-initiated termination**: The student will be terminated as of the date that the Student Support Services (ali.syed@quickstart.com) receives an email or certified letter that the student wishes to be withdrawn from the school.

**School-initiated terminations**

- Students who are not active in their program's Learning Management System will be terminated at the end of the third calendar month following the month in which the student's last lesson assignment was received unless notification has been received from the student that he wishes to remain enrolled. Students who must withdraw due to military duty who are making Satisfactory Progress will be terminated but will receive a grade of Incomplete-Military Duty. This termination grade allows the student re-admittance to the school and program of study up to the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program.

**Withdrawals:**

- Students who request to withdraw who have Satisfactory Progress may request an Incomplete rather than a percentage grade on their final course transcript. If the student is entitled a refund, the student must enroll as a new student to QS Academy and will not be given any credit for prior completion of the course. If the student is not entitled a refund, the student may reenroll in the program during the twelve (12) month period following the date the student withdrew and complete incomplete lessons or classes without payment of additional tuition. Students who withdraw who are not entitled to a refund and do not request to reenroll within the twelve-month period following the withdrawal date shall been permanently removed from the program and have no recourse but to repurchase the program as a new student. Requests must be sent to: Student Services Department ali.syed@quickstart.com.

**Appeals:**

Termination appeals must be submitted to the school Director of Student Services (ali.syed@quickstart.com) in writing within ten (10) school days of termination. An appeals panel will examine all appeals and the individual will be notified of the decision within thirty (30) calendar days from the date the appeal was received.

**Retaking a Program:**

Students may not retake a program. However, QS Academy will grant LMS access to the programs to the students if they take and fail to pass one of the industry-certified exams associated with the program in the QS Academy Catalog that was in effect at their time of enrollment.

- The exam must have been taken within 3 months of the student's successful completion of the QS Academy program and documentation of the exam date and score must be emailed to Student Services (ali.syed@quickstart.com).
- There will be no charge to the student for this access.
- The student will have access to the program's lessons and quizzes but will be unable to submit instructor-graded assignments associated with the program.
- Students will not have access to instructor or course mentor support.
- Students will have access to technical assistance associated with the LMS.
- Students will be granted access to the program in the LMS for a 3-month period.

# LEAVE OF ABSENCE:

Leave of Absence shall be reasonable in duration, not to exceed thirty (30) school days or sixty (60) calendar days in any twelve (12) month period and shall be for specific and acceptable purposes. QS Academy only allows students one leave of absence per twelve (12) month period.

All requests for a leave of absence must be accompanied by appropriate documentation and approved by the Director of Student Services. To be approved, Leaves of Absence must not impact the student's ability to complete the program by their original enrollment date unless an extension is requested per the extension policy.

# CONDUCT POLICY:

Students are required to follow school policies while attending QS Academy. It is the student's responsibility to conduct him or herself in a proper and respectable manner while enrolled in school.

The following forms of misconduct, but not limited to, are subject to disciplinary action in the form of immediate termination from the school:

Each student is expected to do his/ her own work. Presenting work done by others, using dishonest means in taking tests, or aiding in cheating is forbidden and could result in student receiving a "Zero" or other disciplinary action.

Altering, forging, misusing, or destroying school documents, records or identification.

Violating the intellectual property rights of QS Academy as relates to our online and printed content. This includes, but is not limited to, sharing our content (whether by loan or sale) with anyone who is not a student or staff member of the school.

Abusing or threatening abuse of any other student or school representative, whether in person, by phone, e-mail or on electronic bulletin boards. This includes hazing and sexual misconduct.

Attempting to commit or committing an unlawful act involving members of the school's community (this can also be a violation of state or federal laws).

Violating any local, State, or Federal laws.

Providing false information to the school with the intent to deceive.

* Any other action which clearly is in violation of school policy and which adversely affects the educational mission of the school may be cause for disciplinary action.

Re-admittance following a disciplinary action is at the discretion of the school and relative to the nature and severity of the conduct violation. Students should immediately report any violations of conduct policy to the Director of Student Services.

All verbal and written warnings are limited to ONE before a more severe form of disciplinary action is implemented. Any student who receives a written or verbal warning for any conduct code violation will only receive ONE, after which any further violations will result in a suspension or immediate

termination, depending on the severity of the offense.

All disciplinary actions resulting in a suspension are limited to ONE before a more severe form of disciplinary action is implemented. Any student who receives a suspension for any conduct code violation will only receive ONE, after which any further violations will result in immediate termination.

Any student who has been terminated for any conduct code violation will have their access to all QS Academy, systems disabled immediately.

# PROGRAM TRANSFERS

- Students may transfer from one program to another if the following conditions can be met:
- Students who purchased the program with state and/or federal funds must receive permission from their sponsor prior to requesting the transfer.
- The original enrollment must not be expired and must have been paid in full. Students who have purchased the program through a payment plan must have paid it in full before requesting to transfer. A student whose program has expired must follow the extension policy on ensuring their program is active before requesting to transfer.
- Each original course must not have been completed; any completed courses must be purchased by the student at the prorated retail price at the time of transfer. Students will not be charged for completing any courses included with the new program.
- The student must purchase any shipped materials not used in their new program as returns will not be accepted. Students will not receive a second copy of duplicated materials.
- The student must pay a transfer fee of $150.
- The student must pay any remaining balance when transferring to a higher priced program. (The cost of the new program will be the retail cost at the time of transfer)
- All fees must be paid up front in full or deducted from any applicable credit before the transfer will be completed. (Fees may not be added to a payment plan)
- The cost of the new program may not be less than half of the original program retail cost.
- Students will be required to execute a new enrollment agreement and would start the new program with a full enrollment term.
- Students must submit their request to transfer in writing to the Student Services Department (ali.syed@quickstart.com).

# STUDENT TRANSFERS

It is the general policy of this school that enrollments are non-transferable. In exceptional circumstances, at the school's discretion, a student may be permitted to transfer a program enrollment to another student, if the following conditions can be met:

- Students who purchased the program with state and/or federal funds must receive permission from their sponsor prior to requesting the transfer.
- The original enrollment must not be expired and must have been paid in full.
- Each original course must not have been completed; any completed courses must be purchased by the new student at the prorated retail price at the time of transfer.
- The original student must be able to transfer all necessary hardware, software, or other

applicable course materials to the new student in as near-new condition as possible and the new student must agree to accept those materials as new.

- New student must agree to pay to replace any materials that are deemed to be in an unusable or unacceptable condition.
- New student must pay the transfer fee of $150.
- The new student will be required to execute a new enrollment agreement and would start the program with a full enrollment term.

The original student will not be refunded for their enrollment unless the new student agrees to submit a replacement payment, in which case the original student shall be refunded once payment is received from the new student.

Students must submit their request to transfer in writing to the Student Support Department. (ali.syed@quickstart.com).

# CANCELLATION AND REFUND POLICIES

## ASYNCHRONOUS Distance Education Programs

**CANCELLATION POLICY:** A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed.

**REFUND POLICY:**

1. Refund computations will be based on the number of lessons in the program
2. The effective date of termination for refund purposes will be the earliest of the following:
   - the date of notification to the student if the student is terminated;
   - the date of receipt of written notice from the student of their withdrawal from the program; or
   - the end of the third calendar month following the month in which the student's last lesson assignment was received unless notification has been received from the student that he wishes to remain enrolled.
3. If tuition and fees are collected before any lessons have been completed, and if, after expiration of the 72-hour cancellation privilege, the student fails to begin the program, not more than $50 shall be retained by the school.
4. If the student who enters an asynchronous distance education course terminates or withdraws after the expiration of the 72- hour cancellation privilege, the school may retain $50 of the tuition and fees and the minimum refund policy must provide that the student will be refunded the pro rata portion of the remaining tuition, fees, and other charges that the number of lessons completed and serviced by the school or college bears to the total number of lessons in the program.
5. A full refund of all tuition and fees is due in each of the following cases:
   - an enrollee is not accepted by the school
   - if the program of instruction is discontinued by the school and this prevents the student from completing the program; or
   - if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

**REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE**

6. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
   - if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
   - a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re- enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
   - the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
     - satisfactorily completed at least 90 percent of the required coursework for the program; and
     - demonstrated sufficient mastery of the program material to receive credit for completing the program.
7. Refunds will be totally consummated within 60 days after the effective date of termination.

**Refund Policy (Colorado students only.)**

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of $150.00 or 25% of the contract price, whichever is less. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended ***(if training is offered as distance education*: "based on the percentage of no. of lessons completed")***, as described in the table below. The refund is based on the official date of termination or withdrawal.

**Refund Table**

| Student is entitled to upon withdrawal/termination | Refund |
|---|---|
| Within first 10% of program (Lessons 1 - 2) | 90% less cancellation charge |
| After 10% but within first 25% of program (Lessons 3 – 5) | 75% less cancellation charge |
| After 25% but within first 50% of program (Lessons 6 – 10) | 50% less cancellation charge |
| After 50% but within first 75% of program (Lessons 11 – 15) | 25% less cancellation charge |
| After 75% (Lesson 16) [if paid in full, cancellation charge is not applicable] | NO Refund |

# GRADUATION REQUIREMENTS:

Students must have 100% status on all lessons, quizzes, and submitted assignments in the student's program Learning Management System. The maximum time to graduation is 1.5 years with school-approved extensions/leaves of absence.

Students must be within their original enrollment period as determined by the expected program completion date as determined by their program's start date or complete the program while on an approved extension or leave of absence. Candidates for graduation must have made satisfactory arrangements for any debt to the school. Students that have used financing options must have paid in full all outstanding loans or payment plans prior to issuance of a certificate or certification exam

# CERTIFICATES AND DIPLOMAS:

QS Academy offers the following to graduates:

**Certificate of Completion**


A certificate indicating satisfactory completion of a program will be presented to the students upon completion of the program.

**Certification Exam Voucher**

A voucher or registration for a related certification exam is included in select programs as stated in the QS Course Catalog effective on the date in which the student enrolled.

# REPLACEMENT CERTIFICATE

Students may request a replacement Certificate of Completion by contacting the Student Support Department. Each replacement certificate may be purchased for a fee of $25 and will be processed weekly and sent via UPS, FedEx or the U.S. Postal Service.

Students requesting a replacement certificate due to a name change must provide supporting documentation such as a marriage license, divorce decree or court-ordered name change before the certificate will be issued.

# QUALIFICATIONS FOR INTERNSHIP PLACEMENT

Where applicable, an internship program may be included with the program enrollment and will generally require instructor recommendation in addition to successful program completion. The school does not guarantee placement into an internship program.

# PLACEMENT ASSISTANCE

Placement assistance is provided through the Career Services department, but QS Academy does not guarantee job placement. Students will be assigned to a Career Counselor and upon completion will receive assistance in developing the skills needed to find employment including resume writing, job searching, and interviewing skills.

Prospective employer information is maintained by the Career Services Department and provided to applicable graduates. Participation with the Career Services department and a student's assigned counselor is voluntary and may be declined at any time. Students will receive access to the Career Services department for a period of 1 year after program completion.

# REQUIREMENTS FOR CERTIFICATION AND LICENSING

As with any course of study, the school cannot and is not responsible for individual learning, comprehension, and/or for the student's ability to apply the skills or knowledge provided. Failure to pass an examination related to or within the specialty field based on such knowledge or to successfully apply the skills, knowledge, or understanding for any purpose, shall not be considered reasonable cause for a
refund, credit, time limit extension, or for any other purpose.

Students may be required to obtain licensure or certification beyond the scope of their program(s) in order to obtain employment in their chosen field. Medical background clearances may be part of the licensing procedure and externship requirements for allied health programs. The regulation of allied health certification and licensing requirements are governed by individual state codes. Medical conditions such as Hepatitis A, B, C, TB (tuberculosis), HIV/AIDS and related conditions may prevent students from obtaining a license or externship. This limitation is due to background checks, facility requirements, and city, county or state licensing standards.

Students are expected to learn the licensing and certification requirements for their program of study and are ultimately responsible for knowing specific regulations in the city, county or state in which they plan to work. In addition, there may be a testing or licensing fee that students may be responsible for paying. Without a license in some allied health fields, students may not be employable. No School employee may guarantee a student's eligibility for any certification or licensure.

# ADDITIONAL TRAINING DISCLOSURE

Some industries may require additional training, even after completion of a program at this School. Certain cities, counties, states and employers may have specific regulations for employment including a minimum number of training hours and successful completion of a written and or practical exam. This requirement may impact the availability of employment positions and students are expected to research such requirements prior to enrolling.

**Program warranties and guarantee disclaimer**

As with all intellectual products, the perceived value, satisfaction, level of competency, or enjoyment derived by the consumer, is both varied and personal, and is never guaranteed nor warranted by the author and/or publisher. As with all educational endeavors, the level of knowledge, competency, or skill derived from any course of study, is based solely upon the individual's existing level of education and experience as well as their ability to read, interpret, comprehend, and to then adequately employ the new skills and knowledge acquired from the program. All students are not equal in their abilities, and therefore the resulting level of competency, knowledge, or skill derived from a given course of study, is not equal, nor is it guaranteed.

Failure to Pass or Certify: As with any course of intellectual study, the student is responsible for all learning, comprehension, and application of the knowledge. Failure to pass the final exam and/or to achieve the necessary score required for certification shall not be grounds for redress under warranty. There are no other warranties or guarantees, express or implied, except as written herein. No verbal agreements or other statements shall supplant or otherwise supersede this disclaimer.

Students are not provided with a warranty or guarantee for any of the information in the course material, on- line (electronic) or hard copy materials, including, but not limited to, warranties of fitness for particular purpose or merchantability, nor are any such representations implied with respect to the material set forth, and the author and publisher take no responsibility with respect to such material. The author and publisher shall not be liable for any special, consequential or exemplary damages resulting in whole or in part, from the readers' use of, or reliance upon, the material contained in the courseware, nor has it performed any independent analysis with any of the information contained herein. It does not assume and expressly disclaims any obligation to obtain and include information other than that provided.

**Errors:**

All the training materials provided with the program have been reviewed for completeness and accuracy. However, neither the author nor the publishers accept any responsibility or liability regarding errors, omissions, misuse or misinterpretation of the content. With respect to any third-party product that has been incorporated with the purchase program, all efforts will be made to bring such errors to the attention of the original author/publisher, but the school shall not be responsible for such errors. Any and all errors brought to the attention of the program instructor or Director of Student Services will to the best of their ability be corrected within content provided by the school. Due to production and program release schedules a timeframe or due date for corrections cannot be guaranteed. Some corrections may not be made until a future version of the course material is published.

# GRIEVANCE/ COMPLAINT PROCEDURE:

Students may submit complaints or grievances either in writing or verbally to a member of the school faculty or a school administrator. Students should obtain an appointment with an instructor or administrator before submitting an oral complaint/grievance. Every attempt will be made by the faculty and school administration to address student grievances or complaints as they occur and as quickly as possible. Students may refer any unresolved complaint or grievance to:

Texas Workforce Commission
Career Schools and Colleges, Room 226T 101 East 15th Street Austin, TX 78778-0001
Phone: 512-936-6959 http://csc.twc.state.tx.us

# ACCESS WITHOUT STUDENT CONSENT:

The school may release student information without written consent of the students to:

- Other schools and QS Academy officials who have legitimate educational interest.
- Other schools where students have applied for admission.
- Authorized representatives of the Department of Education or the Comptroller General of the United States.
- Veterans Administration
- State and local authorities where required.
- Accrediting agencies.
- Appropriate persons or agencies in connection with student applications for or receipt of financial aid.
- Courts, in compliance with a court order or subpoena, provided that a reasonable attempt is made to notify the student prior to compliance.
- Appropriate persons or agencies in the event of a health or safety emergency, where such
- release without consent is necessary under the circumstances.
- Organizations conducting studies to develop, validate, and administer predicative tests, to administer student aid programs, or to improve instruction.

In all other cases, the school shall obtain the written consent of the students prior to releasing such information to any organization.

# NON-DISCRIMINATION:

Applicants will not be denied admission on the basis of race, color, national origin, sex, disability, orientation, age or veteran status, religion or any other protected status.

# DISABLED APPLICANTS:

The school does not discriminate based on disability in admissions, or access to, or treatment, in its programs or activities. Every effort would be made to accommodate a student disability but cannot be guarantee. However, due to factors concerning a student's ability to complete course work, comply with safety standards, and be employable after graduation, all disabled persons should consult the Director of Admissions or the Director of Student Services prior to enrollment.

# TECHNICAL SUPPORT AND REQUIREMENTS

Student will be provided with access to a technical support department to resolve issues directly related to the program content owned and developed by the school. The technical support staff will not provide direct configuration assistance for a student's computer and will expect that all students have access to a computer that has been configured to meet the minimum requirements listed below. Software installation and technical support will not be provided, and students must contact the manufacturer of any software provided or used with a program for assistance with installing, updating, upgrading, or maintaining the software.

Technical support will not be provided for any supplemental materials not directly required for the program regardless of their inclusion with materials provided with registration. As part of the technical support process, students may be asked to allow a school representative to have remote access to their computer so they may interact directly with the student's system. If they wish,

students may decline such action but will be required to locate 3rd party technical assistance to resolve technical issues if the school's agent cannot resolve the issue by alternate methods.

Below are the technical requirements for students in all programs:

**Student Computer System Requirements:**

You will need to have some free software on the computer you are using to take the course:

- https://www.microsoft.com/en-us/edge
- http://www.mozilla.org/en-US/firefox/new/
- http://get.adobe.com/reader/
- http://www.microsoft.com/windows/windowsmedia/download/alldownloads.aspx
- https://zoom.us/client/latest/ZoomInstaller.exe
- https://www.google.com/chrome/

# Agile Scrum and Project Management Certification Program Certificate

**Admission Requirements:** Students must be 18 years of age or older at the time of enrollment, must present a valid ID for verification, and must present evidence of completing high school or high school equivalency.

**Duration:**

- 94h
- No labs

**Specific duration:**

- Agile Scrum Master: 3 Days VILT
- CAPM: 14 Hours On-Demand
- CACP: 2 Days VILT
- PMP: 5 Days VILT

## Program Overview:

This training series covers 4 major certification exam preparations as well as necessary technical skills to become a successful Program or Project Manager. This program prepares you for the Agile Scrum Master, Certified Associate in Project Management (CAPM), Certified Agile Coaching Practitioner (CACP) & Project Management Professional PMP exams from PMI. Students will learn about risk management planning, risk identification and stakeholder management and communication.

**Agile Scrum Master**

This course will ensure that you gain the exact skills set as discussed before, as well as, it is guaranteed that you gain sufficient understanding of the concepts and skills of the Scrum methodologies and the Agile framework.

**Certified Associate in Project Management (CAPM)®**

This training covers the functions and features of Certified Associate in Project Management (CAPM)® to prepare you for your certification exam. Students will learn about the basics of project management and professional responsibility. They will also learn about the different areas of project management, including integration, scope, schedule, cost, quality, resources, communications, risk, procurement, and stakeholder management.

**Certified Agile Coaching Practitioner (CACP)**

The Certified Agile Coaching Practitioner Course covers 4 distinguished study areas including Systems, Leaderships, Culture, and Practices.

**PMI Project Management Professional (PMP)®**

This course is intended to satisfy your needs and to assist you with overseeing and handle all sorts of projects easily.

## Program Objectives:

- Gaining understanding of the Scrum Master role
- Gaining comprehension of the Agile estimates, monitoring, planning, and control
- Gaining understanding of the way to Adopt Agile in the organization
- Gaining understanding of the concepts of Agile planning, estimates, control and monitoring
- Make preparations for the examination of Agile Scrum Master certification

- Understanding the ways of handling complex projects
- Enable organizations in providing effective project management delivery which reduces costs, project duration and increases business value using different methodologies.
- Establish the participant's knowledge on all project management concepts, terms, and tools
- Possess knowledge of risk management based on the PMBOK® Guide and Practice Standard for Project Risk Management
- To discuss the PMBOK Guide 6th edition with confidence
- Explain the project management processes
- Discuss the project management knowledge areas
- Demonstrate the formulas, charts, and theories of project management
- Calculate float for complex project network diagrams
- Apply the formulas for earned value management
- Compare and contrast processes, knowledge areas, theories, and project management best practices
- Understanding the user interface
- Working with the timeline
- Working with the Gantt Chart view

**Program Outline:**

**CIP Number: 11.1005**

| Code | Course | Lecture | Lab | Total Hours |
|---|---|---|---|---|
| ASM | Agile Scrum Master | 24 | 0 | 24 |
| CAPM | Certified Associate Project Management | 14 | 0 | 14 |
| CACP | Certified Agile Coaching Practitioner | 16 | 0 | 16 |
| EPM | Essential Project Management - PMP Exam Prep V7 (PMP7) | 40 | 0 | 40 |
| Total Hours for Agile Scrum and Project Management Certification Preparation Program | | 94 | 0 | 94 |
| * 1 Examination Voucher<br>Associated Industry Certificate(s): Program helps prepare you to sit for exams through Project Management Institute. | | | | |

** 1 Examination voucher included. It is the student's responsibility to take all certification exams within twelve months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the school director.*

| **Program Fee*:** | **$9,670** |
|---|---|

**(Inclusive of registration, tuition fee, exam cost, curriculum book)*

| **Cost per Single Subject*:** | **N/A** |
|---|---|

*(Inclusive of registration, tuition fee, exam cost, curriculum book)*

**Class schedules are available on request…**

**Required Textbooks:** Not Applicable

**Instructional Methods:** Live instruction delivered virtually

**Maximum Student: Instructor Ratio:** 18 : 1

**Materials and Media References:** Not Applicable

# Program Child Products Description

### Agile Scrum Master (Instructor Led)

**About this Course:**

Having an expertise in Scrum methodology and Agile framework gives you a competitive advantage over all other candidates during your job application. On average, an Agile Scrum certified expert earns *$90,000* per annum, which is termed as a very good earning in light of the present economic situation. Regardless of all this, you must be expertly good at your job rather than simply having basic information on the program. In order to gain that expertise, this course is just the right stop for you. This course will ensure that you gain the exact skills set as discussed before, as well as, it is guaranteed that you gain sufficient understanding of the concepts and skills of the Scrum methodologies and the Agile framework.

**Course Objectives:**

- Gaining understanding of the Scrum Master role
- Gaining comprehension of the Agile estimates, monitoring, planning, and control
- Gaining understanding of the way to Adopt Agile in the organization
- Gaining understanding of the concepts of Agile planning, estimates, control and monitoring
- Make preparations for the examination of Agile Scrum Master certification
- Understanding the ways of handling complex projects

**Audience:**

This course has been designed for those who are working in these areas:

- Business management
- IT Services
- Software development
- Project management; or those who are associated with a particular project management team that have to work related with project management in and among an organization
- Apart from the aforementioned groups, anyone who wants to learn about Agile Scrum framework can take this course too. Candidates can gain as much intermediate certifications they want.

**Prerequisites:**

This course has no mandatory requirements. However, if the students want to gain the certifications, they

must regularly submit the assignments. But those who are taking this course for leisure purposes can opt out of the assignment submission.

**Course Outline:**

- Module 1: Course Overview and Introduction
- Module 2: The Agile Way of Thinking
- Module 3: The Scrum Master Role
- Module 4: Estimating, Planning, Monitoring and Control
- Module 5: Complex Projects
- Module 6: Adopting Agile
- Module 7: Scrum Master Practical Assignments
- Module 8: Practice Agile Scrum Master Exam
- Module 9: Agile Scrum Glossary

## Certified Associate in Project Management (CAPM) (on-demand)

**About this course:**
This training series covers the functions and features of Certified Associate in Project Management (CAPM)® to prepare you for your certification exam. Students will learn about the basics of project management and professional responsibility. They will also learn about the different specific areas of project management. These include integration, scope, time, cost, quality, human resource, communications, risk, procurement, and stakeholder.
This certification can lead to Project Management jobs across all different fields, including, but not limited to, IT, Sports, Biotech, Engineering, Manufacturing, Advertising, Healthcare, and Insurance.
The average salary for a Certified Associate in Project Management is $118,500 per year.

**Course Objectives:**
After completing this course, students will be able to:

- To discuss the PMBOK Guide 6th edition with confidence
- Explain the project management processes
- Discuss the project management knowledge areas
- Demonstrate the formulas, charts, and theories of project management
- Calculate float for complex project network diagrams
- Apply the formulas for earned value management
- Compare and contrast processes, knowledge areas, theories, and project management best practices

**Audience:**
This course is intended for:

- Project managers who need 23 contact hours to qualify for the CAPM examination
- Project managers who want to pass their CAPM exam on the first try
- This course is NOT for new project managers.
-

**Prerequisites:**

- Students should already know the fundamentals of project management.

- They should be dedicated to completing this course and have a deep desire to pass the CAPM exam.

**Course Outline:**

- Course Introduction
- Chapter 1: Introduction to CAPM
- Chapter 2: Foundational Concepts
- Chapter 3: Project Environment
- Chapter 4: The Role of the Project Manager
- Chapter 5: Project Integration
- Chapter 6: Project Scope Management
- Chapter 7: Schedule Management
- Chapter 8: Cost Management
- Chapter 9: Project Quality Management
- Chapter 10: Project Resource Management
- Chapter 11: Project Communications Management
- Chapter 12: Project Risk Management
- Chapter 13: Project Procurement Management
- Chapter 14: Project Stakeholder Management
- Course Summary

## Certified Agile Coaching Practitioner (CACP) Certification (Virtual Instructor Led LIVE)

**About this Course:**

The Certified Agile Coaching Practitioner Course covers 4 distinguished study areas including Systems, Leaderships, Culture, and Practices. The teachings of this course are an amalgamation of these 4 study areas and strive to nurture and augment the previous knowledge of Agile Professionals. Newer thinking approaches are introduced in this course such as system thinking and lean thinking. The factors, methods and the best practices for swiftly transitioning an organization into an Agile Business or Enterprise are described.

This course studies the factors influencing the Business Agile Transition and overviews the business hindrances and possible resistances. In a nutshell, this course help train Agile Coaches with all the substantial Agility skills and develops the analytical skills needed to evaluate the factors hindering the agile transition.

**Course Objectives:**

The core objective of this course is to help professionals achieve a better understanding and sound knowledge of the following key principles:

- Team-Level Agility and Business Agility
- Core Practices and Best Skills of Renowned Enterprise Agility Coaches
- Understanding Organizational Change and Organizational Change Resistances
- Achieving Higher Degree of Enterprise Agility
- Integration of Portfolio Agility, Business Agility, and Delivery Agility
- Enhancing Enterprise Agility Coaching Skills
- Transitioning to “Sense and Respond” from “Plan and Predict” Approach
- Evaluating Resourcefulness, Creativity, Resilience, and Resonance

- Understanding Business Intervention Measures

**Audience:**

- Professionals striving to become Enterprise Agility Leader or Enterprise Agility Coach
- Agile Coaches looking to enhance their current set of skills.
- Experienced Agile Program Managers, Scrum Masters, and Iteration Managers
- Product Owners and Agile Managers striving for Professional Career Success
- Senior Business Leaders, Directors, and Executives
- Change Agents, Process Improvement Professionals, and Portfolio Managers
- Agile Transformation Leaders and Agile Business Leaders

**Prerequisites:**

- Agile Methods (Kanban, Scrum, and XP) and Agile Manifesto Fundamental Knowledge
- Technical of Business Department Working Experience at an Agile Firm
- The desire to pursue a professional career as an Enterprise Agility Coach

**Course Outline:**

1. Agile and Agility
   - What is Agility?
   - Agile and Agility Model
   - Doing Agile vs. Being Agile
   - VUCA World and importance of Agility

2. Introduction to Coaching and Becoming a Coach
   - Definitions of Coaching
   - Coaching as a Profession
   - Coaching Frameworks/Models
   - Definition of Coach
   - Skills to help Coach

3. Organizational culture, structure, leadership, and practice
   - Organization Ecosystem
   - When Agile is just a Process
   - Wilber's Four Quadrant Model – Intentional, Behavioral, Systems and Culture

4. Organizational Design (OD)
   - The connection between Organization and People
   - Structure
   - Roles and Responsibilities
   - Individual capabilities
   - Enablers

5. Complexity and Systems
   - System Thinking
   - Complexity Theory

- Complex System and Consequences
- Ability to counter Complexity with Clarity
- Complexity models

6. Five Disciplines
   - System Thinking
   - Personal Mastery
   - Mental Models
   - Shared Models
   - Team Learning

7. Leadership
   - Type of Leaders
   - Agile Leader mindset
   - Predict-and-Plan mindset
   - Sense-and-Respond mindset
   - Conditioning (Catalyzing) the enterprise

8. Mindset
   - Agile is a mindset
   - Fixed mindset vs. Growth mindset
   - Delivery approach differentiation

9. Lean
   - Lean Startup and Lean Startup Model
   - Lean/Lean Thinking Principles
   - Lean Thinking – Process Concepts
   - Lean Thinking - Tools

10. Enterprise and Business Agility
    - Seven types of Agility
    - What is Organizational Agility?
    - Attributes of Enterprise Agility
    - Components of Organizational Agility and Resilience
    - Business Agility
    - What is Business Agility?
    - Business Agility Drivers
    - Business Agility Justification
    - Business Agility Metamodel

11. Enterprise Agility Coach
    - Role
    - Key traits
    - Soft skills

12. Enterprise Agility Coaching Competency Framework
    - Enterprise Agility Coaching Competency Framework
    - Additional considerations

- Success criteria

13. Agile Adoption
    - Most Agile Adoptions
    - Outside-In Adoption
    - Inside-Out Adoption
    - Inside-Out Agility Approach

14. Agile Transformation Approach
    - Enterprise Agility
    - Team Agility
    - Investing in a new set of Capabilities
    - Key team and enterprise level changes
15. Enterprise Business Agility Assessment
    - Basics of Assessment
    - Sample Enterprise Business Agility Assessment

16. Sustainable Agile Enterprise
    - Enterprise Agility Enablers
    - Basic elements of sustainable agility

17. Challenges faced by Enterprise Agility Coaches/Leaders and how to Overcome
    - Organizational Challenges
    - Cultural Challenges
    - Business Challenges
    - Measurement Challenges

## Project Management Professional (PMPv7) (Virtual Instructor Led LIVE)

**About this Course:**
The PMP certification is hands down one of the most essential certifications required to become a professional project manager. Nowhere in the professional world will you be recognized without this certification. If you get this certificate, you will be accepted and acknowledged by the Project Management Institute. Your career will go uphill from this point onward.

**Course Objectives:**
This course will help you with the following:

- Define project management fundamentals.
- Define project management within the organization.
- Define the project management methodology.
- Initiate a project.
- Develop a project management plan and plan components.
- Plan a project schedule.
- Plan project costs.
- Plan for quality, resources, and procurements.
- Plan for risk.

- Plan stakeholder engagement and communications.
- Execute a project.
- Work with stakeholders.
- Monitor project work, scope, risks, stakeholder engagement, and communications.
- Control project changes, scope, schedule, costs, quality, resources, and procurements.
- Close a project.

**Audience:**

- Project Managers
- Project Leaders
- Project Team Members
- Managers (Directors, General Managers)
- Professionals interested in applying for the PMP® Exam.

**Prerequisites:**

- Secondary degree (high school diploma, associate's degree or the global equivalent)
- 7,500 hours leading and directing projects
- 35 hours of project management education

**Course Outline:**

Chapter 1: Project Management Foundation
Chapter 2: Project Integration Management
Chapter 3: Project Scope Management
Chapter 4: Project Schedule Management
Chapter 5: Project Cost Management & EVM
Chapter 6: Project Quality Management
Chapter 7: Project Resource Management
Chapter 8: Project Communications Management
Chapter 9: Project Risk Management
Chapter 10: Project Procurement Management
Chapter 11: Project Stakeholder Management
Chapter 12: Professional Responsibility and Code of Ethics
Chapter 13: Agile

# AI/Machine Learning Bootcamp

**Admission Requirements:** Students must be 18 years of age or older at the time of enrollment, must present a valid ID for verification, and must present evidence of completing high school or high school equivalency.

**Program Description**: Become an AI Machine Learning Professional in less than 4 months, without any prior experience required. We'll provide the tools, the training and the confidence you need to advance your career as an IT Specialist — and land the rewarding position you deserve.

**Prerequisites:** To ensure your success in this bootcamp, you should have experience with basic computer user skills, be able to complete tasks, be able to search for, browse, and access information on the Internet, and have basic knowledge of computing concepts

**Objectives:**

- Create & Analyze - Database Modelling, Data Warehousing and Data Processing.
- *Prepare, procure, and model machine learning models*
- Help businesses apply AI/ML concepts and strategies
- Analyze data to help your company make decisions

**Program Outline**:

**CIP Number: 30.7001**

| Code | Course | Lecture | Lab | Total Hours |
|---|---|---|---|---|
| AIMLB | AIML Bootcamp | 150 | 200 | 350 |
| Total Hours | | 150 | 200 | 350 |

- **Associated Industry Certifications*:** Microsoft AI-102 certification

** 1 Examination voucher included. It is the student's responsibility to take all certification exams within twelve months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the school director.*

**Program Fee*: $15,000.00**

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

**Cost Per Single Subject*: N/A**

**Class Schedule:** The time required to complete this course is 14 weeks. The program is offered as instructor-led virtual sessions that run 4 hours weekly from 8:00 am to 12:00 pm, Monday through Friday via 2x2 hour mentor led sessions (includes 20-25 minutes of scheduled breaks at the discretion of the instructor). During your class, you will be able to ask questions, get instant feedback from the instructor. In addition to classroom instruction, students are expected to spend 10 to 15 hours weekly on mini projects and the capstone practicum.

**Instructional Methods:** Virtual Live Instruction

**Class Dates:** Classes starting from 02/13/2023, new cohort every 6 weeks after.

**See the school catalog for student technology requirements for online participation and school holidays**

**and office hours.**

# AIMLB: AI/Machine Learning Bootcamp Syllabus

**Subject Description:** Become an AI Machine Learning Professional in less than 4 months, without any prior experience required. We'll provide the tools, the training and the confidence you need to advance your career as an IT Specialist — and land the rewarding position you deserve.

**Subject Hours:**

| | AI/Machine Learning Bootcamp |
|---|---|
| Prep Work | 20 |
| Lecture | 150 |
| Reading Material | 50 |
| Assignments/Quiz | 40 |
| Capstone Projects | 40 |
| Labs | 50 |
| | |
| Total Hours | 350 |

**Prerequisites:** To ensure your success in this bootcamp, you should have experience with basic computer user skills, be able to complete tasks, be able to search for, browse, and access information on the Internet, and have basic knowledge of computing concepts.

**Objectives:**

- Create & Analyze - Database Modelling, Data Warehousing and Data Processing.
- *Prepare, procure, and model machine learning models*
- Help businesses apply AI/ML concepts and strategies
- Analyze data to help your company make decisions

**Required textbook(s): N/A Instructional Methods:**

- Live instruction delivered virtually
- Lab simulations
- Projects assigned as out-of-class homework
- Capstone assigned as out-of-class homework
- Career Coaching

**Student/Instructional Ratios:** 10:1 **Materials and Media Refences: N/A Content Outline:**

| Study Plan | Name |
|---|---|
| Week 1 | Introduction to Python and Its Libraries |
| Week 2 | Introduction to Machine Learning |

| | |
|---|---|
| **Week 3-4** | First Models and Tests |
| **Week 5** | Common Machine Learning Models |
| **Week 6-7** | Neural Networks 1 |
| **Week 8** | Neural Networks 2 |
| **Week 9** | Natural Language Processing |
| **Week 10** | AWS & SQL for Machine Learning |
| **Week 10** | Designing and Implementing an Azure AI Solution |
| **Week 11-12** | Capstone Project: Autonomous Cars |

**Grading and Certificate of Completion:** Grades are assessed based on the student's attendance, online lab completions, and offline projects.

90%+ A – Excellent
80-89.9% B – Good
70-79.9% C – Satisfactory
60-69.9% D – Below Average Below 60% F – Very Poor/Fail
I – Incomplete

- Attendance = 70% of grade
- Successful completion of labs = 15% of grade
- Projects/post-class assessment = 15% of grade

Upon program completion with a passing grade, students will receive a certificate of completion. Students are highly encouraged to take the industry-standard exam to receive a certification credential through the granting body or vendor.

**See the school catalog for student technology requirements for online participation and school holidays and office hours.**

# Azure Data Scientist: Designing and Implementing a Data Science Solution on Azure (Dp-100)

## Admission Requirements:

Students must be 18 years of age or older at the time of enrollment, must present a valid ID for verification, and must present a evidence of completing high school or high school equivalency.

## Course Description:

This course is designed to train participants how to use Azure services. Azure services can be used to create, train and deploy machine learning solutions.

## Performance Objectives:

Upon completion of this course, the participant should have an advanced skill set and a sound working knowledge of the following principals while also be able to:

- Learn how to practice data science on Azure
- Learn how to practice data science on Azure using Azure Machine learning service
- Gain the skills needed to automate Machine learning with Azure Machine learning service

**Prerequisites: None**

**Program Outline:**

## CIP Number: 11.0802

| Code | Course | Lecture | Lab | Total Hours |
|---|---|---|---|---|
| DP-100 | Azure Data Scientist: Designing and Implementing a Data Science solution on Azure (DP-100) | 14.4 | 9.6 | 24 |
| | Total Hours | 14.4 | 9.6 | 24 |
| * 1 Examination | | | | |

*It is the student's responsibility to take all certification exams within twelve months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the School Director.

| | |
|---|---|
| **Program Fee*:** | **$1,995.00** |

*(Inclusive of registration, tuition fee, exam cost, curriculum book)*

| | |
|---|---|
| **Cost per Single Subject*:** | **N/A** |

**The approximate time required to complete this course is 3 days.**

## Class Schedule

This program is offered online as virtual instructor-led sessions. Please note that virtual instructor-led sessions with enrollments of less than five will be cancelled; students will choose to either join the most

recent existing cohort or to wait for the next scheduled cohort.

## Class Start and End Dates:

Students may enroll at any time. Start date for next class:

- **Class begins July 24, 2023**.

# DP-100 - Azure Data Scientist Certification (DP-100) Syllabus

## Subject Description:

In today's world where every industry relies heavily on a strong tech department and where efficient management of data is a must for all organizations, having an Azure data engineering certification is a sure way to ensure a well-paying job at any firm; whether big or small.

This course is designed to train participants how to use Azure services. Azure services can be used to create, train and deploy machine learning solutions. This course includes an overview of data science services available on Azure. It also includes a detailed insight into Azure Machine learning service which is the major data science service by Azure. The students will be taught how to use Azure Machine learning service to automate data.

This course deals specifically with Azure and does not guarantee a training in the basis of data science in general. A prior assumption is that students signing up for this course know this beforehand.

## Subject Hours: Lecture- 14.4 / Lab- 9.6 / Total- 24

## Performance Objectives:

Upon completion of this course, the participant should have an advanced skill set and a sound working knowledge of the following principals while also be able to:

- Learn how to practice data science on Azure
- Learn how to practice data science on Azure using Azure Machine learning service
- Gain the skills needed to automate Machine learning with Azure Machine learning service

## Prerequisites: None

**Required Textbooks**: Published by Logical Operations, 2021
Azure Data Scientist Certification (DP-100)

**Instructional Methods**: 1. Lecture 2. Laboratory

**Maximum Student: Instructor Ratio**: 18: 1

**Materials and Media References:** Not Applicable

## Content Outline by Lesson:

Module 1: Doing Data Science on Azure

- Introduce the Data Science Process
- Overview of Azure Data Science Options
- Introduce Azure Notebooks

Module 2: Doing Data Science with Azure Machine Learning service

- Introduce Azure Machine Learning (AML) service
- Register and deploy ML models with AML service

Module 3: Automate Machine Learning with Azure Machine Learning service

- Automate Machine Learning Model Selection
- Automate Hyperparameter Tuning with HyperDrive

Module 4: Manage and Monitor Machine Learning Models with the Azure Machine Learning service

- Manage and Monitor Machine Learning Models

**Grading and Certificate of Completion:** Grades are assessed based on the student's attendance, online lab completions, and offline projects.

| | |
|---|---|
| 90%+ | A – Excellent |
| 80-89.9% | B – Good |
| 70-79.9% | C – Satisfactory |
| 60-69.9% | D – Below Average Below 60% F – Very Poor/Fail |
| | I – Incomplete |

- Assignment = 40% of grade
- Class Participation = 10% of grade
- Online Training = 30% of grade
- Quizzes = 20% of grade

Upon program completion with a passing grade, students will receive a certificate of completion. Students are highly encouraged to take the industry-standard exam to receive a certification credential through the granting body or vendor.

**See the school catalog for student technology requirements for online participation and school holidays and office hours.**

# Azure Solutions Architect Expert (AZ- 104 and AZ-305)

**Admission Requirements:**

Students must be 18 years of age or older at the time of enrollment, must present a valid ID for verification, and must present a evidence of completing high school or high school equivalency.

**Program Description:**
Candidates for the Azure Solutions Architect Expert certification should have subject matter expertise in designing and implementing solutions that run on Microsoft Azure, including aspects like computer, network, storage, and security. Candidates should have intermediate-level skills for administering Azure. Candidates should understand Azure development and DevOps processes. The program modality is virtual instructor led.

Responsibilities for this role include advising stakeholders and translating business requirements into secure, scalable, and reliable cloud solutions. An Azure Solution Architect partners with cloud administrators, cloud DBAs, and clients to implement solutions.

A candidate for this certification should have advanced experience and knowledge of IT operations, including networking, virtualization, identity, security, business continuity, disaster recovery, data platform, budgeting, and governance–this role should manage how decisions in each area affect an overall solution. In addition, this role should have expert-level skills in Azure administration and have experience with Azure development and DevOps processes.

**Performance Objectives:**
After completing this course, students will be able to:

- Secure identities with Azure Active Directory and users and groups.
- Implement identity solutions spanning on-premises and cloud-based capabilities
- Apply monitoring solutions for collecting, combining, and analyzing data from different sources.
- Manage subscriptions, accounts, Azure policies, and Role-Based Access Control.
- Administer Azure using the Resource Manager, Azure portal, Cloud Shell, and CLI.
- Configure intersite connectivity solutions like VNet Peering, and virtual network gateways.
- Administer Azure App Service, Azure Container Instances, and Kubernetes.
- Design data integration solutions.
- Design authentication, authorization, and identity solutions.

**Prerequisites:**

**Successful Azure Solution Architects start this role with experience on operating systems, virtualization, cloud infrastructure, storage structures, and networking.**

- Understanding of on-premises virtualization technologies, including: VMs, virtual networking, and virtual hard disks.
- Understanding of network configuration, including TCP/IP, Domain Name System (DNS), virtual private networks (VPNs), firewalls, and encryption technologies.

- Understanding of Active Directory concepts, including domains, forests, domain controllers, replication, Kerberos protocol, and Lightweight Directory Access Protocol (LDAP).
- Understanding of resilience and disaster recovery, including backup and restore operations

**Program Outline:**

CIP Number: 11.0902

| Code | Course | Lecture | Lab | Total Hours |
|---|---|---|---|---|
| AZ-104 | Microsoft Azure Administrator | 19.2 | 12.8 | 32 |
| AZ-305 | Designing Microsoft Azure Infrastructure Solutions | 19.2 | 12.8 | 32 |
| Total Hours | | 38.4 | 25.6 | 64 |

* 2 Examination Vouchers, It is the student's responsibility to take all certification exams within twelve months of completion of their original program completion date, At that time, all exam vouchers expire. All extensions must be approved by the School Director.

**Subject Descriptions:**

**AZ-104 Microsoft Azure Administrator:** Microsoft Azure Administrator (AZ-104) course is designed to equip individuals with the skills and knowledge needed to effectively manage and maintain Microsoft Azure cloud services. This course provides a comprehensive overview of Azure infrastructure, including virtual machines, storage, virtual networks, and identity management.

**AZ-305 Microsoft Azure Solutions Infrastructure:** Designing Microsoft Azure Infrastructure Solutions (AZ-305) is a comprehensive course that equips individuals with the knowledge and skills needed to design effective and efficient infrastructure solutions using the Microsoft Azure cloud platform. Participants will learn how to analyze business requirements and translate them into secure, scalable, and highly available cloud architectures.

| **Program Fee*:** | **$5,190.00** |
|---|---|

**(Inclusive of registration, tuition fee, exam cost, curriculum book)*

| **Cost per Single Subject** *(Inclusive of registration, tuition fee, exam cost, curriculum book)* | | |
|---|---|---|
| AZ-104 | Microsoft Azure Administrator | $2,595.00 |
| AZ-305 | Designing Microsoft Azure Infrastructure Solutions | $2,595.00 |

**The approximate time required to complete this course is 2 weeks.**

**Class Schedule**

This program is offered online as virtual instructor-led sessions. Please note that virtual instructor-led sessions with enrollments of less than five will be cancelled; students will choose to either join the most recent existing cohort or to wait for the next scheduled cohort.

**Class Start and End Dates:**
Will be provided upon request.

# Azure Administrator (AZ-104) Description:

**About this Course:**
This course teaches IT Professionals how to manage their Azure subscriptions, create and scale virtual machines, implement storage solutions, configure virtual networking, back up and share data, connect Azure and on-premises sites, manage network traffic, implement Azure Active Directory, secure identities, and monitor your solution.
Azure Administrators manage the cloud services that span storage, networking, and compute cloud capabilities, with a deep understanding of each service across the full IT lifecycle. They take end-user requests for new cloud applications and make recommendations on services to use for optimal performance and scale, as well as provision, size, monitor and adjust as appropriate. This role requires communicating and coordinating with vendors. Azure Administrators use the Azure Portal and as they become more proficient they use PowerShell and the Command Line Interface.

**Course Objectives:**
- Configure Azure Active Directory
- Configure user and group accounts
- Configure subscriptions
- Configure Azure Policy
- Configure role-based access control
- Configure Azure resources with tools
- Use Azure Resource Manager
- Configure resources with Azure Resource Manager templates
- Configure virtual networks
- Configure network security groups
- Configure Azure Firewall
- Configure Azure DNS
- Configure Azure virtual network peering
- Configure Azure VPN Gateway
- Configure Azure ExpressRoute and Azure Virtual WAN
- Configure network routing and endpoints
- Configure Azure Load Balancer
- Configure Azure Application Gateway
- Configure storage accounts
- Configure Azure Blob Storage
- Configure Azure Storage security
- Configure Azure Files and Azure File Sync
- Configure Azure Storage with tools

- Configure virtual machines
- Configure virtual machine availability
- Configure virtual machine extensions
- Configure Azure app service plans
- Configure Azure App Services
- Configure Azure Container Instances
- Configure Azure Kubernetes Service
- Configure file and folder backups
- Configure virtual machine backups
- Configure Azure Monitor
- Configure Azure alerts
- Configure Log Analytics
- Configure Azure Network Watcher

**Audience:**

- Azure Administrators manage the cloud services that span storage, networking, and compute cloud capabilities, with a deep understanding of each service across the full IT lifecycle. They take end-user requests for new cloud applications and make recommendations on services to use for optimal performance and scale, as well as provision, size, monitor and adjust as appropriate. This role requires communicating and coordinating with vendors. Azure Administrators use the Azure Portal and as they become more proficient they use PowerShell and the Command Line Interface.

**Prerequisites:**

- Understanding of on-premises virtualization technologies, including: VMs, virtual networking, and virtual hard disks.
- Understanding of network configuration, including TCP/IP, Domain Name System (DNS), virtual private networks (VPNs), firewalls, and encryption technologies.
- Understanding of Active Directory concepts, including domains, forests, domain controllers, replication, Kerberos protocol, and Lightweight Directory Access Protocol (LDAP).
- Understanding of resilience and disaster recovery, including backup and restore operations.

**Course Outline:**

**Module 1: Identity**

In this module, you will learn how to secure identities with Azure Active Directory, and implement users and groups.

Lessons

- Azure Active Directory
- Users and Groups

**Lab : Manage Azure Active Directory Identities**

After completing this module, students will be able to:

- Secure and manage identities with Azure Active Directory.
- Implement and manage users and groups.

**Module 2: Governance and Compliance**
In this module, you will learn about managing your subscriptions and accounts, implementing Azure policies, and using Role-Based Access Control.
Lessons

- Subscriptions and Accounts
- Azure Policy
- Role-based Access Control (RBAC)

**Lab : Manage Subscriptions and RBAC**
**Lab : Manage Governance via Azure Policy**
After completing this module, students will be able to:

- Implement and manage Azure subscriptions and accounts.
- Implement Azure Policy, including custom policies.
- Use RBAC to assign permissions.

**Module 3: Azure Administration**
In this module, you will learn about the tools an Azure Administrator uses to manage their infrastructure. This includes the Azure Portal, Cloud Shell, Azure PowerShell, CLI, and Resource Manager Templates. This module includes:
Lessons

- Azure Resource Manager
- Azure Administrator Tools
- ARM Templates

**Lab : Manage Azure resources by Using ARM Templates**
**Lab : Manage Azure resources by Using Azure PowerShell (optional)**
**Lab : Manage Azure resources by Using Azure CLI (optional)**
**Lab : Manage Azure resources by Using the Azure Portal**
After completing this module, students will be able to:

- Leverage Azure Resource Manager to organize resources.
- Use the Azure Portal and Cloud Shell.
- Use Azure PowerShell and CLI.
- Use ARM Templates to deploy resources.

**Module 4: Virtual Networking**
In this module, you will learn about basic virtual networking concepts like virtual networks and subnetting, IP addressing, network security groups, Azure Firewall, and Azure DNS.
Lessons

- Virtual Networks
- Network Security groups
- Azure Firewall
- Azure DNS

**Lab : Implement Virtual Networking**
After completing this module, students will be able to:

- Implement virtual networks and subnets.
- Configure network security groups.
- Configure Azure Firewall.
- Configure private and public DNS zones.

**Module 5: Intersite Connectivity**
In this module, you will learn about intersite connectivity features including VNet Peering, Virtual Network Gateways, and Site-to-Site Connections.
Lessons

- VNet Peering
- VPN Gateway Connections
- ExpressRoute and Virtual WAN

**Lab : Implement Intersite Connectivity**
After completing this module, students will be able to:

- Configure VNet Peering.
- Configure VPN gateways.
- Choose the appropriate intersite connectivity solution.

**Module 6: Network Traffic Management**
In this module, you will learn about network traffic strategies including network routing and service endpoints, Azure Load Balancer, and Azure Application Gateway.
Lessons

- Network Routing and Endpoints
- Azure Load Balancer
- Azure Application Gateway

**Lab : Implement Traffic Management**
After completing this module, students will be able to:

- Configure network routing including custom routes and service endpoints.
- Configure an Azure Load Balancer.
- Configure and Azure Application Gateway.

**Module 7: Azure Storage**
In this module, you will learn about basic storage features including storage accounts, blob storage, Azure files and File Sync, storage security, and storage tools.
Lessons

- Storage Accounts
- Blob Storage
- Storage Security
- Azure Files and File Sync
- Managing Storage

**Lab : Manage Azure storage**
After completing this module, students will be able to:

- Create Azure storage accounts.
- Configure blob containers.
- Secure Azure storage.
- Configure Azure files shares and file sync.
- Manage storage with tools such as Storage Explorer.

**Module 8: Azure Virtual Machines**
In this module, you will learn about Azure virtual machines including planning, creating, availability and extensions.
Lessons

- Virtual Machine Planning
- Creating Virtual Machines
- Virtual Machine Availability
- Virtual Machine Extensions

**Lab : Manage virtual machines**
After completing this module, students will be able to:

- Plan for virtual machine implementations.
- Create virtual machines.
- Configure virtual machine availability, including scale sets.
- Use virtual machine extensions.

**Module 9: Serverless Computing**
In this module, you will learn how to administer serverless computing features like Azure App Service, Azure Container Instances, and Kubernetes.
Lessons

- Azure App Service Plans
- Azure App Service
- Container Services
- Azure Kubernetes Service

**Lab : Implement Web Apps**
**Lab : Implement Azure Kubernetes Service**
**Lab : Implement Azure Container Instances**
After completing this module, students will be able to:

- Create an app service plan.
- Create a web app.
- Implement Azure Container Instances.
- Implement Azure Kubernetes Service.

**Module 10: Data Protection**
In this module, you will learn about backing up files and folders, and virtual machine backups.
Lessons

- File and Folder Backups
- Virtual Machine Backups

**Lab : Implement Data Protection**
After completing this module, students will be able to:

- Backup and restore file and folders.
- Backup and restore virtual machines.

**Module 11: Monitoring**
In this module, you will learn about monitoring your Azure infrastructure including Azure Monitor, alerting, and log analytics.
Lessons

- Azure Monitor
- Azure Alerts
- Log Analytics
- Network Watcher

**Lab : Implement Monitoring**
After completing this module, students will be able to:

- Use Azure Monitor.
- Create Azure alerts.
- Query using Log Analytics.
- Use Network Watcher.

# Designing Microsoft Azure Infrastructure Solutions (AZ-305) Course Description:

**About this Course:**
This course teaches Azure Solution Architects how to design infrastructure solutions. Course topics cover governance, compute, application architecture, storage, data integration, authentication, networks, business continuity, and migrations. The course combines lecture with case studies to demonstrate basic architect design principles.

**Course Objectives:**

- Design a governance solution.
- Design a compute solution.
- Design an application architecture.
- Design storage, non-relational and relational.
- Design data integration solutions.
- Design authentication, authorization, and identity solutions.
- Design network solutions.
- Design high availability solutions.
- Design backup and disaster recovery solutions.
- Design monitoring solutions.
- Design migration solutions.

**Audience:**
Successful students have experience and knowledge in IT operations, including networking, virtualization, identity, security, business continuity, disaster recovery, data platforms, and governance. Students also have experience designing and architecting solutions.

**Prerequisites:**
Before attending this course, students must have previous experience deploying or administering Azure

resources and conceptual knowledge of:

- Azure Active Directory
- Azure compute technologies such as VMs, containers and serverless solutions
- Azure virtual networking to include load balancers
- Azure Storage technologies (unstructured and databases)
- General application design concepts such as messaging and high availability

**Course Outline:**

**Module 1: Design compute and application solutions**
In this module you will learn about governance, compute, and application architectures.
Lessons

- Design for governance
- Design for compute solutions
- Design for application architectures

**Lab : Case studies**
After completing this module, students will be able to:

- Design a governance solution.
- Design a compute solution.
- Design an application architecture.

**Module 2: Design storage solutions**
In this module, you will learn about non-relational storage, relational storage, and data integration solutions.
Lessons

- Design a non-relational storage solution.
- Design a relational storage solution.
- Design a data integration solution.

**Lab : Case studies**
After completing this module, students will be able to:

- Design non-relational storage solutions.
- Design relational storage solutions.
- Design a data integration solution.

**Module 3: Design networking and access solutions**
In this module you will learn about authentication and authorization, identity and access for applications, and networking solutions.
Lessons

- Design authentication and authorization solutions
- Design networking solutions

**Lab : Case studies**
After completing this module, students will be able to:

- Design authentication and authorization solutions.
- Design network solutions.

**Module 4: Design business continuity solutions**

Lessons

- Design for backup and disaster recovery
- Design monitoring solutions
- Design for migrations

**Lab : Case studies**

After completing this module, students will be able to:

- Design backup and disaster recovery.
- Design monitoring solutions.
- Design for migrations.

# Certified Ethical Hacker Training

**Admission Requirements:**
Students must be 18 years of age or older at the time of enrollment, must present a valid ID for verification, and must present a evidence of completing high school or high school equivalency.

**Program Description:**
This course teaches the five phases of ethical hacking including gaining access, maintaining access, reconnaissance, track covering, and enumeration. Learning how to improve security of your systems by hacking into them each time is what we teach extensively in this course. After completion of this digitally advanced course, you will be able to enter the industry in occupations that include Information Security Engineer, Security Analyst, Security Consultant, Network Engineer, and Penetration Tester.

**Performance Objectives:**
This course will teach you the following:

- Top Information Security Attack Vectors
- Information Security Threat Categories
- Types of Attacks on a System
- Hacking Concepts, Types, and Phases
- Ethical Hacking Concepts and Scope
- Enumeration Concepts
- Enumeration Pen Testing
- CEH System Hacking Steps
- Spyware
- How to Defend Against Keyloggers
- Penetration Testing

**Prerequisites:**
Students must have at least two years of experience in the field of information security to be able to take the CEH certification exam. The candidate must also have experience in IT in order to work professionally using ethical hacking skills. For the most current requirements please check the eligibility requirements on the EC- Council website.

**Course Outline:**
CIP Number: 11.1003

| Code | Course | Lecture | Lab | Total Hours |
|---|---|---|---|---|
| CEHv12 | Certified Ethical Hacker | 24 | 16 | 40 |
| Total Hours | | 24 | 16 | 40 |
| * 1 Examination Voucher: Helps prepare to take the CEH certification exam | | | | |

*It is the student's responsibility to take all certification exams within twelve months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the School Director.

| | |
|---|---|
| **Program Fee*:** | **$3,499.00** |

**(Inclusive of registration, tuition fee, exam cost, curriculum book)*

| | |
|---|---|
| **Cost per Single Subject*:** | **N/A** |

**The approximate time required to complete this course is 5 days.**

**Class Schedule**
This program is offered online as virtual instructor-led sessions. Please note that virtual instructor-led sessions with enrollments of less than five will be cancelled; students will choose to either join the most recent existing cohort or to wait for the next scheduled cohort.

**Class Start and End Dates:**
Students may enroll at any time. Start dates for the cohorts and the expected end dates are listed below.

**Next cohort begins August 28, 2023**

# CEHv12 - Certified Ethical Hacker Syllabus

**Subject Description:**
Hackers are professionals at attacking systems and programs with weak security. In order to protect your systems from hackers, it is important that you learn the trick of the trade. The Certified Ethical Hacker program offered by us is a one-of-a-kind digital course, allowing professionals in the field to utilize their skills and knowledge in an efficient manner.

This hacking is ethical because you hack your own systems to find out about weakened security points in the system so you can fix it. From problem detecting to working on security loopholes, this training program gives you in-depth knowledge shared by certified professionals. This extensive security course is designed to secure systems from hackers who are often responsible for inconsolable loss for the organization.

Instead of leaving your system and network open to such malicious threats, it is best to learn technical information through this course. Moreover, IT professionals must enroll in this course to gain access to the CHFI certification program, which is based on different hacking strategies, investigative work, and much more. Some of the important areas covered in this course include virus creation and buffer overflows, DDOS Attacks, Social Engineering, and more. In short, this cyber security training program is ideal for those wanting to pass the Certified Ethical Hacking exam. Each component of the course is laid out in a manner that students can easily understand and practice the information provided. The course teaches individuals to adopt a defensive approach towards each attack or security breach.

This course revolves around thoroughly teaching the five phases of ethical hacking including gaining access, maintaining access, reconnaissance, track covering, and enumeration. Learning how to improve security of your systems by hacking into them each time is what we teach extensively in this course. After completion of this digitally advanced course, you will be able to enter the industry as an Information Security Engineer, Security Analyst, Security Consultant, Network Engineer, Penetration Tester, and many more.

**Subject Hours:**
Lecture- 24 / Lab- 16 / Total- 40

**Performance Objectives:**
- This course will teach you the following:
- Top Information Security Attack Vectors
- Information Security Threat Categories
- Types of Attacks on a System
- Hacking Concepts, Types, and Phases
- Ethical Hacking Concepts and Scope
- Enumeration Concepts
- Enumeration Pen Testing
- CEH System Hacking Steps
- Spyware
- How to Defend Against Keyloggers

- Penetration Testing

**Prerequisites:**
You must have at least two years of experience in the field of information security to be able to take the CEH certification exam. The candidate must also have experience in IT in order to work professionally. For the most current requirements please check the eligibility requirements on the EC-Council website.

**Required Textbooks:** Published by CHOICE, August 23,2016.
*Logical Operations, Certified Ethical Hacker*

**Instructional Methods:** 1. Lecture2. Laboratory

**Maximum Student: Instructor Ratio:** 18 : 1

**Materials and Media References:** Not Applicable

**Content Outline by Lesson:**

- Module 1: Introduction to Ethical Hacking
- Module 2: Footprinting and Reconnaissance
- Module 3: Scanning Networks
- Module 4: Enumeration
- Module 5: Vulnerability Analysis
- Module 6: System Hacking
- Module 7: Malware Threats
- Module 8: Sniffing
- Module 9: Social Engineering
- Module 10: Denial of Service
- Module 11: Session Hijacking
- Module 12: Evading IDS, Firewalls and Honeypots
- Module 13: Hacking Web Servers
- Module 14: Hacking Web Applications
- Module 15: SQL Injection
- Module 16: Hacking Wireless Networks
- Module 17: Hacking Mobile Platforms
- Module 18: IoT Hacking
- Module 19: Cloud Computing Module 20: Cryptography

**Grading and Certificate of Completion:** Grades are assessed based on the student's attendance, online lab completions, and offline projects.

90%+ A – Excellent
80-89.9% B – Good
70-79.9% C – Satisfactory
60-69.9% D – Below Average Below 60% F – Very Poor/Fail
I – Incomplete

- Assignment = 40% of grade
- Class Participation = 10% of grade
- Online Training = 30% of grade
- Quizzes = 20% of grade

Upon program completion with a passing grade, students will receive a certificate of completion. Students are highly encouraged to take the industry-standard exam to receive a certification credential through the granting body or vendor.

**See the school catalog for student technology requirements for online participation and school holidays and office hours**

# Cloud Engineering Accelerated Bootcamp

**Admission Requirements:**
Students must be 18 years of age or older at the time of enrollment, must present a valid ID for verification.

**Program Description:**
The Cloud Engineering Accelerated Bootcamp jumpstarts your career to becoming a successful Cloud Professional. You will perform hands-on lab simulations and complete weekly projects and a final capstone practicum. You will learn the basics of Operating systems and hardware, and from there move up to diving deep into Networks, learning about Cloud Computing, and exploring the Azure and AWS platforms. The program modality is distance education.

**Recommended Prerequisites:**
To ensure your success in this bootcamp, you should have experience with basic computer user skills, be able to complete tasks, be able to search for, browse, and access information on the Internet, and have basic knowledge of computing concepts

**Performance Objectives:**

- Install, configure, and maintain and troubleshoot operating systems, storage devices, PC system unit components and peripheral devices, internal system components, display and multimedia devices, mobile devices, laptops, and printers.
- Configure and troubleshoot network connections and maintain and troubleshoot Microsoft Windows.
- Explain network infrastructure concepts and implement physical security
- Implement client virtualization and cloud computing.
- Manage users, workstations, and shared resources.
- Support and troubleshoot mobile devices, laptops, and workstation security issues.
- Secure workstations and data.
- Implement operational procedures.
- Work with bounded and unbounded networking media
- Identify major network communication methods along with basic network theory concepts, TCP/IP data delivery and addressing methods and deployment components.
- Analyze switching and routing technologies and network security.
- Identify virtualization and cloud computing components, WAN deployment components, and remote network deployment components
- Troubleshoot network issues and manage networks
- Understand Azure identity, governance and compliance, administration, virtual networking, and intersite connectivity
- Implement Azure storage, virtual machines, serverless computing, data protection and monitoring, sharing and backup, subscriptions, virtual machines, storage solutions, virtual networking, and connections • Implement Azure active directory, secure identities, and monitoring
- Use Azure PowerShell, Command Line Interface, cloud storage, and networking services
- Design Azure solutions, including governance, compute, and application architecture, nonrelational and relational storage, data integration, authentication, authorization, identity, network, high availability, backup and disaster recovery, monitoring, and migration solutions.
- Plan, deploy, and monitor cloud systems and monitor network traffic
- Evaluate computer resources required for successful cloud implementation
- Test environments before cloud deployment and migrate and integrate cloud services
- Implement security controls and explain cryptography and its uses
- Use security automation tools and techniques

- Perform cloud updates and patching, cloud backup, and automated scheduling for cloud maintenance
- Explain disaster planning and recovery and implement cloud resource provisioning and performance analyses
- Compute, allocate, and monitor resources and troubleshoot deployment, capacity, automation, network, and security issues

**Program Outline:**

**CIP Number: 11.0902**

| Codes | Courses | Lecture | Lab | Total Hours |
|---|---|---|---|---|
| CEABC | Cloud Engineering Accelerated Bootcamp | 198 | 28 | 226 |
| | Total Hours | 198 | 28 | 226 |

**Program Fee** includes registration, tuition, online program access and/or setup, program examinations and activities, textbooks, program-specific software, and one a certification exam voucher for one (1) of the associated industry certificates. It is the student's responsibility to use the certification exam voucher within twelve months of completion of their original program completion date to avoid voucher expiration.

**Associated Industry Certificate(s)** CompTIA ITF+ CompTIA Cloud+, CompTIA Network+, Microsoft Azure Fundamentals AZ-900 and Microsoft Certified Azure Administrator AZ-104

| | |
|---|---|
| **Program Fee*:** | **$18,000** |

**(Inclusive of registration, tuition fee, exam cost, curriculum book)*

| | |
|---|---|
| **Cost per Single Subject*:** | **N/A** |

**Class Schedule:**

**The time required to complete this full-time program is 17 weeks**. The program is offered as instructor-led virtual sessions that run approximately18 hours weekly from 8:00 am to 12:00 pm, Monday through During your class, you will be able to ask questions, get feedback from the instructor, and receive hands-on experience through specialized labs in which the instructor can assist you interactively. In addition to classroom instruction, students are expected to spend 10 to 15 hours weekly on mini projects and the capstone practicum.

**Class Dates:**
The program begins on 3-20-2023 and ends on 7-21-2023. Other classes may be added based on enrollment.

**Subject Descriptions**

**Cloud Engineering Accelerated Bootcamp** jumpstarts your career to becoming a successful Cloud Professional. You will perform hands-on lab simulations and complete weekly projects and a final capstone practicum. You will learn the basics of Operating systems and hardware, and from there move up to diving deep into Networks, learning about Cloud Computing, and exploring the Azure and AWS platforms.

# (CEABC) Cloud Engineering Accelerated Bootcamp-Syllabus

**Subject Description**

The Cloud Engineering Accelerated Bootcamp jumpstarts your career to becoming a successful Cloud Professional. You will perform hands-on lab simulations and complete weekly projects and a final capstone practicum. You will learn the basics of Operating systems and hardware, and from there move up to diving deep into Networks, learning about Cloud Computing and exploring the Microsoft Azure platform.

**Subject Hours** 198 Lecture/28 lab/ Total 226

**Recommended Prerequisites**

To ensure your success in this bootcamp, you should have experience with basic computer user skills, be able to complete tasks, be able to search for, browse, and access information on the Internet, and have basic knowledge of computing concepts.

**Performance Objectives:**

- Install, configure, and maintain and troubleshoot operating systems, storage devices, PC system unit components and peripheral devices, internal system components, display and multimedia devices, mobile devices, laptops, and printers.
- Configure and troubleshoot network connections and maintain and troubleshoot Microsoft Windows.
- Explain network infrastructure concepts and implement physical security
- Implement client virtualization and cloud computing.
- Manage users, workstations, and shared resources.
- Support and troubleshoot mobile devices, laptops, and workstation security issues.
- Secure workstations and data.
- Implement operational procedures.
- Work with bounded and unbounded networking media
- Identify major network communication methods along with basic network theory concepts, TCP/IP data delivery and addressing methods and deployment components.
- Analyze switching and routing technologies and network security.
- Identify virtualization and cloud computing components, WAN deployment components, and remote network deployment components
- Troubleshoot network issues and manage networks
- Understand Azure identity, governance and compliance, administration, virtual networking, and intersite connectivity
- Implement Azure storage, virtual machines, serverless computing, data protection and monitoring, sharing and backup, subscriptions, virtual machines, storage solutions, virtual networking, and connections • Implement Azure active directory, secure identities, and monitoring
- Use Azure PowerShell, Command Line Interface, cloud storage, and networking services
- Design Azure solutions, including governance, compute, and application architecture, nonrelational and relational storage, data integration, authentication, authorization, identity, network, high availability, backup and disaster recovery, monitoring, and migration solutions.
- Plan, deploy, and monitor cloud systems and monitor network traffic
- Evaluate computer resources required for successful cloud implementation
- Test environments before cloud deployment and migrate and integrate cloud services
- Implement security controls and explain cryptography and its uses
- Use security automation tools and techniques
- Perform cloud updates and patching, cloud backup, and automated scheduling for cloud maintenance

- Explain disaster planning and recovery and implement cloud resource provisioning and performance analyses
- Compute, allocate, and monitor resources and troubleshoot deployment, capacity, automation, network, and security issues

**Required Textbooks:**
None

**Instructional Methods:**

- Live instruction delivered virtually
- Lab simulations
- Projects assigned as out-of-class homework
- Capstone assigned as out-of-class homework

**Maximum Student: Instructor Ratio:**
18: 1

**Materials and Media References**:

Official Courseware by Microsoft and CompTIA

**Content Outline:**

Weeks 1-2: CompTIA ITF+
Weeks 3-5: CompTIA Network+ Weeks 6-8: CompTIA Cloud+
Weeks 9-10: CompTIA Cloud Plus Bootcamp Project 01 Weeks 11-13: Microsoft Azure Fundamentals (AZ-900) Weeks 14-15: Microsoft Azure Administrator (AZ-104)
Weeks 16-17: Azure Fundamentals Cloud Bootcamp Project 02

**Basics of Grades:**
Grades are assessed based on the student's attendance, and participation. Upon course completion, students will have the option, and are highly encouraged to take the industry standard exam to receive a certification credential through the granting body or vendor.

90%+ A – Excellent
80-89.9% B – Good
70-79.9% C – Satisfactory
60-69.9% D –Below Average Below 60% F – Very Poor/Fail I – Incomplete
Attendance = 75% of grade
Successful completion of labs = 15% of grade Quizzes/post class assessment = 10% of grade

**Student Computer System Requirements:** See school catalog.

**School Calendar and Hours:** See school catalog**.**

# CLOUD ENGINEERING Bootcamp (part-time)

### Admission Requirements:

Students must be 18 years of age or older at the time of enrollment, must present a valid ID for verification, and must present evidence of completing high school or high school equivalency.

### Program Description:

This is an online 20-week program paired with live instructor-led sessions. Students will attend courses and apply their learning to successfully complete projects that address different Cloud engineering/computing topics. The bootcamp will end with a capstone project where you will apply your learnings to real-life cloud engineering challenges. The program modality is distance education.

### Prerequisites:

To ensure your success in this bootcamp, you should possess a fundamental understanding of basic computer operations, such as file management (ability to create, rename, move, and delete files and folders), software installation (proficiency in installing and uninstalling software is essential, this includes understanding the process of downloading software, running installation wizards, and managing software updates.), and system navigation (ability to navigate the operating system interface with ease).

### Program Outline:

CIP Number: 15.1231

| Code | Course | Lecture | Lab | Total Hours |
|---|---|---|---|---|
| CEBCPT | Cloud engineering Bootcamp (Part-time) | 125 | 139 | 264 |
| | Total Hours | 125 | 139 | 264 |
| **Associated Industry Certifications***: Program helps student prepare to sit for this exam: AWS Certified Cloud Practitioner (CLF-C02) | | | | |

**1 Examination voucher included. It is the student's responsibility to take all certification exams within twelve months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the school director.*

| **Program Fee*:** | **$7,900.00** |
|---|---|

**(Inclusive of registration, tuition fee, exam cost, curriculum book)*

| **Cost per Single Subject:** | **N/A** |
|---|---|

**The approximate time required to complete this course is 20 weeks.**

### Class Schedule

All programs are offered on-demand with optional weekly hours with course mentors. Students may access their program and complete coursework at any time within their enrollment term.

### Class Start Dates:

This Bootcamp Program is run true cohorts that have pre-scheduled start and expected end dates as listed below. Please note that bootcamps with enrollments of less than five will be cancelled; students will choose to either join the most recent existing cohort or to wait for the next scheduled cohort.

**Bootcamps start dates are listed below**:

**Cloud engineering Bootcamp:**

| | |
|---|---|
| Cohort Start and End Date: | 5/13/2024- 9/29/2024 |
| Cohort Start and End Date: | 7/8/2024- 11/24/2024 |

**Subject Descriptions:**

**CEBCPT – Cloud engineering Bootcamp (Part-time) Syllabus**
In this Cloud engineering Part-time bootcamp you will learn networking fundamentals and public cloud concepts on AWS platform, emphasizing the flexibility and accessibility of cloud-based data management compared to physical databases. Prerequisites include experience with basic computer user skills, a basic knowledge of computing concepts, ability to complete tasks in a Microsoft® Windows® environment, and ability to search for, browse, and access information on the Internet.

**Introduction to IT Fundamentals**
The course will enable the student to learn the essential IT skills and knowledge needed to perform tasks commonly performed by advanced end-users and entry-level IT professionals alike, including using features and functions of common operating systems and establishing network connectivity, identifying common software applications and their purpose, using security and web browsing best practices.

**Networking Foundations**
The course has been designed to provide the students with the knowledge as well as key skills needed for maintaining, installing, managing, operation, configuring, and troubleshooting basic network infrastructure, explain basic design principles along with networking technologies, use testing tools, and adhere to wiring standards.

**Cloud Essentials**
In this course, students will learn how to analyze the different cloud models to design the best solution to support business requirements, and troubleshoot capacity, automation, connectivity, and security issues related to cloud implementations.

**Linux Essential**
Students will learn the fundamentals of the Linux operating system, be introduced to numerous Linux distributions, and gain experience in the configuration, management, and usage of common open-source software applications and the operating system. Students will also learn about various tools and methods to identify and mitigate security risks by using Linux OS.

**AWS Certified Cloud Practitioner [CLF-C02]**
In this section, students will learn about cloud computing concepts, models, and services, such as public, private, and hybrid cloud, in addition to infrastructure as a service (IaaS), platform as a service (PaaS), and software as a service (SaaS).
**Cloud Operations on AWS**
The outcome of this course it to know how to **i**dentify the AWS services that support the different phases of Operational Excellence, an AWS Well-Architected Framework pillar. Manage access to AWS resources using AWS accounts and organizations and AWS Identity and Access Management (IAM). And maintain an inventory of in-use AWS resources by using AWS services, such as AWS Systems Manager, AWS CloudTrail, and AWS Config.

**Exam preparation for AWS Certified Cloud Practitioner [CLF-C02]**

The AWS Certified Cloud Practitioner Prep Course, prepares the students to take the official industry recognized certification exam. The learning outcomes consist of equipping individuals with a comprehensive understanding of fundamental cloud concepts, AWS services, pricing, security, architectural principles, migration strategies, operational excellence, troubleshooting, and real-world applications to proficiently navigate and utilize the AWS Cloud ecosystem. This course maps to the AWS Certified Cloud Practitioner certification exam [CLF-C02].

# CEBCPT – Cloud engineering Bootcamp (Part-time) Syllabus

## Subject Description:

The Cloud engineering Bootcamp (Part-time) is an immersive 20-week training program with a focus on creating the next generation of cloud engineering professionals. You will attend courses and apply your learning to successfully complete projects that address different cloud engineering topics. The bootcamp will end with a capstone project where you will apply your learnings to real life cloud engineering challenges.
Students will also have access to live Coaching sessions by industry veterans to further their learnings from this bootcamp.

Graduates of this program will learn critical skills for different cloud engineering and computing careers and will have access to career services throughout the program.

## Subject Hours:

Lecture-125 Lab-139 Total-264

**Prerequisites:**

To ensure your success in this bootcamp, you should possess a fundamental understanding of basic computer operations, such as file management (ability to create, rename, move, and delete files and folders), software installation (proficiency in installing and uninstalling software is essential, this includes understanding the process of downloading software, running installation wizards, and managing software updates.), and system navigation (ability to navigate the operating system interface with ease).

**System Prerequisites:**

- Intel i3 processor or better, 64 bit.
- 8GB RAM memory (16GB highly recommended)
- 100GB of available main drive space (not USB or external)
- Windows 10/11 (Home or Pro) (not S mode)
- Key note: labs do not support Apple M1 chip

## Performance Objectives:

**INTRODUCTION TO IT FUNDAMENTALS**

These course focuses on the knowledge and skills required to identify and explain the basics of computing, IT infrastructure, software development and database use focuses on the knowledge and skills required to identify and explain the basics of computing, IT infrastructure, software development and database use.

**Key Components:**

- Network connectivity
- Operating Systems (windows, linux)
- Security and web browsing best practices Networking
- Network Management/ Troubleshooting

- WAN
- Virtualization Techniques
- TCP/IP
- Scanning / Sniffing (Wireshark Nmap, Etc.) Cyber Security
- System/Network Security
- Security Threats (Social Engineering, Malware)
- Vulnerability Assessment
- Identity and Assess Management
- Cryptography Security Analyst
- Managing And Remediating Vulnerabilities
- Security and Software Development
- Incidence Response
- Forensic Tools
- Cloud Security tools Penetration Testing
- OS Vulnerabilities Exploitation
- Multi-level Pivoting
- SQL Injection
- Host-Based Application Exploits
- System and Network security

**NETWORKING FOUNDATIONS**

This course explains the basic networking concepts including network services, physical connections, topologies and architecture, and cloud connectivity. And also covers routing technologies and networking devices; deploying ethernet solutions and how to configure wireless technologies.

**Key Components:**

- Comparing OSI Model Network Functions
- Deploying Ethernet Cabling
- Deploying Ethernet Switching
- Troubleshooting Ethernet Networks
- Explaining IPv4 Addressing
- Supporting IPv4 and IPv6 Networks
- Configuring and Troubleshooting Routers
- Explaining Network Topologies and Types
- Explaining Transport Layer Protocols
- Explaining Network Services
- Explaining Network Applications
- Ensuring Network Availability
- Explaining Common Security Concepts
- Supporting and Troubleshooting Secure Networks
- Deploying and Troubleshooting Wireless Networks
- Comparing WAN Links and Remote Access Methods
- Explaining Organizational and Physical Security Concepts
- Explaining Disaster Recovery and High Availability Concepts
- Applying Network Hardening Techniques
- Summarizing Cloud and Datacenter Architecture

## CLOUD ESSENTIALS

This section covers planning and deployment strategies for successful cloud systems, including evaluating deployment models, testing environments, migrating and integrating services, implementing security controls and cryptography, ensuring data security, managing updates and maintenance, disaster planning and recovery, resource provisioning and performance analysis, resource allocation and monitoring, and troubleshooting network, deployment, capacity, automation, and security issues.

**Key Components:**

- Planning and deployment of a successful cloud system, how to view cloud deployment models and their network interactions, and how to evaluate computer resources required for successful cloud implementation
- How to test an environment before cloud deployment and how to migrate and integrate cloud services
- Security controls and about cryptography and its uses
- Data security and how to use security automation tools and techniques
- Cloud updates and patching, about cloud backup, and how to schedule and perform cloud maintenance
- Disaster planning and recovery
- Cloud resource provisioning and how to run performance analyses
- How to allocate compute resources and monitor resource usage
- The troubleshooting process, about deployment and capacity troubleshooting, and how to troubleshoot automation issues
- How to troubleshoot network issues and about security troubleshooting

## CAREER SIMULATION 1

In the Career Simulation 1, the goal is to ensure students understand the different service models, deployment and options of a common cloud service provider.

**Key Components:**

1. **Review Customer Requirements and Case Study**
    - Familiarize yourself with the notional case study attached.
    - Review questions associated with the case study to gain a thorough understanding of customer requirements.
2. **Review Cloud Fit Decisions**
    - Examine the Cloud Fit Decisions to understand the factors influencing cloud service selection.
3. **Review Cloud Fit Workflow**
    - Study the Cloud Fit workflow, which outlines the process for evaluating cloud service options based on customer requirements.
4. **Specify Vendor Neutral Services**
    - Identify and specify vendor-neutral services that align with the customer's requirements
    - Ensure that the selected services meet the criteria set forth in the Cloud Fit Decisions.

5. **Design Visual Design and Provide Rationale**
    - Create a visual design that illustrates the proposed cloud architecture.
    - Provide a rationale for the design decisions made, explaining how they address the customer's requirements and align with the Cloud Fit Decisions.
6. **Overall Project Technical Workflow**
    - The overall goal is to ensure understanding of the different service models, deployment options, and vendor-neutral services available from common cloud service providers.
    - This exercise focuses on high-level design considerations rather than specific services from a single provider

In career simulation 2, by following this structured approach, students can systematically analyze customer requirements, evaluate cloud service options, and design a solution that meets the needs of the case study while considering vendor neutrality and technical feasibility.

## LINUX ESSENTIAL

The course will help students get comfortable with Unix systems and learn critical workflows about managing directories and files, using the vi editor, complying with the excellent security mechanisms built into Linux, and understand how data is processed and flows across Linux pipelines.

**Key Components:**

- Understanding of the Linux and open-source industry and knowledge of the most popular open source Applications;
- Understanding the major components of the Linux operating system, and have the technical proficiency to work on the Linux command line; and
- Understanding of security and administration related topics such as user/group management, working on the command line, and permission

## CAREER SIMULATION 2

The project section focuses on developing proficiency in using the Linux command line, covering navigation of the file system, file and directory management, and execution of basic commands. This foundational understanding enables efficient performance of essential tasks within a Linux environment.

**Key Components:**

1. **File System Navigation and Management**
2. **File and Directory Manipulation**
3. **Execution of Basic Commands**

This Career Simulation 2is designed to reinforce your understanding of Linux command line basics. Practice regularly to solidify your skills and prepare for more advanced tasks in Linux system administration and development environments.

## AWS CERTIFIED CLOUD PRACTITIONER

The AWS Certified Cloud Practitioner course emphasizes understanding fundamental cloud concepts and AWS services, as well as evaluating deployment models, network interactions, and resource requirements. Additionally, it covers security controls, cryptography, data security practices, maintenance procedures, disaster planning, resource provisioning, performance analysis, and troubleshooting in cloud environments.

**Key Components:**

- Understanding of fundamental cloud concepts and AWS services.
- Ability to evaluate cloud deployment models and network interactions.
- Proficiency in assessing computer resources required for successful cloud implementation.
- Knowledge of security controls, cryptography, and data security best practices.
- Competence in cloud maintenance, disaster planning and recovery, resource provisioning, performance analysis, and troubleshooting.

## CAREER SIMULATION 3

This Career Simulation 3, provides an opportunity for students to delve into the core components emphasized in the AWS Certified Cloud Practitioner course. Through practical application, participants will demonstrate their understanding and mastery of essential cloud concepts, AWS services.

**Key Components:**

1. **Cloud Deployment Model Evaluation**
2. **Resource Requirement Assessment**
3. **Security Controls and Best Practices Implementation**
4. **Disaster Recovery and Maintenance Planning**
5. **Performance Analysis and Troubleshooting**

This Career Simulation 3 provides hands-on experience in applying key components of the AWS Certified Cloud Practitioner course, allowing students to demonstrate their understanding and proficiency in cloud concepts, AWS services, deployment models, security practices, maintenance procedures, disaster recovery, resource provisioning, performance analysis, and troubleshooting within a simulated cloud environment.

## CLOUD OPERATIONS ON AWS

This course is designed to equip students with the knowledge and skills necessary to effectively manage and optimize cloud operations within the AWS platform. Through a combination of theoretical concepts and practical exercises, you will learn how to deploy, monitor, maintain, and troubleshoot cloud environments, ensuring their efficiency, reliability, and security.

**Key Components:**

- Understand the principles and best practices of cloud operations on AWS.
- Deploy and manage AWS resources using automation tools such as AWS CloudFormation and AWS Elastic Beanstalk.

- Implement continuous monitoring and optimization strategies to ensure cost-effectiveness and performance efficiency.
- Develop proficiency in incident response and troubleshooting methodologies using AWS monitoring and diagnostic tools.
- Design and implement scalable, elastic, and resilient architectures to meet business requirements and ensure high availability and disaster recovery

**FINAL CAREER SIMULATION**

In this hands-on assignment, you will delve into the practical aspects of deploying virtual machines and containers on Amazon Web Services (AWS). Your task involves determining the optimal AWS region for deployment, setting up a Virtual Private Cloud (VPC) to ensure isolation of services, and configuring key pairs and security groups for secure access to your virtual resources.

**Key Components:**

- Region Selection
- Virtual Private Cloud (VPC) Creation
- Key Pair and Security Group Setup
- Deployment and Validation

By successfully navigating through the steps of region selection, VPC creation, key pair and security group setup, and resource deployment, students will gain valuable hands-on experience in managing and securing cloud resources on AWS.

**EXAM PREPARATION FOR AWS CERTIFIED CLOUD PRACTITIONER**

In the culminating segment of this course, students will engage in simulated AWS Certified Cloud Practitioner Exams, complemented by study tips aimed at facilitating the acquisition of the AWS Certified Cloud Practitioner credential. Under the guidance of our experienced instructors, students will systematically review and reinforce their understanding of key examination topics.

A series of mock exams for the AWS Certified Cloud Practitioner certification will be at student disposal. These mock exams are designed to emulate the actual exam conditions, providing a comprehensive and immersive experience to enhance students preparedness.

**Required Textbooks:** AWS Certified Cloud Practitioner Study Guide With 500 Practice Test Questions: Foundational (CLF-C02) Exam, 2nd Edition, Brand: Wiley/Sybex

Instructional Methods: **1. Lecture 2. Laboratory**

Maximum Student: Instructor Ratio: **18 : 1**

Materials and Media References:
Online official curriculum from AWS

**Content Outline by Lesson:**

1. Introduction to IT Fundamentals
2. Networking Foundations
3. Cloud Essentials
4. Linux Essential
5. AWS Certified Cloud Practitioner [CLF-C02]
6. Cloud Operations on AWS
7. Exam preparation for AWS Certified Cloud Practitioner [CLF-C02]

**Grading and Certificate of Completion** are assessed based on the student's attendance, online lab completions, and offline projects. To successfully graduate from the bootcamp, students need to fulfill the following criteria:

a. 50% program/course completion (video content, labs and other supporting materials) in the student dashboard (LMS)

b. 70% attendance in the live mentoring sessions

c. Successfully pass Assessments/Quizzes (Knowledge Test) after each course (if applicable)

d. Successfully complete and pass all the Career simulations (Projects)

   I. Criteria for Career simulations (Projects):

      i. Technical Skills Evaluation (successful development of the project)

      ii. Written Project Questions answers (if applicable)

      iii. Presentation development (if applicable)

      iv. Complete all additional tasks (if applicable)

      v. Presentation Execution (if applicable)

Upon program completion with passing all the graduation criteria mentioned above, students will receive a certificate of completion. Students are highly encouraged to take the industry-standard exam to receive a certification credential through the granting body or vendor.

**See the school catalog for student technology requirements for online participation and school holiday and office hours.**

# CLOUD ENGINEERING Bootcamp (FULL-time)

### Admission Requirements:

Students must be 18 years of age or older at the time of enrollment, must present a valid ID for verification, and must present evidence of completing high school or high school equivalency.

### Program Description:

This is an online live instructor-led 12-week program. Students will attend courses and apply their learning to successfully complete projects that address different Cloud engineering/computing topics. The bootcamp will end with a capstone project where you will apply your learnings to real-life cloud engineering challenges. The program modality is distance education as VILT (Virtual instructor led training) set up.

### Prerequisites:

To ensure your success in this bootcamp, you should possess a fundamental understanding of basic computer operations, such as file management (ability to create, rename, move, and delete files and folders), software installation (proficiency in installing and uninstalling software is essential, this includes understanding the process of downloading software, running installation wizards, and managing software updates.), and system navigation (ability to navigate the operating system interface with ease).

### Program Outline:

CIP Number: 15.1231

| Code | Course | Lecture | Lab | Total Hours |
|---|---|---|---|---|
| CEBCFT | Cloud engineering Bootcamp (Full-time) | 248 | 139 | 387 |
| | Total Hours | 248 | 139 | 387 |
| **Associated Industry Certifications***: Program helps student prepare to sit for this exam: AWS Certified Cloud Practitioner (CLF-C02) | | | | |

**1 Examination voucher included. It is the student's responsibility to take all certification exams within twelve months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the school director.*

| **Program Fee*:** | **$12,000.00** |
|---|---|

**(Inclusive of registration, tuition fee, exam cost, curriculum book)*

| **Cost per Single Subject:** | **N/A** |
|---|---|

**The approximate time required to complete this course is 12 weeks.**

**The program is offered as:**
**Instructor-led virtual sessions** that run 40 hours weekly from 8:00 am to 16:00 pm, Monday through Friday (includes 20-25 minutes of scheduled breaks at the discretion of the instructor). In addition to classroom instruction, students are expected to spend 10 to 15 hours weekly on mini projects and the capstone practicum.

### Class Start Dates:

This Bootcamp Program is run true cohorts that have pre-scheduled start and expected end dates as listed below. Please note that bootcamps with enrollments of less than five will be cancelled; students will choose to either join the most recent existing cohort or to wait for the next scheduled cohort.

**Bootcamps start dates are listed below**:

**Cloud engineering Bootcamp:**
Cohort Start and End Date: 4/15/2024- 9/29/2024

**Subject Descriptions:**

**CEBCFT – Cloud engineering Bootcamp (Full-time) Syllabus**
In this Cloud engineering Full-time bootcamp you will learn networking fundamentals and public cloud concepts on AWS platform, emphasizing the flexibility and accessibility of cloud-based data management compared to physical databases. Prerequisites include experience with basic computer user skills, a basic knowledge of computing concepts, ability to complete tasks in a Microsoft® Windows® environment, and ability to search for, browse, and access information on the Internet.

**Introduction to IT Fundamentals**
The course will enable the student to learn the essential IT skills and knowledge needed to perform tasks commonly performed by advanced end-users and entry-level IT professionals alike, including using features and functions of common operating systems and establishing network connectivity, identifying common software applications and their purpose, using security and web browsing best practices.

**Networking Foundations**
The course has been designed to provide the students with the knowledge as well as key skills needed for maintaining, installing, managing, operation, configuring, and troubleshooting basic network infrastructure, explain basic design principles along with networking technologies, use testing tools, and adhere to wiring standards.

**Cloud Essentials**
In this course, students will learn how to analyze the different cloud models to design the best solution to support business requirements, and troubleshoot capacity, automation, connectivity, and security issues related to cloud implementations.

**Linux Essential**
Students will learn the fundamentals of the Linux operating system, be introduced to numerous Linux distributions, and gain experience in the configuration, management, and usage of common open-source software applications and the operating system. Students will also learn about various tools and methods to identify and mitigate security risks by using Linux OS.

**AWS Certified Cloud Practitioner [CLF-C02]**
In this section, students will learn about cloud computing concepts, models, and services, such as public, private, and hybrid cloud, in addition to infrastructure as a service (IaaS), platform as a service (PaaS), and software as a service (SaaS).
**Cloud Operations on AWS**
The outcome of this course it to know how to **i**dentify the AWS services that support the different phases of Operational Excellence, an AWS Well-Architected Framework pillar. Manage access to AWS resources using AWS accounts and organizations and AWS Identity and Access Management (IAM). And maintain an inventory of in-use AWS resources by using AWS services, such as AWS Systems Manager, AWS CloudTrail, and AWS Config.

**Exam preparation for AWS Certified Cloud Practitioner [CLF-C02]**

The AWS Certified Cloud Practitioner Prep Course, prepares the students to take the official industry recognized certification exam. The learning outcomes consist of equipping individuals with a comprehensive understanding of fundamental cloud concepts, AWS services, pricing, security, architectural principles, migration strategies, operational excellence, troubleshooting, and real-world applications to proficiently navigate and utilize the AWS Cloud ecosystem. This course maps to the AWS Certified Cloud Practitioner certification exam [CLF-C02].

# CEBCFT – Cloud engineering Bootcamp (Full-time) Syllabus

## Subject Description:

The Cloud engineering Bootcamp (Full-time) is an immersive 12-week training program with a focus on creating the next generation of cloud engineering professionals. You will attend courses and apply your learning to successfully complete projects that address different cloud engineering topics. The bootcamp will end with a capstone project where you will apply your learnings to real life cloud engineering challenges.
Students will also have access to live Coaching sessions by industry veterans to further their learnings from this bootcamp.

Graduates of this program will learn critical skills for different cloud engineering and computing careers and will have access to career services throughout the program.

## Subject Hours:

Lecture-248 Lab-139 Total-387

**Prerequisites:**

To ensure your success in this bootcamp, you should possess a fundamental understanding of basic computer operations, such as file management (ability to create, rename, move, and delete files and folders), software installation (proficiency in installing and uninstalling software is essential, this includes understanding the process of downloading software, running installation wizards, and managing software updates.), and system navigation (ability to navigate the operating system interface with ease).

**System Prerequisites:**

- Intel i3 processor or better, 64 bit.
- 8GB RAM memory (16GB highly recommended)
- 100GB of available main drive space (not USB or external)
- Windows 10/11 (Home or Pro) (not S mode)
- Key note: labs do not support Apple M1 chip

## Performance Objectives:

**INTRODUCTION TO IT FUNDAMENTALS**

These course focuses on the knowledge and skills required to identify and explain the basics of computing, IT infrastructure, software development and database use focuses on the knowledge and skills required to identify and explain the basics of computing, IT infrastructure, software development and database use.

**Key Components:**

- Network connectivity
- Operating Systems (windows, linux)
- Security and web browsing best practices Networking
- Network Management/ Troubleshooting

- WAN
- Virtualization Techniques
- TCP/IP
- Scanning / Sniffing (Wireshark Nmap, Etc.) Cyber Security
- System/Network Security
- Security Threats (Social Engineering, Malware)
- Vulnerability Assessment
- Identity and Assess Management
- Cryptography Security Analyst
- Managing And Remediating Vulnerabilities
- Security and Software Development
- Incidence Response
- Forensic Tools
- Cloud Security tools Penetration Testing
- OS Vulnerabilities Exploitation
- Multi-level Pivoting
- SQL Injection
- Host-Based Application Exploits
- System and Network security

**NETWORKING FOUNDATIONS**

This course explains the basic networking concepts including network services, physical connections, topologies and architecture, and cloud connectivity. And also covers routing technologies and networking devices; deploying ethernet solutions and how to configure wireless technologies.

**Key Components:**

- Comparing OSI Model Network Functions
- Deploying Ethernet Cabling
- Deploying Ethernet Switching
- Troubleshooting Ethernet Networks
- Explaining IPv4 Addressing
- Supporting IPv4 and IPv6 Networks
- Configuring and Troubleshooting Routers
- Explaining Network Topologies and Types
- Explaining Transport Layer Protocols
- Explaining Network Services
- Explaining Network Applications
- Ensuring Network Availability
- Explaining Common Security Concepts
- Supporting and Troubleshooting Secure Networks
- Deploying and Troubleshooting Wireless Networks
- Comparing WAN Links and Remote Access Methods
- Explaining Organizational and Physical Security Concepts
- Explaining Disaster Recovery and High Availability Concepts
- Applying Network Hardening Techniques
- Summarizing Cloud and Datacenter Architecture

## CLOUD ESSENTIALS

This section covers planning and deployment strategies for successful cloud systems, including evaluating deployment models, testing environments, migrating and integrating services, implementing security controls and cryptography, ensuring data security, managing updates and maintenance, disaster planning and recovery, resource provisioning and performance analysis, resource allocation and monitoring, and troubleshooting network, deployment, capacity, automation, and security issues.

**Key Components:**

- Planning and deployment of a successful cloud system, how to view cloud deployment models and their network interactions, and how to evaluate computer resources required for successful cloud implementation
- How to test an environment before cloud deployment and how to migrate and integrate cloud services
- Security controls and about cryptography and its uses
- Data security and how to use security automation tools and techniques
- Cloud updates and patching, about cloud backup, and how to schedule and perform cloud maintenance
- Disaster planning and recovery
- Cloud resource provisioning and how to run performance analyses
- How to allocate compute resources and monitor resource usage
- The troubleshooting process, about deployment and capacity troubleshooting, and how to troubleshoot automation issues
- How to troubleshoot network issues and about security troubleshooting

## CAREER SIMULATION 1

In the Career Simulation 1, the goal is to ensure students understand the different service models, deployment and options of a common cloud service provider.

**Key Components:**

1. **Review Customer Requirements and Case Study**
    - Familiarize yourself with the notional case study attached.
    - Review questions associated with the case study to gain a thorough understanding of customer requirements.
2. **Review Cloud Fit Decisions**
    - Examine the Cloud Fit Decisions to understand the factors influencing cloud service selection.
3. **Review Cloud Fit Workflow**
    - Study the Cloud Fit workflow, which outlines the process for evaluating cloud service options based on customer requirements.
4. **Specify Vendor Neutral Services**
    - Identify and specify vendor-neutral services that align with the customer's requirements
    - Ensure that the selected services meet the criteria set forth in the Cloud Fit Decisions.

5. **Design Visual Design and Provide Rationale**
    - Create a visual design that illustrates the proposed cloud architecture.
    - Provide a rationale for the design decisions made, explaining how they address the customer's requirements and align with the Cloud Fit Decisions.
6. **Overall Project Technical Workflow**
    - The overall goal is to ensure understanding of the different service models, deployment options, and vendor-neutral services available from common cloud service providers.
    - This exercise focuses on high-level design considerations rather than specific services from a single provider

In career simulation 1, by following this structured approach, students can systematically analyze customer requirements, evaluate cloud service options, and design a solution that meets the needs of the case study while considering vendor neutrality and technical feasibility.

**LINUX ESSENTIAL**

The course will help students get comfortable with Unix systems and learn critical workflows about managing directories and files, using the vi editor, complying with the excellent security mechanisms built into Linux, and understand how data is processed and flows across Linux pipelines.

**Key Components:**

- Understanding of the Linux and open-source industry and knowledge of the most popular open source Applications;
- Understanding the major components of the Linux operating system, and have the technical proficiency to work on the Linux command line; and
- Understanding of security and administration related topics such as user/group management, working on the command line, and permission

**CAREER SIMULATION 2**

The project section focuses on developing proficiency in using the Linux command line, covering navigation of the file system, file and directory management, and execution of basic commands. This foundational understanding enables efficient performance of essential tasks within a Linux environment.

**Key Components:**

1. **File System Navigation and Management**
2. **File and Directory Manipulation**
3. **Execution of Basic Commands**

This Career Simulation 2 is designed to reinforce your understanding of Linux command line basics. Practice regularly to solidify your skills and prepare for more advanced tasks in Linux system administration and development environments.

## AWS CERTIFIED CLOUD PRACTITIONER

The AWS Certified Cloud Practitioner course emphasizes understanding fundamental cloud concepts and AWS services, as well as evaluating deployment models, network interactions, and resource requirements. Additionally, it covers security controls, cryptography, data security practices, maintenance procedures, disaster planning, resource provisioning, performance analysis, and troubleshooting in cloud environments.

**Key Components:**

- Understanding of fundamental cloud concepts and AWS services.
- Ability to evaluate cloud deployment models and network interactions.
- Proficiency in assessing computer resources required for successful cloud implementation.
- Knowledge of security controls, cryptography, and data security best practices.
- Competence in cloud maintenance, disaster planning and recovery, resource provisioning, performance analysis, and troubleshooting.

## CAREER SIMULATION 3

This Career Simulation 3 provides an opportunity for students to delve into the core components emphasized in the AWS Certified Cloud Practitioner course. Through practical application, participants will demonstrate their understanding and mastery of essential cloud concepts, AWS services.

**Key Components:**

1. **Cloud Deployment Model Evaluation**
2. **Resource Requirement Assessment**
3. **Security Controls and Best Practices Implementation**
4. **Disaster Recovery and Maintenance Planning**
5. **Performance Analysis and Troubleshooting**

This Career Simulation 3 provides hands-on experience in applying key components of the AWS Certified Cloud Practitioner course, allowing students to demonstrate their understanding and proficiency in cloud concepts, AWS services, deployment models, security practices, maintenance procedures, disaster recovery, resource provisioning, performance analysis, and troubleshooting within a simulated cloud environment.

## CLOUD OPERATIONS ON AWS

This course is designed to equip students with the knowledge and skills necessary to effectively manage and optimize cloud operations within the AWS platform. Through a combination of theoretical concepts and practical exercises, you will learn how to deploy, monitor, maintain, and troubleshoot cloud environments, ensuring their efficiency, reliability, and security.

**Key Components:**

- Understand the principles and best practices of cloud operations on AWS.
- Deploy and manage AWS resources using automation tools such as AWS CloudFormation and AWS

Elastic Beanstalk.
- Implement continuous monitoring and optimization strategies to ensure cost-effectiveness and performance efficiency.
- Develop proficiency in incident response and troubleshooting methodologies using AWS monitoring and diagnostic tools.
- Design and implement scalable, elastic, and resilient architectures to meet business requirements and ensure high availability and disaster recovery

**FINAL CAREER SIMULATION**

In this hands-on assignment, you will delve into the practical aspects of deploying virtual machines and containers on Amazon Web Services (AWS). Your task involves determining the optimal AWS region for deployment, setting up a Virtual Private Cloud (VPC) to ensure isolation of services, and configuring key pairs and security groups for secure access to your virtual resources .

**Key Components:**

- Region Selection
- Virtual Private Cloud (VPC) Creation
- Key Pair and Security Group Setup
- Deployment and Validation

By successfully navigating through the steps of region selection, VPC creation, key pair and security group setup, and resource deployment, students will gain valuable hands-on experience in managing and securing cloud resources on AWS.

**EXAM PREPARATION FOR AWS CERTIFIED CLOUD PRACTITIONER**

In the culminating segment of this course, students will engage in simulated AWS Certified Cloud Practitioner Exams, complemented by study tips aimed at facilitating the acquisition of the AWS Certified Cloud Practitioner credential. Under the guidance of our experienced instructors, students will systematically review and reinforce their understanding of key examination topics.

A series of mock exams for the AWS Certified Cloud Practitioner certification will be at student disposal. These mock exams are designed to emulate the actual exam conditions, providing a comprehensive and immersive experience to enhance students preparedness.

**Required Textbooks:** AWS Certified Cloud Practitioner Study Guide With 500 Practice Test Questions: Foundational (CLF-C02) Exam, 2nd Edition, Brand: Wiley/Sybex

Instructional Methods: **1. Lecture 2. Laboratory**

Maximum Student: Instructor Ratio: **18 : 1**

Materials and Media References:
Online official curriculum from AWS

**Content Outline by Lesson:**

1. Introduction to IT Fundamentals
2. Networking Foundations
3. Cloud Essentials
4. Linux Essential
5. AWS Certified Cloud Practitioner [CLF-C02]
6. Cloud Operations on AWS
7. Exam preparation for AWS Certified Cloud Practitioner [CLF-C02]

**Grading and Certificate of Completion** are assessed based on the student's attendance, online lab completions, and offline projects. To successfully graduate from the bootcamp, students need to fulfill the following criteria:

a. 50% program/course completion (video content, labs and other supporting materials) in the student dashboard (LMS)

b. 70% attendance in the live mentoring sessions

c. Successfully pass Assessments/Quizzes (Knowledge Test) after each course (if applicable)

d. Successfully complete and pass all the Career simulations (Projects)

   I. Criteria for Career simulations (Projects):

      i. Technical Skills Evaluation (successful development of the project)

      ii. Written Project Questions answers (if applicable)

      iii. Presentation development (if applicable)

      iv. Complete all additional tasks (if applicable)

      v. Presentation Execution (if applicable)

Upon program completion with passing all the graduation criteria mentioned above, students will receive a certificate of completion. Students are highly encouraged to take the industry-standard exam to receive a certification credential through the granting body or vendor.

**See the school catalog for student technology requirements for online participation and school holiday and office hours.**

# Cybersecurity Accelerated Bootcamp

**Admission Requirements:** Students must be 18 years of age or older at the time of enrollment, must present a valid ID for verification, and must present evidence of completing high school or high school equivalency.

**Program Description**: The Cyber Security Accelerated Bootcamp is an accelerated premier online training program with a focus on creating the next generation of cyber security professionals. You will perform hands-on lab simulations and apply your learning to successfully complete projects that address different topics in cybersecurity. The bootcamp ends with a capstone project where you will apply your learnings to real-life cyber security challenges.

**Prerequisites:** To ensure your success in this bootcamp, you should have experience with basic computer user skills, be able to complete tasks in a Microsoft® Windows® environment, be able to search for, browse, and access information on the Internet, and have basic knowledge of computing concepts.

**Program Outline:**

**CIP Number: 11.1003**

| Code | Course | Lecture | Lab | Total Hours |
|---|---|---|---|---|
| CSAB | Cybersecurity Accelerated Bootcamp | 360 | 112 | 472 |
| Total Hours | | 360 | 112 | 472 |
| * 1 Examination Voucher Associated Industry Certificate(s): CEH, CompTIA ITF+, CompTIA Network+, CompTIA Security +, CompTIA Cyber Security Analyst (CySA) | | | | |

** 1 Examination voucher included. It is the student's responsibility to take all certification exams within twelve months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the school director.*

| **Program Fee*:** | **$18,000** |
|---|---|

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| **Cost Per Single Subject*:** | **N/A** |
|---|---|

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

**The approximate time required to complete this course is 20 weeks.**

**Class Schedule**

The time required to complete this course is **20 weeks**. The program is offered as **instructor-led virtual sessions** that run 18 hours weekly from 8:00 am to 12:00 pm, Monday through Friday (includes 20-25 minutes of scheduled breaks at the discretion of the instructor). During your class, you will be able to ask questions, get instant feedback from the instructor, and receive hands-on experience through specialized labs in which the instructor can assist you interactively. In addition to classroom instruction, students are expected to spend 10 to 15 hours weekly on mini projects and the capstone practicum.

**Class Start and End Dates:**

The class begins on 3-20-2023 and ends on 6-23-23. Additional classes may be scheduled based on

enrollment demand.

Please note that bootcamps with enrollments of less than five will be cancelled; students will choose to either join the most recent existing cohort or to wait for the next scheduled cohort.

**See the school catalog for student technology requirements for online participation and school holidays and office hours.**

# CSAB - Cybersecurity Accelerated Bootcamp Syllabus

**Subject Description:**
The Cybersecurity Accelerated bootcamp is an immersive and accelerated training program with a focus on creating the next generation of cyber security professionals. You will attend courses and apply your learning to successfully complete projects that address different cyber security topics.

The bootcamp will end with a capstone project where you will apply your learnings to real life cyber security challenges. Students will also have access to live Coaching sessions by industry veterans to further their learnings from this bootcamp. Graduates of this program will learn critical skills for different cyber security careers and will have access to career services throughout the program.

**Subject Hours:**
Lecture-360 / Lab-112 / Total - 472

**Performance Objectives:**

**IT Fundamentals**
- Hardware architecture
- Operating Systems (windows, linux)
- Networking

**Networking**
- Network Management/ Troubleshooting
- WAN
- Virtualization Techniques
- TCP/IP
- Scanning / Sniffing (Wireshark Nmap, Etc.)

**Cyber Security**
- System/Network Security
- Security Threats (Social Engineering, Malware)
- Vulnerability Assessment
- Identity and Assess Management
- Cryptography

**Security Analyst**
- Managing And Remediating Vulnerabilities
- Security and Software Development
- Incidence Response
- Forensic Tools
- Cloud Security tools

**Penetration Testing**
- OS Vulnerabilities Exploitation
- Multi-level Pivoting
- SQL Injection
- Host-Based Application Exploits

- XSFR

**Ethical Hacking**

- Footprinting
- Reconnaissance
- Networks Scanning
- Enumeration
- Session Hijacking
- Hacking Web Applications
- loT Hacking

**Scripting**

- Python
- Hacking
- Automation
- Tooling
- Shell Scripting
- Data Analysis

**Required Textbooks:** Not Applicable

**Instructional Methods:**

1. 1 Live instruction delivered virtually
2. Lab simulations
3. Projects assigned as out-of-class homework
4. Capstone assigned as out-of-class homework **Maximum Student: Instructor Ratio:** 18 : 1

**Materials and Media References:** Not Applicable

**Content Outline by Lesson:**

- CompTIA ITF+
- CompTIA Network+
- CompTIA Security+
- Certified Ethical Hacking
- CompTIA Cybersecurity Analyst (CySA+)
- Security Bootcamp: Project A
- Security Bootcamp: Project B
- Security Bootcamp: Project C (EH)
- Security BootCamp: Final Capstone Project - CYSA+

**Grading and Certificate of Completion:** Grades are assessed based on the student's attendance, online lab completions, and offline projects.

90%+ A – Excellent
80-89.9% B – Good
70-79.9% C – Satisfactory
60-69.9% D – Below Average Below 60% F – Very Poor/Fail
I – Incomplete

- Attendance = 75% of grade
- Successful completion of labs = 15% of grade
- Projects/post-class assessment = 10% of grade

Upon program completion with a passing grade, students will receive a certificate of completion. Students

are highly encouraged to take the industry-standard exam to receive a certification credential through the granting body or vendor.

**See the school catalog for student technology requirements for online participation and school holidays and office hours.**

**Student Computer System Requirements**

- IBM PC Compatible Computer (we recommend at least 8 GB RAM, and a processor equivalent to, or newer than, an Intel i5 64-bit processor).
- Windows 10 (Home or Pro) operating system or Higher.
- 128 MB of graphics memory.
- Internet connection (we recommend any type of broadband connection).
- Sound Card with speakers or headphones.
- Monitor connected to a video card with driver equivalent to, or newer than, SVGA (1024x768).
- User-level installation rights.
- Microsoft Edge, Mozilla Firefox, or Chrome (free downloads below).
- Microsoft Windows Media Player (free download below).
- Adobe Acrobat Reader (free download below).
- Microsoft Silverlight browser plug-in version 4.0 (installed automatically during setup, if not present already)
- *While not required, we do wish to note that you will be working with multiple windows and environments during training. Dual-Monitor workstations are strongly encouraged to provide a satisfactory experience.*
- Internal or external webcam with microphone or internal/external webcam with internal/external microphone that is compatible with ZOOM or Microsoft Teams.
- Additionally, some antivirus providers require exceptions be enabled for full functionality of Zoom or Microsoft Teams. Please check with your antivirus software provider.

You will need to have some free software on the computer you are using to take the course:

- https://www.microsoft.com/en-us/edge
- http://www.mozilla.org/en-US/firefox/new/
- http://get.adobe.com/reader/
- http://www.microsoft.com/windows/windowsmedia/download/alldownloads.aspx
- https://zoom.us/client/latest/ZoomInstaller.exe
- https://www.google.com/chrome/

# Cybersecurity Bootcamp (part-time)

### Admission Requirements:

Students must be 18 years of age or older at the time of enrollment, must present a valid ID for verification, and must present evidence of completing high school or high school equivalency.

### Program Description:

This is an online 18-week program paired with live instructor-led sessions. Students will attend courses and apply their learning to successfully complete projects that address different cybersecurity topics. The bootcamp will end with a capstone project where you will apply your learnings to real-life cybersecurity challenges. The program modality is distance education.

### Prerequisites:

To ensure your success in this bootcamp, you should possess a fundamental understanding of basic computer operations, such as file management (ability to create, rename, move, and delete files and folders), software installation (proficiency in installing and uninstalling software is essential, this includes understanding the process of downloading software, running installation wizards, and managing software updates.), and system navigation (ability to navigate the operating system interface with ease).

### Program Outline:

CIP Number: 15.1212

| Code | Course | Lecture | Lab | Total Hours |
|---|---|---|---|---|
| CSBCPT | Cyber Security Bootcamp (Part-time) | 132 | 70 | 202 |
| | Total Hours | 132 | 70 | 202 |
| **Associated Industry Certifications***: Program helps student prepare to sit for this exam: CompTIA Security+[exam code: SYO-701] | | | | |

**1 Examination voucher included. It is the student's responsibility to take all certification exams within twelve months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the school director.*

| **Program Fee*:** | **$7,900.00** |
|---|---|

**(Inclusive of registration, tuition fee, exam cost, curriculum book)*

| **Cost per Single Subject:** | **N/A** |
|---|---|

**The approximate time required to complete this course is 18 weeks.**

### Class Schedule

All programs are offered on-demand with optional weekly hours with course mentors. Students may access their program and complete coursework at any time within their enrollment term.

### Class Start Dates:

This Bootcamp Program is run true cohorts that have pre-scheduled start and expected end dates as listed below. Please note that bootcamps with enrollments of less than five will be cancelled; students will choose to either join the most recent existing cohort or to wait for the next scheduled cohort.

**Bootcamps start dates are listed below**:

**Cybersecurity Bootcamp:**

| | |
|---|---|
| Cohort Start and End Date: | 6/03/2024- 10/6/2024 |
| Cohort Start and End Date: | 6/17/2024- 10/20/2024 |

**Subject Descriptions:**

**CSBCPT - Cyber Security Bootcamp (Part-time) Syllabus**
In this Cybersecurity Part-time bootcamp you will learn computer systems fundamentals, networking, cybersecurity concepts, security analysis and some penetration testing principles. Prerequisites include experience with basic computer user skills, a basic knowledge of computing concepts, ability to complete tasks in a Microsoft® Windows® environment, and ability to search for, browse, and access information on the Internet.

**Cyber Security Essentials**
The course will enable the student to learn the essential IT skills and knowledge needed to perform tasks commonly performed by advanced end-users and entry-level IT professionals alike, including using features and functions of common operating systems and establishing network connectivity, identifying common software applications and their purpose, using security and web browsing best practices.

**System and Network security**
The course has been designed to provide the students with the knowledge as well as key skills needed for maintaining, installing, managing, operation, configuring, and troubleshooting basic network infrastructure, explain basic design principles along with networking technologies, use testing tools, and adhere to wiring standards.

**Linux Essential**
Students will learn the fundamentals of the Linux operating system, be introduced to numerous Linux distributions, and gain experience in the configuration, management, and usage of common open-source software applications and the operating system. Students will also learn about various tools and methods to identify and mitigate security risks by using Linux OS.

**Security operations and architecture [CompTIA Security+ (Exam SY0-701)]**
The Security+ Certification Prep Course provides the basic knowledge needed to plan, implement, and maintain information security in a vendor-neutral format. This includes risk management, host and network security, authentication and access control systems, cryptography, and organizational security. This course maps to the CompTIA Security+ certification exam (SY0-701). Prerequisites include either the completion of the System and Network security course with a passing grade or 6 – 9 months' experience working in computer networking.

# CSBCPT - Cyber Security Bootcamp (Part-time) Syllabus

## Subject Description:

The Cybersecurity Security Bootcamp (Part-time) is an immersive 18-week training program with a focus on creating the next generation of cyber security professionals. You will attend courses and apply your learning to successfully complete projects that address different cyber security topics. The bootcamp will end with a capstone project where you will apply your learnings to real life cyber security challenges.
Students will also have access to live Coaching sessions by industry veterans to further their learnings from this bootcamp.

Graduates of this program will learn critical skills for different cyber security careers and will have access to career services throughout the program.

## Subject Hours:

Lecture-132 Lab-70 Total-202

**Prerequisites:**

To ensure your success in this bootcamp, you should possess a fundamental understanding of basic computer operations, such as file management (ability to create, rename, move, and delete files and folders), software installation (proficiency in installing and uninstalling software is essential, this includes understanding the process of downloading software, running installation wizards, and managing software updates.), and system navigation (ability to navigate the operating system interface with ease).

**System Prerequisites:**

- Intel i3 processor or better, 64 bit.
- 8GB RAM memory (16GB highly recommended)
- 100GB of available main drive space (not USB or external)
- Windows 10/11 (Home or Pro) (not S mode)
- Key note: labs do not support Apple M1 chip

## Performance Objectives:

**CYBER SECURITY ESSENTIALS**

This course focuses on the knowledge and skills required to identify and explain the basics of computing, IT infrastructure, software development and database use focuses on the knowledge and skills required to identify and explain the basics of computing, IT infrastructure, software development and database use.

**Key Components:**

- Network connectivity
- Operating Systems (windows, linux)
- Security and web browsing best practices Networking
- Network Management/ Troubleshooting
- WAN
- Virtualization Techniques
- TCP/IP
- Scanning / Sniffing (Wireshark Nmap, Etc.) Cyber Security
- System/Network Security
- Security Threats (Social Engineering, Malware)

- Vulnerability Assessment
- Identity and Assess Management
- Cryptography Security Analyst
- Managing And Remediating Vulnerabilities
- Security and Software Development
- Incidence Response
- Forensic Tools
- Cloud Security tools Penetration Testing
- OS Vulnerabilities Exploitation
- Multi-level Pivoting
- SQL Injection
- Host-Based Application Exploits
- System and Network security

## SYSTEM AND NETWORK SECURITY

This course explains the basic networking concepts including network services, physical connections, topologies and architecture, and cloud connectivity. And also covers routing technologies and networking devices; deploying ethernet solutions and how to configure wireless technologies.

**Key Components:**

- Comparing OSI Model Network Functions
- Deploying Ethernet Cabling
- Deploying Ethernet Switching
- Troubleshooting Ethernet Networks
- Explaining IPv4 Addressing
- Supporting IPv4 and IPv6 Networks
- Configuring and Troubleshooting Routers
- Explaining Network Topologies and Types
- Explaining Transport Layer Protocols
- Explaining Network Services
- Explaining Network Applications
- Ensuring Network Availability
- Explaining Common Security Concepts
- Supporting and Troubleshooting Secure Networks
- Deploying and Troubleshooting Wireless Networks
- Comparing WAN Links and Remote Access Methods
- Explaining Organizational and Physical Security Concepts
- Explaining Disaster Recovery and High Availability Concepts
- Applying Network Hardening Techniques
- Summarizing Cloud and Datacenter Architecture

## CAREER SIMULATION 1

In the Career Simulation 1, the foundational element is the creation of a virtual network on the participant's computer. This network serves as the sandbox for various cybersecurity exercises and simulations. This project delves into the network architecture and security aspects, shedding light on the critical components and their roles.

**Key Components:**

1. **Virtual Machines Overview:**
    - Discuss the essential virtual machines provided for the project.
    - Highlight the Router/Firewall as the central communication controller across three subnets and its additional role as the DHCP server for the Trusted network.
    - Emphasize the DNS Server as a private server catering to the www.seclab.net domain.
    - Outline the purpose of the Web Server as a dedicated server for the company, serving as a crucial element for cybersecurity scenarios.
    - Briefly introduce the CEO PC and the significance of the 3 Kali Linux machines in the project.
2. **Network Architecture:**
    - Explore the structure of the virtual network and how each machine interacts.
    - Detail the role of the Router/Firewall in managing communications and separating subnets.
    - Discuss the importance of a private DNS Server for domain resolution within isolated environments.
    - Explain the Web Server's position in the architecture, highlighting its role in simulated scenarios.
3. **Security Considerations:**
    - Elaborate on the pre-configured nature of the Router/Firewall, DNS Server, and Web Server.
    - Emphasize the importance of not altering the pre-existing configurations for stability and security.
    - Discuss the significance of a controlled environment in understanding and practicing cybersecurity measures.
    - Touch upon best practices for securing the CEO PC and Kali Linux machines.

In Career Simulation 1, the network architecture forms the backbone of hands-on learning experiences. Understanding the role of each virtual machine and adhering to security best practices is crucial for a successful and insightful journey into the realm of cybersecurity.

**LINUX ESSENTIAL**

The course will help students get comfortable with Unix systems and learn critical workflows about managing directories and files, using the vi editor, complying with the excellent security mechanisms built into Linux, and understand how data is processed and flows across Linux pipelines.

**Key Components:**

- Understanding of the Linux and open-source industry and knowledge of the most popular open source Applications;
- Understanding the major components of the Linux operating system, and have the technical proficiency to work on the Linux command line; and
- Understanding of security and administration related topics such as user/group management, working on the command line, and permission

## SECURITY OPERATIONS AND ARCHITECTURE

During these course students will require skills to assess the security posture of an enterprise environment and recommend and implement appropriate security solutions; monitor and secure hybrid environments, including cloud, mobile, and IoT; operate with an awareness of applicable laws and policies, including principles of governance, risk, and compliance; identify, analyze, and respond to security events and incidents.

**Key Components:**

- Assess the security posture of an enterprise environment and recommend and implement appropriate security solutions.
- Monitor and secure hybrid environments, including cloud, mobile, Internet of Things (IoT), and operational technology.
- Operate with an awareness of applicable regulations and policies, including principles of governance, risk, and compliance.
- Identify, analyze, and respond to security events and incidents

## CAREER SIMULATION 2

In this Career Simulation 2, the task at hand is to assess the vulnerabilities of the new Production server and the Webserver within the network, implementing measures to enhance the overall security of the network.

**Key Components:**

1. **Install the Production Server**

    - The first task involves the installation of the new Production server. This step is crucial as it lays the foundation for the network's functionality and security. The network diagram provided serves as a guide for the installation process.

2. **Install IDS/IPS on pfSense**

    - To meet the requirement for identifying and logging attacks on the web and production servers, the decision is to install an Intrusion Detection System (IDS) and Intrusion Prevention System (IPS) on pfSense. The IDS/IPS will actively monitor and analyze network traffic, alerting and preventing potential threats.

3. **Attacking Production Server Using Different Techniques**

    - In alignment with the goals, the Career Simulation 2 also involves simulating attacks on the Production server to identify vulnerabilities.

This Career Simulation 2 not only involves the installation and configuration of the Production server and the implementation of IDS/IPS on pfSense but also actively engages in simulated attacks to identify vulnerabilities.

## CYBER SECURITY ANALYST ESSENTIALS

During these course students will require skills required to detect and analyze indicators of malicious activity, understand threat intelligence and threat management, respond to attacks and vulnerabilities, perform incident response, and report and communicate related activity.

**Key Components:**

- Assess and respond to security threats and operate a systems and network security analysis platform.
- Assess information security risk in computing and network environments.
- Analyze reconnaissance threats to computing and network environments.
- Analyze attacks on computing and network environments.
- Analyze post-attack techniques on computing and network environments.
- Implement a vulnerability management program.
- Collect cybersecurity intelligence.
- Analyze data collected from security and event logs.
- Perform active analysis on assets and networks.
- Respond to cybersecurity incidents.
- Investigate cybersecurity incidents.
- Address security issues with the organization's technology architecture

## FINAL CAREER SIMULATION

In this final project simulation, students will do “Capture The Flag (CTF)” project. CTF is a popular and engaging activity in the realm of cybersecurity, especially for students undergoing training in a cybersecurity bootcamp. It is a hands-on, gamified approach to learning and testing one's skills in various aspects of penetration testing, network security, and system exploitation.

**Key Components of CTF:**

1. **Challenges:**
    - CTF challenges encompass a variety of domains, including cryptography, web exploitation, reverse engineering, forensics, and more.
    - Each challenge is designed to assess and reinforce specific skills relevant to cybersecurity.
2. **Flags:**
    - The goal in a CTF is to capture flags—digital tokens or pieces of information hidden within the challenges.
    - Flags serve as proof that a participant has successfully completed a challenge.
3. **Time Constraints:**
    - CTFs are often time-limited, adding an element of urgency and fostering a sense of real-world pressure.
    - Time constraints encourage participants to prioritize tasks and manage resources effectively.

Capture The Flag (CTF) serves as a dynamic and effective method for students in a cybersecurity bootcamp to immerse themselves in the practical aspects of penetration testing. By navigating through challenges and capturing

flags, students gain valuable experience, honing the skills necessary for success in the ever-evolving field of cybersecurity.

**EXAM PREPARATION FOR COMPTIA SECURITY+**

In the culminating segment of this course, students will engage in simulated Security+ Exams, complemented by study tips aimed at facilitating the acquisition of the Security+ credential. Under the guidance of our experienced instructors, students will systematically review and reinforce their understanding of key examination topics.

A series of mock exams for the Security+ certification will be at student disposal. These mock exams are designed to emulate the actual exam conditions, providing a comprehensive and immersive experience to enhance students preparedness.

**Required Textbooks:** The official CompTIA Security+ Student guide (Exams SY0-701), Author: James Pengelly

Instructional Methods: **1. Lecture 2. Laboratory**

Maximum Student: Instructor Ratio: **18 : 1**

Materials and Media References:
Online official curriculum from CompTIA

## Content Outline by Lesson:

1. Cyber Security Essentials
2. System and Network security
3. Career Simulation 1
4. Linux Essential
5. Security operations and architecture
6. Career Simulation 2
7. Cyber Security analyst essentials
8. FINAL Career Simulation
9. Exam preparation for CompTIA Security+

**Grading and Certificate of Completion** are assessed based on the student's attendance, online lab completions, and offline projects. To successfully graduate from the bootcamp, students need to fulfill the following criteria:

a. 50% program/course completion (video content, labs and other supporting materials) in the student dashboard (LMS)
b. 70% attendance in the live mentoring sessions
c. Successfully pass Assessments/Quizzes (Knowledge Test) after each course (if applicable)
d. Successfully complete and pass all the Career simulations (Projects)
    I. Criteria for Career simulations (Projects):
        i. Technical Skills Evaluation (successful development of the project)
        ii. Written Project Questions answers (if applicable)
        iii. Presentation development (if applicable)
        iv. Complete all additional tasks (if applicable)

v. Presentation Execution (if applicable)

Upon program completion with passing all the graduation criteria mentioned above, students will receive a certificate of completion. Students are highly encouraged to take the industry-standard exam to receive a certification credential through the granting body or vendor.

**See the school catalog for student technology requirements for online participation and school holiday and office hours.**

# Cybersecurity Bootcamp (Full-time)

### Admission Requirements:

Students must be 18 years of age or older at the time of enrollment, must present a valid ID for verification, and must present evidence of completing high school or high school equivalency.

### Program Description:

This is an online live instructor-led 10-week program. Students will attend courses and apply their learning to successfully complete projects that address different cybersecurity topics. The bootcamp will end with a capstone project where you will apply your learnings to real-life cybersecurity challenges. The program modality is distance education as VILT (Virtual instructor led training) set up.

### Prerequisites:

To ensure your success in this bootcamp, you should possess a fundamental understanding of basic computer operations, such as file management (ability to create, rename, move, and delete files and folders), software installation (proficiency in installing and uninstalling software is essential, this includes understanding the process of downloading software, running installation wizards, and managing software updates.), and system navigation (ability to navigate the operating system interface with ease).

### Program Outline:

CIP Number: 15.1212

| Code | Course | Lecture | Lab | Total Hours |
|---|---|---|---|---|
| CSBCFT | Cyber Security Bootcamp (Full-time) | 208 | 70 | 278 |
| | Total Hours | 208 | 70 | 278 |
| **Associated Industry Certifications***: Program helps student prepare to sit for this exam: CompTIA Security+ [exam code: SYO-701] | | | | |

**1 Examination voucher included. It is the student's responsibility to take all certification exams within twelve months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the school director.*

| **Program Fee*:** | **$12,000.00** |
|---|---|

**(Inclusive of registration, tuition fee, exam cost, curriculum book)*

| **Cost per Single Subject:** | **N/A** |
|---|---|

**The approximate time required to complete this course is 10 weeks.**

**Class Schedule: The time to complete this course is 10 weeks.**

**The program is offered as:**

**Instructor-led virtual** sessions that run 40 hours weekly from 8:00 am to 16:00 pm, Monday through Friday (includes 20-25 minutes of scheduled breaks at the discretion of the instructor). In addition to

classroom instruction, students are expected to spend 10 to 15 hours weekly on mini projects and the capstone practicum.

**Class Start Dates:**

This Bootcamp Program is run true cohorts that have pre-scheduled start and expected end dates as listed below. Please note that bootcamps with enrollments of less than five will be cancelled; students will choose to either join the most recent existing cohort or to wait for the next scheduled cohort.

**Bootcamps start dates are listed below:**

**Cybersecurity Bootcamp:**

Cohort Start and End Date: 5/20/2024- 7/28/2024

**Subject Descriptions:**

**CSBCFT - Cyber Security Bootcamp (Full-time) Syllabus**

In this Cybersecurity Full-time bootcamp you will learn computer systems fundamentals, networking, cybersecurity concepts, security analysis and some penetration testing principles. Prerequisites include experience with basic computer user skills, a basic knowledge of computing concepts, ability to complete tasks in a Microsoft® Windows® environment, and ability to search for, browse, and access information on the Internet.

**Cyber Security Essentials**

The course will enable the student to learn the essential IT skills and knowledge needed to perform tasks commonly performed by advanced end-users and entry-level IT professionals alike, including using features and functions of common operating systems and establishing network connectivity, identifying common software applications and their purpose, using security and web browsing best practices.

**System and Network security**

The course has been designed to provide the students with the knowledge as well as key skills needed for maintaining, installing, managing, operation, configuring, and troubleshooting basic network infrastructure, explain basic design principles along with networking technologies, use testing tools, and adhere to wiring standards.

**Linux Essential**

Students will learn the fundamentals of the Linux operating system, be introduced to numerous Linux distributions, and gain experience in the configuration, management, and usage of common open-source software applications and the operating system. Students will also learn about various tools and methods to identify and mitigate security risks by using Linux OS.

**Security operations and architecture [CompTIA Security+ (Exam SY0-701)]**

The Security+ Certification Prep Course provides the basic knowledge needed to plan, implement, and maintain information security in a vendor-neutral format. This includes risk management, host and network security, authentication and access control systems, cryptography, and organizational security. This course maps to the CompTIA Security+ certification exam (SY0-701). Prerequisites include either the completion of the System and Network security course with a passing grade or 6 – 9 months' experience working in computer networking.

# CSBCFT - Cyber Security Bootcamp (Full-time) Syllabus

## Subject Description:

The Cybersecurity Security Bootcamp (Full-time) is an immersive and accelerated training program with a focus on creating the next generation of cyber security professionals. You will attend classes and apply your learning to successfully complete projects that address different cyber security topics. The bootcamp will end with a capstone project where you will apply your learnings to real life cyber security challenges.
Students will also have access to live Coaching sessions by industry veterans to further their learnings from this bootcamp.

Graduates of this program will learn critical skills for different cyber security careers and will have access to career services throughout the program.

## Subject Hours:

Lecture-208 Lab-70 Total-278

**Prerequisites:**

To ensure your success in this bootcamp, you should possess a fundamental understanding of basic computer operations, such as file management (ability to create, rename, move, and delete files and folders), software installation (proficiency in installing and uninstalling software is essential, this includes understanding the process of downloading software, running installation wizards, and managing software updates.), and system navigation (ability to navigate the operating system interface with ease).

**System Prerequisites:**

- Intel i3 processor or better, 64 bit.
- 8GB RAM memory (16GB highly recommended)
- 100GB of available main drive space (not USB or external)
- Windows 10/11 (Home or Pro) (not S mode)
- Key note: labs do not support Apple M1 chip

## Performance Objectives:

**CYBER SECURITY ESSENTIALS**

These course focuses on the knowledge and skills required to identify and explain the basics of computing, IT infrastructure, software development and database use focuses on the knowledge and skills required to identify and explain the basics of computing, IT infrastructure, software development and database use.

**Key Components:**

- Network connectivity
- Operating Systems (windows, linux)
- Security and web browsing best practices Networking
- Network Management/ Troubleshooting
- WAN
- Virtualization Techniques
- TCP/IP
- Scanning / Sniffing (Wireshark Nmap, Etc.) Cyber Security
- System/Network Security
- Security Threats (Social Engineering, Malware)
- Vulnerability Assessment

- Identity and Assess Management
- Cryptography Security Analyst
- Managing And Remediating Vulnerabilities
- Security and Software Development
- Incidence Response
- Forensic Tools
- Cloud Security tools Penetration Testing
- OS Vulnerabilities Exploitation
- Multi-level Pivoting
- SQL Injection
- Host-Based Application Exploits
- System and Network security

**SYSTEM AND NETWORK SECURITY**

This course explains the basic networking concepts including network services, physical connections, topologies and architecture, and cloud connectivity. And also covers routing technologies and networking devices; deploying ethernet solutions and how to configure wireless technologies.

**Key Components:**

- Comparing OSI Model Network Functions
- Deploying Ethernet Cabling
- Deploying Ethernet Switching
- Troubleshooting Ethernet Networks
- Explaining IPv4 Addressing
- Supporting IPv4 and IPv6 Networks
- Configuring and Troubleshooting Routers
- Explaining Network Topologies and Types
- Explaining Transport Layer Protocols
- Explaining Network Services
- Explaining Network Applications
- Ensuring Network Availability
- Explaining Common Security Concepts
- Supporting and Troubleshooting Secure Networks
- Deploying and Troubleshooting Wireless Networks
- Comparing WAN Links and Remote Access Methods
- Explaining Organizational and Physical Security Concepts
- Explaining Disaster Recovery and High Availability Concepts
- Applying Network Hardening Techniques
- Summarizing Cloud and Datacenter Architecture

**CAREER SIMULATION 1**

In the Career Simulation 1, the foundational element is the creation of a virtual network on the participant's computer. This network serves as the sandbox for various cybersecurity exercises and simulations. This project delves into the network architecture and security aspects, shedding light on the critical components and their roles.

**Key Components:**

1. **Virtual Machines Overview:**
    - Discuss the essential virtual machines provided for the project.
    - Highlight the Router/Firewall as the central communication controller across three subnets and its additional role as the DHCP server for the Trusted network.
    - Emphasize the DNS Server as a private server catering to the www.seclab.net domain.
    - Outline the purpose of the Web Server as a dedicated server for the company, serving as a crucial element for cybersecurity scenarios.
    - Briefly introduce the CEO PC and the significance of the 3 Kali Linux machines in the project.
2. **Network Architecture:**
    - Explore the structure of the virtual network and how each machine interacts.
    - Detail the role of the Router/Firewall in managing communications and separating subnets.
    - Discuss the importance of a private DNS Server for domain resolution within isolated environments.
    - Explain the Web Server's position in the architecture, highlighting its role in simulated scenarios.
3. **Security Considerations:**
    - Elaborate on the pre-configured nature of the Router/Firewall, DNS Server, and Web Server.
    - Emphasize the importance of not altering the pre-existing configurations for stability and security.
    - Discuss the significance of a controlled environment in understanding and practicing cybersecurity measures.
    - Touch upon best practices for securing the CEO PC and Kali Linux machines.

In Career Simulation 1, the network architecture forms the backbone of hands-on learning experiences. Understanding the role of each virtual machine and adhering to security best practices is crucial for a successful and insightful journey into the realm of cybersecurity.

**LINUX ESSENTIAL**

The course will help students get comfortable with Unix systems and learn critical workflows about managing directories and files, using the vi editor, complying with the excellent security mechanisms built into Linux, and understand how data is processed and flows across Linux pipelines.

**Key Components:**

- Understanding of the Linux and open-source industry and knowledge of the most popular open source Applications;
- Understanding the major components of the Linux operating system, and have the technical proficiency to work on the Linux command line; and
- Understanding of security and administration related topics such as user/group management, working on the command line, and permission

**SECURITY OPERATIONS AND ARCHITECTURE**

During these course students will require skills to assess the security posture of an enterprise environment and recommend and implement appropriate security solutions; monitor and secure hybrid environments, including cloud, mobile, and IoT; operate with an awareness of applicable laws and policies, including principles of governance, risk, and compliance; identify, analyze, and respond to security events and incidents.

**Key Components:**

- Assess the security posture of an enterprise environment and recommend and implement appropriate security solutions.
- Monitor and secure hybrid environments, including cloud, mobile, Internet of Things (IoT), and operational technology.
- Operate with an awareness of applicable regulations and policies, including principles of governance, risk, and compliance.
- Identify, analyze, and respond to security events and incidents

**CAREER SIMULATION 2**

In this Career Simulation 2, the task at hand is to assess the vulnerabilities of the new Production server and the Webserver within the network, implementing measures to enhance the overall security of the network.

**Key Components:**

1. **Install the Production Server**

    - The first task involves the installation of the new Production server. This step is crucial as it lays the foundation for the network's functionality and security. The network diagram provided serves as a guide for the installation process.

2. **Install IDS/IPS on pfSense**

    - To meet the requirement for identifying and logging attacks on the web and production servers, the decision is to install an Intrusion Detection System (IDS) and Intrusion Prevention System (IPS) on pfSense. The IDS/IPS will actively monitor and analyze network traffic, alerting and preventing potential threats.

3. **Attacking Production Server Using Different Techniques**

    - In alignment with the goals, the Career Simulation 2 also involves simulating attacks on the Production server to identify vulnerabilities.

This Career Simulation 2 not only involves the installation and configuration of the Production server and the implementation of IDS/IPS on pfSense but also actively engages in simulated attacks to identify vulnerabilities.

**CYBER SECURITY ANALYST ESSENTIALS**

During these course students will require skills required to detect and analyze indicators of malicious activity,

understand threat intelligence and threat management, respond to attacks and vulnerabilities, perform incident response, and report and communicate related activity.

**Key Components:**

- Assess and respond to security threats and operate a systems and network security analysis platform.
- Assess information security risk in computing and network environments.
- Analyze reconnaissance threats to computing and network environments.
- Analyze attacks on computing and network environments.
- Analyze post-attack techniques on computing and network environments.
- Implement a vulnerability management program.
- Collect cybersecurity intelligence.
- Analyze data collected from security and event logs.
- Perform active analysis on assets and networks.
- Respond to cybersecurity incidents.
- Investigate cybersecurity incidents.
- Address security issues with the organization's technology architecture

## FINAL CAREER SIMULATION

In this final project simulation, students will do "Capture The Flag (CTF)" project. CTF is a popular and engaging activity in the realm of cybersecurity, especially for students undergoing training in a cybersecurity bootcamp. It is a hands-on, gamified approach to learning and testing one's skills in various aspects of penetration testing, network security, and system exploitation.

**Key Components of CTF:**

1. **Challenges:**
    - CTF challenges encompass a variety of domains, including cryptography, web exploitation, reverse engineering, forensics, and more.
    - Each challenge is designed to assess and reinforce specific skills relevant to cybersecurity.
2. **Flags:**
    - The goal in a CTF is to capture flags—digital tokens or pieces of information hidden within the challenges.
    - Flags serve as proof that a participant has successfully completed a challenge.
3. **Time Constraints:**
    - CTFs are often time-limited, adding an element of urgency and fostering a sense of real-world pressure.
    - Time constraints encourage participants to prioritize tasks and manage resources effectively.

Capture The Flag (CTF) serves as a dynamic and effective method for students in a cybersecurity bootcamp to immerse themselves in the practical aspects of penetration testing. By navigating through challenges and capturing flags, students gain valuable experience, honing the skills necessary for success in the ever-evolving field of cybersecurity.

**EXAM PREPARATION FOR COMPTIA SECURITY+**

In the culminating segment of this course, students will engage in simulated Security+ Exams, complemented by study tips aimed at facilitating the acquisition of the Security+ credential. Under the guidance of our experienced instructors, students will systematically review and reinforce their understanding of key examination topics.

A series of mock exams for the Security+ certification will be at student disposal. These mock exams are designed to emulate the actual exam conditions, providing a comprehensive and immersive experience to enhance students preparedness.

**Required Textbooks:** The official CompTIA Security+ Student guide (Exams SY0-701), Author: James Pengelly

Instructional Methods: **1. Lecture 2. Laboratory**

Maximum Student: Instructor Ratio: **18 : 1**

Materials and Media References:
Online official curriculum from CompTIA

## Content Outline by Lesson:

1. Cyber Security Essentials
2. System and Network security
3. Career Simulation 1
4. Linux Essential
5. Security operations and architecture
6. Career Simulation 2
7. Cyber Security analyst essentials
8. FINAL Career Simulation
9. Exam preparation for CompTIA Security+

**Grading and Certificate of Completion** are assessed based on the student's attendance, online lab completions, and offline projects. To successfully graduate from the bootcamp, students need to fulfill the following criteria:

a. 50% program/course completion (video content, labs and other supporting materials) in the student dashboard (LMS)

b. 70% attendance in the live mentoring sessions

c. Successfully pass Assessments/Quizzes (Knowledge Test) after each course (if applicable)

d. Successfully complete and pass all the Career simulations (Projects)

   I. Criteria for Career simulations (Projects):

      i. Technical Skills Evaluation (successful development of the project)

      ii. Written Project Questions answers (if applicable)

      iii. Presentation development (if applicable)

      iv. Complete all additional tasks (if applicable)

      v. Presentation Execution (if applicable)

Upon program completion with passing all the graduation criteria mentioned above, students will receive a

certificate of completion. Students are highly encouraged to take the industry-standard exam to receive a certification credential through the granting body or vendor.

**See the school catalog for student technology requirements for online participation and school holiday and office hours.**

# Data Analytics Accelerated Bootcamp

**Admission Requirements:** Students must be 18 years of age or older at the time of enrollment, must present a valid ID for verification, and must present evidence of completing high school or high school equivalency.

**Program Description**: Become a Data Professional in less than 4 months, without any prior experience required. We'll provide the tools, the training and the confidence you need to advance your career as a Data Analyst — and land the rewarding position you deserve.

**Prerequisites:** To ensure your success in this bootcamp, you should have experience with basic computer user skills, be able to complete tasks, be able to search for, browse, and access information on the Internet, and have basic knowledge of computing concepts

**Objectives:**

- Fundamentals of data analysis: Participants will learn foundational concepts such as data types, variables, distributions, probability, and statistical inference.
- Data manipulation and cleaning: Participants will learn how to extract, transform, and load data from various sources and how to identify and handle missing or erroneous data.
- Data visualization: Participants will learn how to create effective data visualizations using tools such as Excel, Tableau, or Python libraries like Matplotlib and Seaborn.
- Exploratory data analysis: Participants will learn how to use exploratory data analysis techniques to gain insights and identify patterns and trends in data.
- Machine learning: Participants will learn how to use machine learning algorithms to make predictions and classify data, including techniques such as regression, decision trees, random forests, and neural networks.
- Communication and presentation skills: Participants will learn how to communicate insights and findings to non-technical stakeholders, including how to create effective data-driven presentations and reports.
- Real-world projects: Participants will have the opportunity to work on real-world projects that simulate the kinds of data analysis challenges they might face in a professional setting.

**Program Outline:**

**CIP Number: 11.0802**

| Code | Course | Lecture | Lab | Total Hours |
|---|---|---|---|---|
| DAAB | Data Analytics Accelerated Bootcamp | 240 | 60 | 300 |
| Total Hours | | 240 | 60 | 300 |

- **Associated Industry Certifications*:** Certified IT Manager CITM

** 1 Examination voucher included. It is the student's responsibility to take all certification exams within twelve months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the school director.*

| | |
|---|---|
| **Program Fee*:** | **$15,000.00** |

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

**Class Schedule:** The time required to complete this course is 14 weeks. The program is offered as instructor-led virtual sessions that run 4 hours weekly from 8:00 am to 12:00 pm, Monday through Friday via 2x2 hour mentor led sessions (includes 20-25 minutes of scheduled breaks at the discretion of the instructor). During your class, you will be able to ask questions, get instant feedback from the instructor. In addition to classroom instruction, students are expected to spend 10 to 15 hours weekly on mini projects and the capstone practicum.

**Instructional Methods:** Virtual Live Instruction

**Class Dates:** Classes starting from 10 April 23, new cohort every 6 weeks after

**See the school catalog for student technology requirements for online participation and school holidays and office hours.**

# DAAB: Data Analytics Accelerated Bootcamp Syllabus

**Subject Description:** Become a Data Professional in less than 4 months, without any prior experience required. We'll provide the tools, the training and the confidence you need to advance your career as a Data Specialist — and land the rewarding position you deserve.

**Subject Hours:**

| | Data Analytics Accelerated Bootcamp |
|---|---|
| Prep Work | 20 |
| Lecture | 46 |
| Reading Material | 43 |
| Assignments/Quiz | 55 |
| Capstone Projects | 76 |
| Labs | 60 |
| | |
| Total Hours | 300 |

**Prerequisites:** To ensure your success in this bootcamp, you should have experience with basic computer user skills, be able to complete tasks, be able to search for, browse, and access information on the Internet, and have basic knowledge of computing concepts.

**Objectives:**

- Fundamentals of data analysis: Participants will learn foundational concepts such as data types, variables, distributions, probability, and statistical inference.
- Data manipulation and cleaning: Participants will learn how to extract, transform, and load data from various sources and how to identify and handle missing or erroneous data.
- Data visualization: Participants will learn how to create effective data visualizations using tools such as Excel, Tableau, or Python libraries like Matplotlib and Seaborn.
- Exploratory data analysis: Participants will learn how to use exploratory data analysis techniques to gain insights and identify patterns and trends in data.
- Machine learning: Participants will learn how to use machine learning algorithms to make predictions and classify data, including techniques such as regression, decision trees, random forests, and neural networks.
- Communication and presentation skills: Participants will learn how to communicate insights and findings to non-technical stakeholders, including how to create effective data-driven presentations and reports.
- Real-world projects: Participants will have the opportunity to work on real-world projects that simulate the kinds of data analysis challenges they might face in a professional setting.

**Required textbook(s): N/A Instructional Methods:**

- Live instruction delivered virtually
- Lab simulations
- Projects assigned as out-of-class homework
- Capstone assigned as out-of-class homework
- Career Coaching

**Student/Instructional Ratios:** 10:1 **Materials and Media Refences: N/A Content Outline:**

| Study Plan | Name |
|---|---|
| **Week 1** | Course 1: Intro to Data Analytics |
| **Week 2** | Course 2: Basic Statistics |
| **Week 3-4** | Course 3: Excel |
| **Week 5** | Course 4: Python |
| **Week 6-7** | Course 5: SQL |
| **Week 8** | Course 6: Tableau Basic |
| **Week 9-10** | Course 7: Tableau Advanced |
| **Week 11-12** | Course 8: Power BI |

**Grading and Certificate of Completion:** Grades are assessed based on the student's attendance, online lab completions, and offline projects.

90%+ A – Excellent
80-89.9% B – Good
70-79.9% C – Satisfactory
60-69.9% D – Below Average Below 60% F – Very Poor/Fail
I – Incomplete

- Attendance = 70% of grade
- Successful completion of labs = 15% of grade
- Projects/post-class assessment = 15% of grade

Upon program completion with a passing grade, students will receive a certificate of completion. Students are highly encouraged to take the industry-standard exam to receive a certification credential through the granting body or vendor.

**See the school catalog for student technology requirements for online participation and school holidays and office hours.**

# Data Literacy Bootcamp

**Admission Requirements:** Students must be 18 years of age or older at the time of enrollment, must present a valid ID for verification, and must present evidence of completing high school or high school equivalency.

**Program Description**: Become a Data Professional in less than 3 months, without any prior experience required. We'll provide the tools, the training and the confidence you need to advance your career as a Data Specialist — and land the rewarding position you deserve.

**Prerequisites:** To ensure your success in this bootcamp, you should have experience with basic computer user skills, be able to complete tasks, be able to search for, browse, and access information on the Internet, and have basic knowledge of computing concepts

**Objectives:**

- Conduct queries about data and look for trends, patterns and anomalies within it.
- Help businesses apply Data concepts and strategies
- Ensure the quality and accuracy of that data, then process, design, and present it in ways to help people, businesses, and organizations make better decisions.
- Data testing, create data policies and practices.

**Program Outline:**

**CIP Number**: 52.0407

| Code | Course | Lecture | Lab | Total Hours |
|---|---|---|---|---|
| DLB | Data Literacy Bootcamp | 288 | | 288 |
| Total Hours | | 288 | | 288 |
| **Associated Industry Certifications*:** MO-200: Microsoft Excel | | | | |

** 1 Examination voucher included. It is the student's responsibility to take all certification exams within twelve months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the school director.*

| **Program Fee*:** | **$3,500.00** |
|---|---|

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| **Cost Per Single Subject*:** | **N/A** |
|---|---|

**Class Schedule:** The time required to complete this course is 12 weeks. The program is offered as instructor-led virtual sessions that run 4 hours weekly from 8:00 am to 12:00 pm, Monday through Friday via 2x2 hour mentor led sessions (includes 20-25 minutes of scheduled breaks at the discretion of the instructor). During your class, you will be able to ask questions, get instant feedback from the instructor. In addition to classroom instruction, students are expected to spend 10 to 15 hours weekly on mini projects and the capstone practicum.

**Instructional Methods:** Virtual Live Instruction

**Class Dates:** Based on Cohort Schedule Cohort 1: 2/20/23 – 5/29/23
Cohort 2: 4/10/23 – 7/31/23 Cohort 3: 5/29/23 – 9/4/23

**See the school catalog for student technology requirements for online participation and school holidays and office hours.**

# DLB: Data Literacy Bootcamp Syllabus

**Subject Description:** Become a Data Professional in less than 3 months, without any prior experience required. We'll provide the tools, the training and the confidence you need to advance your career as a Data Specialist — and land the rewarding position you deserve.

**Subject Hours:**

| | Data Literacy Bootcamp |
|---|---|
| **Prep Work** | **20** |
| **Lecture** | **68** |
| **Reading Material** | **50** |
| **Assignments/Quiz** | **70** |
| **Capstone Projects** | **80** |
| **Labs** | **0** |
| | |
| **Total Hours** | **288** |

**Prerequisites:** To ensure your success in this bootcamp, you should have experience with basic computer user skills, be able to complete tasks, be able to search for, browse, and access information on the Internet, and have basic knowledge of computing concepts.

**Objectives:**

- Conduct queries about data and look for trends, patterns and anomalies within it.
- Help businesses apply Data concepts and strategies
- Ensure the quality and accuracy of that data, then process, design, and present it in ways to help people, businesses, and organizations make better decisions.
- Data testing, create data policies and practices.

**Required textbook(s): N/A Instructional Methods:**

- Live instruction delivered virtually
- Projects assigned as out-of-class homework
- Capstone assigned as out-of-class homework

**Student/Instructional Ratios:** 10:1 **Materials and Media Refences: N/A Content Outline:**

| | |
|---|---|
| **Week 1** | Course 01: Introduction to data |
| **Week 2** | Course 02: Microsoft Office |

| | |
|---|---|
| **Week 3-4** | Course 03: Excel |
| **Week 5** | Course 04: "Soft Skills", Presenting & Writing Reports |
| **Week 6-7** | Course 05: "Soft Skills", Research |

| | |
|---|---|
| **Week 8** | Course 06: Basic Mathematics (with Excel) |
| **Week 9-10** | Course 07: Advanced Excel |
| **Week 11-12** | Course 08: Advanced Excel 2 |

**Grading and Certificate of Completion:** Grades are assessed based on the student's attendance, online lab completions, and offline projects.

90%+ A – Excellent
80-89.9% B – Good
70-79.9% C – Satisfactory
60-69.9% D – Below Average Below 60% F – Very Poor/Fail
I – Incomplete

- Attendance = 70% of grade
- Successful completion of labs = 15% of grade
- Projects/post-class assessment = 15% of grade

Upon program completion with a passing grade, students will receive a certificate of completion. Students are highly encouraged to take the industry-standard exam to receive a certification credential through the granting body or vendor.

**See the school catalog for student technology requirements for online participation and school holidays and office hours.**

# Data Literacy Accelerated Bootcamp

**Admission Requirements:** Students must be 18 years of age or older at the time of enrollment, must present a valid ID for verification, and must present evidence of completing high school or high school equivalency.

**Program Description**: Become a Data Professional in less than 3 months, without any prior experience required. We'll provide the tools, the training and the confidence you need to advance your career as a Data Specialist — and land the rewarding position you deserve.

**Prerequisites:** To ensure your success in this bootcamp, you should have experience with basic computer user skills, be able to complete tasks, be able to search for, browse, and access information on the Internet, and have basic knowledge of computing concepts

**Objectives:**

- Conduct queries about data and look for trends, patterns and anomalies within it.
- Help businesses apply Data concepts and strategies
- Ensure the quality and accuracy of that data, then process, design, and present it in ways to help people, businesses, and organizations make better decisions.
- Data testing, create data policies and practices.

**Program Outline:**

**CIP Number: 30.7001**

| Code | Course | Lecture | Lab | Total Hours |
|---|---|---|---|---|
| DLAB | Data Literacy Accelerated Bootcamp | 305 | N/A | 305 |
| Total Hours | | 305 | N/A | 305 |
| **Associated Industry Certifications*:** MO-200: Microsoft Excel | | | | |

** 1 Examination voucher included. It is the student's responsibility to take all certification exams within twelve months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the school director.*

| | |
|---|---|
| **Program Fee*:** | **$15,000.00** |

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

**Class Schedule:** The time required to complete this course is 12 weeks. The program is offered as instructor-led virtual sessions that run 4 hours weekly from 8:00 am to 12:00 pm, Monday through Friday via 2x2 hour mentor led sessions (includes 20-25 minutes of scheduled breaks at the discretion of the instructor). During your class, you will be able to ask questions, get instant feedback from the instructor. In addition to classroom instruction, students are expected to spend 10 to 15 hours weekly on mini projects and the capstone practicum.

**Instructional Methods:** Virtual Live Instruction

**Class Dates:** Classes starting from 02/20/2023, new cohort every 6 weeks after

**See the school catalog for student technology requirements for online participation and school holidays and office hours.**

# DLAB: Data Literacy Accelerated Bootcamp Syllabus

**Subject Description:** Become a Data Professional in less than 3 months, without any prior experience required. We'll provide the tools, the training and the confidence you need to advance your career as a Data Specialist — and land the rewarding position you deserve.

**Subject Hours:**

| | Data Literacy Accelerated Bootcamp |
|---|---|
| Prep Work | 20 |
| Lecture | 75 |
| Reading Material | 80 |
| Assignments/Quiz | 50 |
| Capstone Projects | 80 |
| Labs | 0 |
| | |
| Total Hours | 305 |

**Prerequisites:** To ensure your success in this bootcamp, you should have experience with basic computer user skills, be able to complete tasks, be able to search for, browse, and access information on the Internet, and have basic knowledge of computing concepts.

**Objectives:**

- Conduct queries about data and look for trends, patterns and anomalies within it.
- Help businesses apply Data concepts and strategies
- Ensure the quality and accuracy of that data, then process, design, and present it in ways to help people, businesses, and organizations make better decisions.
- Data testing, create data policies and practices.

**Required textbook(s): N/A Instructional Methods:**

- Live instruction delivered virtually
- Projects assigned as out-of-class homework
- Capstone assigned as out-of-class homework
- Career Coaching

**Student/Instructional Ratios:** 10:1 **Materials and Media Refences: N/A Content Outline:**

| | |
|---|---|
| **Week 1** | Course 01: Introduction to data |
| **Week 2** | Course 02: Microsoft Office |

| | |
|---|---|
| **Week 3-4** | Course 03: Excel |
| **Week 5** | Course 04: "Soft Skills", Presenting & Writing Reports |
| **Week 6-7** | Course 05: "Soft Skills", Research |
| **Week 8** | Course 06: Basic Mathematics (with Excel) |
| **Week 9-10** | Course 07: Advanced Excel |
| **Week 11-12** | Course 08: Advanced Excel 2 |

**Grading and Certificate of Completion:** Grades are assessed based on the student's attendance, online lab completions, and offline projects.

90%+ A – Excellent
80-89.9% B – Good
70-79.9% C – Satisfactory
60-69.9% D – Below Average Below 60% F – Very Poor/Fail
I – Incomplete

- Attendance = 70% of grade
- Successful completion of labs = 15% of grade
- Projects/post-class assessment = 15% of grade

Upon program completion with a passing grade, students will receive a certificate of completion. Students are highly encouraged to take the industry-standard exam to receive a certification credential through the granting body or vendor.

**See the school catalog for student technology requirements for online participation and school holidays and office hours.**

# Data Science and Analytics Accelerated Bootcamp

**Admission Requirements**: High school diploma or equivalency and 18 years or older.

**Program Overview:** Data science and Analytics Accelerated Bootcamp is a job-ready training that truly masters you in the data science and data analytics field within 16 weeks. The program is rigorous and packed with challenges covering data science and analytics concepts, theories, and projects; for students to help them strengthen their capacities in diversified data analytics tools and coding languages. Our bootcamp program is scrutinized and designed with the right combination of tools and skills. You will learn fundamentals of data science, principles of machine learning, python programming, data analytics and data visualization.
You will also prepare for top industry certifications.

- Microsoft PL-300 (Power BI Analyst)
- Microsoft AZ-900 (Azure Fundamentals)
- Microsoft DP-900 (Azure Data Fundamentals)
- Microsoft DP-100 (Azure Data Scientist)

**Target Job Roles:** Data Storyteller, Data Scientist, Data Analyst Machine Learning Engineer

**Prerequisites:** No college degree or experience is required, but recommended candidates are career switchers with good mathematical & analytical skills working as a Business, Marketing, or Product Analyst, Research Assistant, or Accountant. This program is also recommended for existing Junior IT Professionals (Data Engineer, Database Administrator, or Data Analyst), or BS/MS Graduates in Computer Science, Statistics, Accounting and Finance or Mathematics

**Performance Objectives:**

- Explain the history of data science and its uses
- Explain concepts such as accuracy, precision as well as confidence correlation and causation
- Describe the history of machine learning, current applications, and basic models the students should know
- Identify and use essential Mathematical concepts required for Machine Learning.
- Visualize data using Power BI and Microsoft Excel
- Use Python, NumPy, Matplotlib, Seaborn and Pandas in the context of data analysis and machine learning.
- Query Data with SQL
- Identify and demonstrate the best practices around storytelling and datapresentations

**Program Outline:**

**CIP Number: 30.7001**

| Code | Course | Lecture | Lab | Total Hours |
|---|---|---|---|---|
| DSAAB | Data Science and Analytics Accelerated Bootcamp | 184 | 52 | 236 |
| Total Hours | | 184 | 52 | 236 |
| **Associated Industry Certifications*:** Microsoft PL-300 (Power BI Analyst), Microsoft AZ-900 (Azure Fundamentals), Microsoft DP-900 (Azure Data Fundamentals), Microsoft DP-100 (Azure Data Scientist) | | | | |

*It is the student's responsibility to take all certification exams within twelve months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the School Director.

| **Program Fee*:** | **$18,000** |
|---|---|

**(Inclusive of registration, tuition fee, 1 exam voucher, and curriculum guides)*

| **Cost per Single Subject*:** | **N/A** |
|---|---|

**The approximate time required to complete this course is 16 weeks.**

**Class Schedule:** The program is offered as instructor-led virtual sessions that run 18 hours weekly from 8:00 am to 12:00 pm, Monday through Friday (includes 20-25 minutes of scheduled breaks at the discretion of the instructor). During your class, you will be able to ask questions, get instant feedback from the instructor, and receive hands-on experience through specialized labs in which the instructor can assist you interactively. In addition to classroom instruction, students are expected to spend 10 to 15 hours weekly on mini projects and the capstone practicum.

**Class Dates:** The class begins on 3-20-2023 and ends on 6-23-23. Additional classes may be scheduled based on enrollment demand.

**See the school catalog for student technology requirements for online participation and school holidays and office hours.**

# DSAAB: Data Science and Analytics Accelerated Bootcamp Syllabus

**Subject Description:**

Data science and Analytics Accelerated Bootcamp is a job-ready training that truly masters you in the data science and data analytics field within 16 weeks. The program is rigorous and packed with challenges covering data science and analytics concepts, theories, and projects; for students to help them strengthen their capacities in diversified data analytics tools and coding languages. Our bootcamp program is scrutinized and designed with the right combination of tools and skills as listed below. You will learn fundamentals of data science, principles of machine learning, python programming, data analytics and data

visualization. You will also prepare for top industry certifications.

**Subject Hours:** 184 lecture / 52 lab / 236 total

Performance Objectives:

- Explain the history of data science and its uses
- Explain concepts such as accuracy, precision as well as confidence correlation and causation
- Describe the history of machine learning, current applications and basic models the students should know
- Identify and use essential Mathematical concepts required for Machine Learning.
- Visualize data using Power BI and Microsoft Excel
- Use Python, NumPy, Matplotlib, Seaborn and Pandas in the context of data analysis and machine learning.
- Query Data with SQL
- Identify and demonstrate the best practices around storytelling and data presentations

**Prerequisites:** No college degree or experience is required, but recommended candidates are career switchers with good mathematical & analytical skills working as a Business, Marketing, or Product Analyst, Research Assistant, or Accountant. Also recommended for existing Junior IT Professionals (Data Engineer, Database Administrator, or Data Analyst), or BS/MS Graduates in Computer Science, Statistics, Accounting and Finance or Mathematics.

Required Textbooks: None

**Instructional Methods:** Mentor-led cohorts (online) include the following learning experiences:

- Self-paced learning- Instructor/mentor will go over the topic in the scheduled session and the students will be required to go over the material on their own time
- Mentoring Sessions: Weekly sessions during which students seek assistance/help from the mentor on topics that they have been studying.
- Exercises: During the program, students will go through exercises based on real life examples/use cases. The results are discussed during the mentoring sessions.
- Hands On Labs: The program includes hands on labs. This will enable you to learn via exposure to a virtual lab environment which will help the student gain hands-on skills and a deeper understanding of the practical aspects of the program.
- Project (Graded): During the program, the student will have to complete multiple projects based on the topics they have been studying. Each project will be discussed during the mentoring sessions.
- Capstone Project (Graded): This activity is done around the end of the program where students put their learning into practice on a real-life project giving them hands on experience while testing their learning. Students need to pass this in order to graduate.

**Maximum Student: Instructor Ratio** 18:1

Materials and Media References

Customized online curriculum including official courseware from Microsoft

**Content Outline**

| |
|---|
| 1. Introduction to Data Science and Analytics |
| 2. Introduction to Mathematics for Data Science |

| |
|---|
| 3. Analyzing and Visualizing Data with Microsoft Excel |
| 4. Analyzing and Visualizing Data with Microsoft Power BI |
| 5. Exploratory Data Analysis: 1st Data Science Project |
| 6. Introduction to Python for Data Science |
| 7. Essential Math for Machine Learning: Python Edition |
| 8. Data Science Research Methods: Python Edition |
| 9. Application of Machine Learning: Python Implementation |
| 10. Machine Learning: 2nd Data Science Project |
| 11. Querying Data with SQL |
| 12. Data Presentation and Visualization |
| 13. Data Querying and Cleaning: 3rd Data Science Project |
| 14. Ethics and Law in Data & Analytics |
| 15. Analytics Storytelling for Impact |
| 16. Capstone Project: Analyzing the COVID-19 Pandemic |

**Grading and Certificate of Completion:** Grades are assessed based on the student's attendance, online lab completions, and offline projects.

| | |
|---|---|
| 90%+ | A – Excellent |
| 80-89.9% | B – Good |
| 70-79.9% | C – Satisfactory |
| 60-69.9% | D – Below Average |
| Below 60% | F – Very Poor/Fail I –Incomplete |

- Attendance = 75% of grade
- Successful completion of labs = 15% of grade
- Projects/post-class assessment = 10% of grade

Upon program completion with a passing grade, students will receive a certificate of completion. Students are highly encouraged to take the industry-standard exam to receive a certification credential through the granting body or vendor.

**See the school catalog for student technology requirements for online participation and school holidays and office hours.**

# DATA ANALYTICS AND VISUALIZATION BOOTCAMP (part-time)

### Admission Requirements:

Students must be 18 years of age or older at the time of enrollment, must present a valid ID for verification, and must present evidence of completing high school or high school equivalency.

### Program Description:

This is an online 18-week program paired with live instructor-led sessions. Students will attend courses and apply their learning to successfully complete projects that address different Data analytics and Visualization topics. The bootcamp will end with a capstone project where you will apply your learnings to real-life data analytics challenges. The program modality is distance education.

### Prerequisites:

To ensure your success in this bootcamp, you should possess a fundamental understanding of basic computer operations, such as file management (ability to create, rename, move, and delete files and folders), software installation (proficiency in installing and uninstalling software is essential, this includes understanding the process of downloading software, running installation wizards, and managing software updates.), and system navigation (ability to navigate the operating system interface with ease).

### Program Outline:

CIP Number: 15.2051

| Code | Course | Lecture | Lab | Total Hours |
|---|---|---|---|---|
| DAVBCPT | Data Analytics and Visualization Bootcamp (Part-time) | 95 | 24 | 119 |
| | Total Hours | 95 | 24 | 119 |
| **Associated Industry Certifications***: Program helps student prepare to sit for this exam: Microsoft Certified: Power BI Data Analyst Associate [Exam code:PL-300] | | | | |

**1 Examination voucher included. It is the student's responsibility to take all certification exams within twelve months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the school director.*

| **Program Fee*:** | **$7,900.00** |
|---|---|

**(Inclusive of registration, tuition fee, exam cost, curriculum book)*

| **Cost per Single Subject:** | **N/A** |
|---|---|

**The approximate time required to complete this course is 18 weeks.**

### Class Schedule

All programs are offered on-demand with optional weekly hours with course mentors. Students may access their program and complete coursework at any time within their enrollment term.

### Class Start Dates:

This Bootcamp Program is run true cohorts that have pre-scheduled start and expected end dates as listed below. Please note that bootcamps with enrollments of less than five will be cancelled; students will choose to either join the most recent existing cohort or to wait for the next scheduled cohort.

**Bootcamps start dates are listed below**:

**Data Analytics and Visualization Bootcamp:**
Cohort Start and End Date: 6/10/2024- 10/13/2024

**Subject Descriptions:**

**DAVBCPT – Data analytics and Visualization Bootcamp (Part-time) Syllabus**
Students will gain proficiency in the data analysis process, from data gathering to sharing insights, utilizing tools like Excel and Python for data cleaning, transformation, and analysis, develop interactive dashboards and reports using Excel and Power BI, enabling data-driven decision-making based on quantitative insight, acquire essential skills in Python programming, including variables, data types, operators, and leveraging built-in modules and libraries for extended functionality, learn SQL querying techniques for efficient data retrieval, modification, and structured data organization to maintain integrity.

**Introduction to Data science and Analytics**
The course will enable the student to learn the fundamentals of the data analysis process: gathering, cleaning, analyzing, and sharing insights.

**Analyzing and Visualizing Data with Excel**
In this course students will gain proficiency in cleaning and transforming raw data using Excel's built-in functions and tools, design and build interactive dashboards using Excel, and make data-driven decisions based on quantitative insights derived from their analyses.

**Python basics**
In this course, students will learn about essential building blocks of Python, including variables, data types (such as integers, floats, strings, and lists), and basic operators, along with creating reusable code blocks, pass arguments, and return values, utilizing Python's built-in modules and libraries for extended functionality.

**Analyzing and Visualizing Data with Power BI (PL-300)**
Students will gain skills in creating efficient data models in Power BI, including relationships, calculated columns, and measures, designing interactive reports using Power BI visuals, filters, and bookmarks, writing Data Analysis Expressions (DAX) formulas for custom calculations and aggregations, and publishing Power BI reports to the cloud and securely sharing them with stakeholders.

**Querying Data with SQL**
Students will learn querying and retrieving relevant information efficiently, modifying data using SQL statements like INSERT, UPDATE, and DELETE while practicing altering database records while maintaining data integrity, and understanding the importance of structured data organization for efficient querying.

**Microsoft Fabrics**
Students will focus on data preparation, transformation, and orchestration within the *Lakehouse* environment, and will learn to visualize and present insights from cleaned data, showcasing the latest data figures and trends.

**Exam preparation for Microsoft Power BI Data Analyst (PL-300)**

The Microsoft Power BI Data Analyst (PL-300) Prep Course, prepares the students to take the official industry recognized certification exam. The learning outcomes consist of learning individuals the skills to create efficient data models in Power BI, including relationships, calculated columns, and measures, designing interactive reports using Power BI visuals, filters, and bookmarks, writing Data Analysis Expressions (DAX) formulas for custom calculations and aggregations, and publishing Power BI reports to the cloud and securely sharing them

with stakeholders.

# DAVBCPT – Data Analytics and Visualization Bootcamp (Part-time) Syllabus

## Subject Description:

The Data Analytics and Visualization Bootcamp (Part-time) is an immersive 18-week training program with a focus on creating the next generation of data analysis professionals. You will attend courses and apply your learning to successfully complete projects that address different data analytics and visualization topics. The bootcamp will end with a capstone project where you will apply your learnings to real life data analysis challenges. Students will also have access to live Coaching sessions by industry veterans to further their learnings from this bootcamp.

Graduates of this program will learn critical skills for different data analytics and visualization careers and will have access to career services throughout the program.

## Subject Hours:

Lecture-95 Lab-24 Total-119

**Prerequisites:**

To ensure your success in this bootcamp, you should possess a fundamental understanding of basic computer operations, such as file management (ability to create, rename, move, and delete files and folders), software installation (proficiency in installing and uninstalling software is essential, this includes understanding the process of downloading software, running installation wizards, and managing software updates.), and system navigation (ability to navigate the operating system interface with ease).

**System Prerequisites:**

- Intel i3 processor or better, 64 bit.
- 8GB RAM memory (16GB highly recommended)
- 100GB of available main drive space (not USB or external)
- Windows 10/11 (Home or Pro) (not S mode)
- Key note: labs do not support Apple M1 chip

## Performance Objectives:

### INTRODUCTION TO DATA SCIENCE AND ANALYTICS

In this course, we provide an introduction to both Data Science and Analytics, covering foundational concepts and methodologies from data collection to analysis, alongside an overview of statistics, essential for understanding and interpreting data across various domains

**Key Components:**

- Introduction to Data Science and analytics
- Introduction to Statistics

### ANALYZING AND VISUALIZING DATA WITH EXCEL

This course provides comprehensive introduction to Excel, covering everything from learning the basics and using formulas to importing and analyzing data, and finally, plotting data within Excel.

**Key Components:**

- Introduction to Excel
- Learning the Basics
- Using Formulas in Excel
- Importing and Analyzing Data
- Plotting in Excel

## PYTHON BASICS

In this Python course, we provide a thorough introduction covering language fundamentals, functions, exception handling, data structures, object-oriented programming, interacting with files and directories, as well as modules and packages.

**Key Components:**

- Introduction to Python
- Language Fundamentals
- Functions
- Exception Handling
- Data Structures
- Object Oriented Programming
- Interacting with Files and Directories
- Module and Packages

## CAREER SIMULATION 1

In Career Simulation 1, students will embark on developing an exploratory data analysis report using Excel. The objective is to simulate the role of a data analyst, where students will utilize Python to extract data from external files (such as CSV, JSON, or databases) and prepare it for analysis within Excel.

**Key Components:**

1. **Data Extraction and Preparation:**

- Utilize Python to extract data from external sources, such as CSV, JSON, or databases.
- Clean and preprocess the data as necessary, handling missing values, outliers, and formatting issues.

2. **Excel Data Analysis:**

- Import the prepared data into Excel for further analysis.
- Conduct exploratory data analysis (EDA) using Excel's built-in features and functionalities.
- Generate descriptive statistics, visualizations, and insights to understand the underlying patterns and trends in the data.

3. **Report Generation:**

- Compile the findings of the exploratory data analysis into a comprehensive report format.
- Structure the report with clear sections, including an introduction, data description, analysis methodology, results, and conclusions.
- Present the insights and observations derived from the analysis in a clear and concise manner, with supporting visualizations and interpretations

In career simulation 1, by following this steps, students will gain hands-on experience in conducting exploratory data analysis using Excel and Python, simulating the workflow of a data scientist in real-world scenarios.

**ANALYZING AND VISUALIZING DATA WITH POWER BI (PL-300)**

Throughout this program, students will dive into the world of data analytics using Microsoft Power BI, a powerful tool for transforming raw data into insightful visualizations and actionable insights. From data preparation to dashboard creation, this course will equip students with the skills needed to harness the full potential of Power BI for effective data analysis and visualization.

**Key Components:**

- Getting Started with Microsoft Data Analytics
- Prepare Data in Power BI
- Cleaning, Transforming, and Loading Data
- Design a Data Model in Power BI
- Create Model Calculations using DAX in Power BI
- Optimize Model Performance
- Create Reports
- Create Dashboards
- Identify Patterns and Trends
- Create and Manage Workspaces
- Manage Files and Datasets in Power BI
- Row-level Security

**QUERYING DATA WITH SQL**

Structured Query Language (SQL), a powerful tool for managing and manipulating relational databases. From introductory concepts to advanced functions, this course will provide students with the skills needed to navigate and utilize SQL effectively for data querying and manipulation.

**Key Components:**

- Introduction to SQL
- More SQL: Intermediate Functions
- SQL: Output Control
- SQL: Table Modification
- SQL: Common Table Expressions

**CAREER SIMULATION 2**

In this project as Data Analyst, students are required to transform and prepare raw data using SQL for analysis and

create compelling visualizations using Power BI. As a Data Analyst students need to present insights from cleaned data through interactive reports and dashboards.

**Key Components:**

1. **Data Transformation with SQL:**

- Use SQL queries to transform and prepare raw data for analysis.
- Apply data cleaning techniques to ensure data integrity and consistency.
- Perform necessary data transformations such as filtering, aggregating, and joining tables to prepare the data for visualization.

2. **Creating Visualizations with Power BI:**

- Import the cleaned data into Power BI Desktop.
- Design and create interactive reports and dashboards using Power BI visuals.
- Utilize Power BI features such as filters, slicers, and drill-down capabilities to enhance the interactivity of the reports.

3. **Presenting Insights and Analysis:**

- Analyze the transformed data to derive meaningful insights and trends.
- Develop a narrative around the insights obtained and craft a compelling story for presentation.
- Present the insights through visually appealing and informative reports and dashboards, highlighting key findings and recommendations to stakeholders

In this Career Simulation 2 students will demonstrate essential skills in data preparation, analysis, and presentation. By presenting insights through interactive reports and dashboards, students have effectively communicated meaningful findings to stakeholders. This project has provided valuable hands-on experience in the key tasks and responsibilities of a Data Analyst.

**MICROSOFT FABRICS**

IN this course, students will learn how to build a workspace and a lakehouse in Fabric, create dataflows and load dataflows to the Fabric model. They will go over creating notebooks, uploading data to them, and using them to build visuals and AI models, and much more.

**Key Components:**

- Introduction to Microsoft Power Platform
- Understanding Canvas Apps and Model-driven Apps
- Building Canvas Apps with Power Apps
- Designing Model-driven Apps with Power Apps
- Integrating Data Sources and Services
- Automating Business Processes with Power Automate
- Building Reports and Dashboards with Power BI
- Creating Chatbots with Power Virtual Agents
- Advanced Topics and Customization in Power Platform
- Deployment and Governance in Power Platform

**FINAL CAREER SIMULATION**

In this final project students are required to work as a team of Data Scientists and Analysts to clean and preprocess raw data, ensuring consistency and accuracy, they'll collaborate on data quality checks, handling missing values, and standardizing formats. The team will collaboratively create compelling visualization and reports and present findings accordingly.

**Key Components:**

1. **Data Cleaning and Preprocessing**
2. **Collaborative Visualization and Reporting**
3. **Presentation of Findings**

Through this collaborative project, students have gained valuable experience in teamwork, data cleaning, preprocessing, visualization, and presentation skills. By working together as a team of Data Scientists and Analysts, they have successfully cleaned and preprocessed raw data, created compelling visualizations and reports, and presented their findings effectively to stakeholders. This project has not only reinforced their technical skills but also enhanced their ability to collaborate and communicate as part of a data-driven team. Overall, the outcomes of this project demonstrate the students' readiness to tackle real-world data analysis challenges in professional settings.

**EXAM PREPARATION FOR MICROSOFT POWER BI DATA ANALYST (PL-300)**

In the culminating segment of this course, students will engage in simulated Microsoft Power BI Data Analyst (PL-300) Exams, complemented by study tips aimed at facilitating the acquisition of the Microsoft Power BI Data Analyst (PL-300) credential. Under the guidance of our experienced instructors, students will systematically review and reinforce their understanding of key examination topics.

A series of mock exams for the Microsoft Power BI Data Analyst (PL-300) certification will be at student disposal. These mock exams are designed to emulate the actual exam conditions, providing a comprehensive and immersive experience to enhance students preparedness.

**Required Textbooks:** N/A

Instructional Methods: **1. Lecture 2. Laboratory**

Maximum Student: Instructor Ratio: **18 : 1**

Materials and Media References:
Online supporting materials from Microsoft official website

## Content Outline by Lesson:

1. Introduction to Data science and Analytics
2. Analyzing and Visualizing Data with Excel
3. Python basics
4. Analyzing and Visualizing Data with Power BI (PL-300)
5. Querying Data with SQL
6. Microsoft Fabrics
6. Exam preparation for Microsoft Power BI Data Analyst (PL-300)

**Grading and Certificate of Completion** are assessed based on the student's attendance, online lab

completions, and offline projects. To successfully graduate from the bootcamp, students need to fulfill the following criteria:

a. 50% program/course completion (video content, labs and other supporting materials) in the student dashboard (LMS)
b. 70% attendance in the live mentoring sessions
c. Successfully pass Assessments/Quizzes (Knowledge Test) after each course (if applicable)
d. Successfully complete and pass all the Career simulations (Projects)
    I. Criteria for Career simulations (Projects):
        i. Technical Skills Evaluation (successful development of the project)
        ii. Written Project Questions answers (if applicable)
        iii. Presentation development (if applicable)
        iv. Complete all additional tasks (if applicable)
        v. Presentation Execution (if applicable)

Upon program completion with passing all the graduation criteria mentioned above, students will receive a certificate of completion. Students are highly encouraged to take the industry-standard exam to receive a certification credential through the granting body or vendor.

**See the school catalog for student technology requirements for online participation and school holiday and office hours.**

# DATA ANALYTICS AND VISUALIZATION BOOTCAMP (FULL-time)

### Admission Requirements:

Students must be 18 years of age or older at the time of enrollment, must present a valid ID for verification, and must present evidence of completing high school or high school equivalency.

### Program Description:

This is an online instructor-led 10-week program. Students will attend courses and apply their learning to successfully complete projects that address different Data analytics and Visualization topics. The bootcamp will end with a capstone project where you will apply your learnings to real-life data analytics challenges. The program modality is distance education as VILT (Virtual instructor led training) set up.

### Prerequisites:

To ensure your success in this bootcamp, you should possess a fundamental understanding of basic computer operations, such as file management (ability to create, rename, move, and delete files and folders), software installation (proficiency in installing and uninstalling software is essential, this includes understanding the process of downloading software, running installation wizards, and managing software updates.), and system navigation (ability to navigate the operating system interface with ease).

### Program Outline:

CIP Number: 15.2051

| Code | Course | Lecture | Lab | Total Hours |
|---|---|---|---|---|
| DAVBCPT | Data Analytics and Visualization Bootcamp (Full-time) | 248 | 24 | 272 |
| | Total Hours | 248 | 24 | 272 |
| **Associated Industry Certifications***: Program helps student prepare to sit for this exam: Microsoft Certified: Power BI Data Analyst Associate [Exam code:PL-300] | | | | |

**1 Examination voucher included. It is the student's responsibility to take all certification exams within twelve months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the school director.*

| | |
|---|---|
| **Program Fee*:** | **$12,000.00** |

**(Inclusive of registration, tuition fee, exam cost, curriculum book)*

| | |
|---|---|
| **Cost per Single Subject:** | **N/A** |

**The approximate time required to complete this course is 10 weeks.**

**The program is offered as:**

**Instructor-led virtual sessions** that run 40 hours weekly from 8:00 am to 16:00 pm, Monday through Friday (includes 20-25 minutes of scheduled breaks at the discretion of the instructor). In addition to classroom instruction, students are expected to spend 10 to 15 hours weekly on mini projects and the capstone practicum.

**Class Start Dates:**

This Bootcamp Program is run in cohorts that have pre-scheduled start and expected end dates as listed below. Please note that bootcamps with enrollments of less than five will be cancelled; students will choose to either join the most recent existing cohort or to wait for the next scheduled cohort.

**Bootcamps start dates are listed below**:

**Data Analytics and Visualization Bootcamp:**
Cohort Start and End Date: 5/20/2024- 7/28/2024

**Subject Descriptions:**

**DAVBCPT – Data analytics and Visualization Bootcamp (Part-time) Syllabus**
Students will gain proficiency in the data analysis process, from data gathering to sharing insights, utilizing tools like Excel and Python for data cleaning, transformation, and analysis, develop interactive dashboards and reports using Excel and Power BI, enabling data-driven decision-making based on quantitative insight, acquire essential skills in Python programming, including variables, data types, operators, and leveraging built-in modules and libraries for extended functionality, learn SQL querying techniques for efficient data retrieval, modification, and structured data organization to maintain integrity.

**Introduction to Data science and Analytics**
The course will enable the student to learn the fundamentals of the data analysis process: gathering, cleaning, analyzing, and sharing insights.

**Analyzing and Visualizing Data with Excel**
In this course students will gain proficiency in cleaning and transforming raw data using Excel's built-in functions and tools, design and build interactive dashboards using Excel, and make data-driven decisions based on quantitative insights derived from their analyses.

**Python basics**
In this course, students will learn about essential building blocks of Python, including variables, data types (such as integers, floats, strings, and lists), and basic operators, along with creating reusable code blocks, pass arguments, and return values, utilizing Python's built-in modules and libraries for extended functionality.

**Analyzing and Visualizing Data with Power BI (PL-300)**
Students will gain skills in creating efficient data models in Power BI, including relationships, calculated columns, and measures, designing interactive reports using Power BI visuals, filters, and bookmarks, writing Data Analysis Expressions (DAX) formulas for custom calculations and aggregations, and publishing Power BI reports to the cloud and securely sharing them with stakeholders.

**Querying Data with SQL**
Students will learn querying and retrieving relevant information efficiently, modifying data using SQL statements like INSERT, UPDATE, and DELETE while practicing altering database records while maintaining data integrity, and understanding the importance of structured data organization for efficient querying.

**Microsoft Fabrics**
Students will focus on data preparation, transformation, and orchestration within the *Lakehouse* environment, and will learn to visualize and present insights from cleaned data, showcasing the latest data figures and trends.

**Exam preparation for Microsoft Power BI Data Analyst (PL-300)**

The Microsoft Power BI Data Analyst (PL-300) Prep Course, prepares the students to take the official industry recognized certification exam. The learning outcomes consist of learning individuals the skills to create efficient data models in Power BI, including relationships, calculated columns, and measures, designing interactive reports using Power BI visuals, filters, and bookmarks, writing Data Analysis Expressions (DAX) formulas for

custom calculations and aggregations, and publishing Power BI reports to the cloud and securely sharing them with stakeholders.

# DAVBCPT – Data Analytics and Visualization Bootcamp (Full-time) Syllabus

### Subject Description:

The Data Analytics and Visualization Bootcamp (Full-time) is an immersive 10-week training program with a focus on creating the next generation of data analysis professionals. You will attend courses and apply your learning to successfully complete projects that address different data analytics and visualization topics. The bootcamp will end with a capstone project where you will apply your learnings to real life data analysis challenges. Students will also have access to live Coaching sessions by industry veterans to further their learnings from this bootcamp.

Graduates of this program will learn critical skills for different data analytics and visualization careers and will have access to career services throughout the program.

### Subject Hours:

Lecture-248 Lab-24 Total-272

**Prerequisites:**

To ensure your success in this bootcamp, you should possess a fundamental understanding of basic computer operations, such as file management (ability to create, rename, move, and delete files and folders), software installation (proficiency in installing and uninstalling software is essential, this includes understanding the process of downloading software, running installation wizards, and managing software updates.), and system navigation (ability to navigate the operating system interface with ease).

**System Prerequisites:**

- Intel i3 processor or better, 64 bit.
- 8GB RAM memory (16GB highly recommended)
- 100GB of available main drive space (not USB or external)
- Windows 10/11 (Home or Pro) (not S mode)
- Key note: labs do not support Apple M1 chip

### Performance Objectives:

## INTRODUCTION TO DATA SCIENCE AND ANALYTICS

In this course, we provide an introduction to both Data Science and Analytics, covering foundational concepts and methodologies from data collection to analysis, alongside an overview of statistics, essential for understanding and interpreting data across various domains

**Key Components:**

- Introduction to Data Science and analytics
- Introduction to Statistics

## ANALYZING AND VISUALIZING DATA WITH EXCEL

This course provides comprehensive introduction to Excel, covering everything from learning the basics and using formulas to importing and analyzing data, and finally, plotting data within Excel.

**Key Components:**

- Introduction to Excel
- Learning the Basics
- Using Formulas in Excel
- Importing and Analyzing Data
- Plotting in Excel

## PYTHON BASICS

In this Python course, we provide a thorough introduction covering language fundamentals, functions, exception handling, data structures, object-oriented programming, interacting with files and directories, as well as modules and packages.

**Key Components:**

- Introduction to Python
- Language Fundamentals
- Functions
- Exception Handling
- Data Structures
- Object Oriented Programming
- Interacting with Files and Directories
- Module and Packages

## CAREER SIMULATION 1

In Career Simulation 1, students will embark on developing an exploratory data analysis report using Excel. The objective is to simulate the role of a data analyst, where students will utilize Python to extract data from external files (such as CSV, JSON, or databases) and prepare it for analysis within Excel.

**Key Components:**

1. **Data Extraction and Preparation:**

- Utilize Python to extract data from external sources, such as CSV, JSON, or databases.
- Clean and preprocess the data as necessary, handling missing values, outliers, and formatting issues.

2. **Excel Data Analysis:**

- Import the prepared data into Excel for further analysis.
- Conduct exploratory data analysis (EDA) using Excel's built-in features and functionalities.
- Generate descriptive statistics, visualizations, and insights to understand the underlying patterns and trends in the data.

3. **Report Generation:**

- Compile the findings of the exploratory data analysis into a comprehensive report format.
- Structure the report with clear sections, including an introduction, data description, analysis methodology, results, and conclusions.
- Present the insights and observations derived from the analysis in a clear and concise manner, with supporting visualizations and interpretations

In career simulation 1, by following this steps, students will gain hands-on experience in conducting exploratory data analysis using Excel and Python, simulating the workflow of a data scientist in real-world scenarios.

**ANALYZING AND VISUALIZING DATA WITH POWER BI (PL-300)**

Throughout this program, students will dive into the world of data analytics using Microsoft Power BI, a powerful tool for transforming raw data into insightful visualizations and actionable insights. From data preparation to dashboard creation, this course will equip students with the skills needed to harness the full potential of Power BI for effective data analysis and visualization.

**Key Components:**

- Getting Started with Microsoft Data Analytics
- Prepare Data in Power BI
- Cleaning, Transforming, and Loading Data
- Design a Data Model in Power BI
- Create Model Calculations using DAX in Power BI
- Optimize Model Performance
- Create Reports
- Create Dashboards
- Identify Patterns and Trends
- Create and Manage Workspaces
- Manage Files and Datasets in Power BI
- Row-level Security

**QUERYING DATA WITH SQL**

Structured Query Language (SQL), a powerful tool for managing and manipulating relational databases. From introductory concepts to advanced functions, this course will provide students with the skills needed to navigate and utilize SQL effectively for data querying and manipulation.

**Key Components:**

- Introduction to SQL
- More SQL: Intermediate Functions
- SQL: Output Control
- SQL: Table Modification
- SQL: Common Table Expressions

**CAREER SIMULATION 2**

In this project as Data Analyst, students are required to transform and prepare raw data using SQL for analysis and create compelling visualizations using Power BI. As a Data Analyst students need to present insights from cleaned data through interactive reports and dashboards.

**Key Components:**

1. **Data Transformation with SQL:**

- Use SQL queries to transform and prepare raw data for analysis.
- Apply data cleaning techniques to ensure data integrity and consistency.
- Perform necessary data transformations such as filtering, aggregating, and joining tables to prepare the data for visualization.

2. **Creating Visualizations with Power BI:**

- Import the cleaned data into Power BI Desktop.
- Design and create interactive reports and dashboards using Power BI visuals.
- Utilize Power BI features such as filters, slicers, and drill-down capabilities to enhance the interactivity of the reports.

3. **Presenting Insights and Analysis:**

- Analyze the transformed data to derive meaningful insights and trends.
- Develop a narrative around the insights obtained and craft a compelling story for presentation.
- Present the insights through visually appealing and informative reports and dashboards, highlighting key findings and recommendations to stakeholders

In this Career Simulation 2 students will demonstrate essential skills in data preparation, analysis, and presentation. By presenting insights through interactive reports and dashboards, students have effectively communicated meaningful findings to stakeholders. This project has provided valuable hands-on experience in the key tasks and responsibilities of a Data Analyst.

**MICROSOFT FABRICS**

IN this course, students will learn how to build a workspace and a lakehouse in Fabric, create dataflows and load dataflows to the Fabric model. They will go over creating notebooks, uploading data to them, and using them to build visuals and AI models, and much more.

**Key Components:**

- Introduction to Microsoft Power Platform
- Understanding Canvas Apps and Model-driven Apps
- Building Canvas Apps with Power Apps
- Designing Model-driven Apps with Power Apps
- Integrating Data Sources and Services
- Automating Business Processes with Power Automate
- Building Reports and Dashboards with Power BI
- Creating Chatbots with Power Virtual Agents
- Advanced Topics and Customization in Power Platform
- Deployment and Governance in Power Platform

**FINAL CAREER SIMULATION**

In this final project students are required to work as a team of Data Scientists and Analysts to clean and preprocess raw data, ensuring consistency and accuracy, they'll collaborate on data quality checks, handling missing values, and standardizing formats. The team will collaboratively create compelling visualization and reports and present findings accordingly.

**Key Components:**

1. **Data Cleaning and Preprocessing**
2. **Collaborative Visualization and Reporting**
3. **Presentation of Findings**

Through this collaborative project, students have gained valuable experience in teamwork, data cleaning, preprocessing, visualization, and presentation skills. By working together as a team of Data Scientists and Analysts, they have successfully cleaned and preprocessed raw data, created compelling visualizations and reports, and presented their findings effectively to stakeholders. This project has not only reinforced their technical skills but also enhanced their ability to collaborate and communicate as part of a data-driven team. Overall, the outcomes of this project demonstrate the students' readiness to tackle real-world data analysis challenges in professional settings.

**EXAM PREPARATION FOR MICROSOFT POWER BI DATA ANALYST (PL-300)**

In the culminating segment of this course, students will engage in simulated Microsoft Power BI Data Analyst (PL-300) Exams, complemented by study tips aimed at facilitating the acquisition of the Microsoft Power BI Data Analyst (PL-300) credential. Under the guidance of our experienced instructors, students will systematically review and reinforce their understanding of key examination topics.

A series of mock exams for the Microsoft Power BI Data Analyst (PL-300) certification will be at student disposal. These mock exams are designed to emulate the actual exam conditions, providing a comprehensive and immersive experience to enhance students preparedness.

**Required Textbooks:** N/A

Instructional Methods: **1. Lecture 2. Laboratory**

Maximum Student: Instructor Ratio: **18 : 1**

Materials and Media References:
Online supporting materials from Microsoft official website

## Content Outline by Lesson:

1. Introduction to Data science and Analytics
2. Analyzing and Visualizing Data with Excel
3. Python basics
4. Analyzing and Visualizing Data with Power BI (PL-300)
5. Querying Data with SQL
6. Microsoft Fabrics
6. Exam preparation for Microsoft Power BI Data Analyst (PL-300)

**Grading and Certificate of Completion** are assessed based on the student's attendance, online lab completions, and offline projects. To successfully graduate from the bootcamp, students need to fulfill the following criteria:

a. 50% program/course completion (video content, labs and other supporting materials) in the student dashboard (LMS)
b. 70% attendance in the live mentoring sessions
c. Successfully pass Assessments/Quizzes (Knowledge Test) after each course (if applicable)
d. Successfully complete and pass all the Career simulations (Projects)
    I. Criteria for Career simulations (Projects):
        i. Technical Skills Evaluation (successful development of the project)
        ii. Written Project Questions answers (if applicable)
        iii. Presentation development (if applicable)
        iv. Complete all additional tasks (if applicable)
        v. Presentation Execution (if applicable)

Upon program completion with passing all the graduation criteria mentioned above, students will receive a certificate of completion. Students are highly encouraged to take the industry-standard exam to receive a certification credential through the granting body or vendor.

**See the school catalog for student technology requirements for online participation and school holiday and office hours.**

# Dental Assistant Bootcamp

**Admission Requirements:** Students must have HS Diploma or GED and must be 18 years of age or older at the time of enrollment and must present a valid ID for verification.

**Program Description:** The goal of the dental assistant program is to provide the foundational knowledge and skills needed to support dentists and dental hygienists in a dental office. Curriculum with includes foundational knowledge on oral health and prevention of dental disease, patient information and administrative tasks, dental materials, professional skills and radiographic imaging.

**Pre-Requisites:** To ensure your success in this bootcamp, you should have experience with basic computer user skills, be able to complete tasks, be able to search for, browse, and access information on the Internet, and have basic knowledge of computing concepts

**Objectives:**

- Learn the history, ethics, and legal aspects of dentistry.
- Understand general anatomy, physiology, and oral embryology.
- Develop knowledge of oral health and disease prevention.
- Learn about microbiology, infection prevention, and sterilization.
- Gain knowledge about occupational health and safety in dentistry.
- Master patient assessment, diagnosis, and treatment planning.
- Understand the fundamentals of clinical dentistry.
- Gain expertise in radiographic imaging and radiation safety.
- Learn about dental materials and laboratory procedures.
- Acquire skills in comprehensive dental care and administration.

**Program Outline**

| Content | Number of hours |
|---|---|
| **Module 1: The Dental Assisting Profession**<br><br>History of Dentistry<br>The Professional Dental Assistant The Dental Healthcare Team Dental Ethics<br>Dentistry and the Law | 8 |

| | |
|---|---|
| **Module 2: Sciences in Dentistry**<br>General Anatomy General Physiology<br>Oral Embryology and Histology- Module 1, Lesson 1 and Lesson 2<br>Head and Neck Anatomy- Module 2, Lesson 1, 2, 3, 4<br>Landmarks of the Face and Oral Cavity-<br>Overview of the Dentitions- Module 3, Lesson 1, Tooth Morphology | 10 |
| **Module 3: Oral Health and Prevention of Dental Disease**<br>Dental Caries Periodontal Disease Preventive Dentistry Nutrition<br>Oral Pathology | 10 |
| **Module 4: Infection Prevention in Dentistry**<br>Microbiology<br>Disease Transmission and Infection Prevention Principles and Techniques of Disinfection<br>Principles and Techniques of Instrument Processing and Sterilization | 12 |
| **Module 5: Occupational Health and Safety**<br>Regulatory and Advisory Agencies Chemical and Waste Management Dental Unit Waterlines Ergonomics | 10 |
| **Module 6: Patient Information and Assessment**<br>The Patient's Dental Record Vital Signs<br>Oral Diagnosis and Treatment Planning<br>The Special Needs and Medically Compromised Patient<br>Principles of Pharmacology<br>Assisting in a Medical Emergency | 12 |
| **Module 7: Foundation of Clinical Dentistry**<br>The Dental Office Delivering Dental Care Dental Hand Instruments<br>Dental Handpieces and Accessories Moisture Control<br>Anesthesia and Pain Control | 12 |
| **Module 8: Radiographic Imaging**<br>Foundations of Radiography, Radiographic Equipment, and Radiation Safety<br>Digital Imaging, Dental Film, and Processing Radiographs<br>Legal Issues, Quality Assurance, and Infection Prevention<br>Intraoral Imaging<br>Extraoral Imaging | 12 |

| | |
|---|---|
| **Module 9: Dental Materials**<br>Restorative and Esthetic Dental Materials Dental Liners, Bases, and Bonding Systems Dental Cements Impression Materials and Techniques Laboratory Materials and Procedures | 10 |
| **Module 10: Assisting in Comprehensive Dental Care**<br>General Dentistry<br>Matrix Systems for Restorative Dentistry Fixed Prosthodontics<br>Provisional Coverage Removable Prosthodontics Dental Implants Endodontics<br>Periodontics<br>Oral and Maxillofacial Surgery Pediatric Dentistry<br>Coronal Polishing Dental Sealants Orthodontics | 12 |
| **Module 11: Dental Administration and Communication Skills**<br>Communication in the Dental Office Business Operating Systems<br>Financial Management in the Dental Office: Module 42<br>Marketing Your Skills | 10 |
| **1:1 Coaching Sessions** | 3 |
| **Certification Prep and Clinical Skills Checklists** | 12 |
| **Didactic Hours** | 133 |
| **Clinical Externship (Optional)** | 120 |
| **TOTAL HOURS** | 253 |

*It is the student's responsibility to take all certification exams within twelve months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the School Director.

**The approximate time required to complete this course is 16 weeks.**

**CIP Number: 51.0601**

| Code | Course | Self-Paced | Clinical Externship Optional | Total Hours |
|---|---|---|---|---|
| DAB | Dental Assistant Bootcamp | 133 | 120 | 253 |
| Total Hours | | 133 | 120 | 253 |

**Associated Industry Certifications*:** Upon completion, student will be eligible to sit for the Registered Dental Assistant (RDA) certification exam with American Medical Technologists (AMT)

** 1 Examination voucher included. It is the student's responsibility to take all certification exams within twelve months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the school director.*

| | |
|---|---|
| **Program Fee*:** | **$3,450.00** |

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

**Class Schedule**
All programs are offered online self-paced. Students will schedule five (5) virtual mentoring sessions with a coach

**Instructional Method**
Online, self-paced
Clinical externships are not required for completion of program or certification, but externship support will be provided as needed as part of any employer partnerships

**Class Dates**
Students may enroll and begin classes at any time. The start date is officially the date the enrollment agreement is accepted.

**See the school catalog for student technology requirements for online participation and school holidays and office hours.**

# DAB: Dental Assistant Bootcamp Syllabus

**Subject Description:**
The goal of the dental assistant program is to provide the foundational knowledge and skills needed to support dentists and dental hygienists in a dental office. Curriculum with includes foundational knowledge on oral health and prevention of dental disease, patient information and administrative tasks, dental materials, professional skills and radiographic imaging.

**Subject Hours:**
253 Hours / 16 Weeks

**Pre-Requisites:**
To ensure your success in this bootcamp, you should have experience with basic computer user skills, be able to complete tasks, be able to search for, browse, and access information on the Internet, and have basic knowledge of computing concepts

**Objectives:**
- Learn the history, ethics, and legal aspects of dentistry.
- Understand general anatomy, physiology, and oral embryology.
- Develop knowledge of oral health and disease prevention.
- Learn about microbiology, infection prevention, and sterilization.
- Gain knowledge about occupational health and safety in dentistry.

- Master patient assessment, diagnosis, and treatment planning.
- Understand the fundamentals of clinical dentistry.
- Gain expertise in radiographic imaging and radiation safety.
- Learn about dental materials and laboratory procedures.
- Acquire skills in comprehensive dental care and administration.

**Required textbook(s):**
Elsevier - Modern Dental Assisting, 13th Edition

**Instructional Method**
Online, self-paced
Clinical externships are not required for completion of program or certification, but externship support will be provided as needed as part of any employer partnerships

**Student/Instructor Ratios:**
25:1

**Materials and Media Refences:** Not Applicable

**Content Outline:**

| | |
|---|---|
| **Week 1** | The Dental Assisting Profession |
| **Week 2-3** | Sciences in Dentistry |
| **Week 4** | Oral Health and Prevention of Dental Disease |
| **Week 5** | Infection Prevention in Dentistry |
| **Week 6** | Occupational Health and Safety |
| **Week 7** | Patient Information and Assessment |
| **Week 8-9** | Foundation of Clinical Dentistry |
| **Week 10** | Radiographic Imaging |
| **Week 11** | Dental Materials |
| **Week 12-14** | Assisting in Comprehensive Dental Care |
| **Week 15** | Dental Administration and Communication Skills |
| **Week 16** | Certification Prep and Clinical Skills Checklist |

**Grading and Certificate of Completion:** Grades are assessed based on the student's attendance, online lab completions, and offline projects.

90%+ A – Excellent
80-89.9% B – Good
70-79.9% C – Satisfactory
60-69.9% D – Below Average Below 60% F – Very Poor/Fail
I – Incomplete

- Attendance = 75% of grade
- Successful completion of labs = 15% of grade
- Projects/post-class assessment = 10% of grade

Upon program completion with a passing grade, students will receive a certificate of completion. Students are highly encouraged to take the industry-standard exam to receive a certification credential through the granting body or vendor.

**See the school catalog for student technology requirements for online participation and school holidays and office hours.**

# Digital Marketing Bootcamp

**Admission Requirements:** Students must be 18 years of age or older at the time of enrollment, must present a valid ID for verification, and must present evidence of completing high school or high school equivalency.

**Program Description**: The Digital Marketing course at Workforce Institute provide all Marketing aficionados with a chance to create and enhance the digital presence of their online businesses. Companies value high-quality tech talent and offer opportunities for them to build a career and shine. With ecommerce stores and online businesses expanding at breakneck pace, there is high demand for Digital Marketing experts that can take the creative outlook of an ecommerce store forward. Companies recognize that their website is now their new storefront, and needs to be oiled and preserved in its best shape to attract new customers.

**Prerequisites:** no prerequisites

**Objectives:**

- To provide a comprehensive overview of digital marketing channels, tools, and tactics, including SEO, SEM, social media marketing, email marketing, content marketing, and analytics.
- To teach students how to develop and execute digital marketing strategies that align with business objectives and target audiences.
- To help students master the technical skills required for digital marketing, such as creating and managing websites, running campaigns, and analyzing data.
- To provide students with hands-on experience in creating and executing digital marketing campaigns, including developing creative assets, targeting audiences, managing budgets, and analyzing results.
- To teach students how to use data and analytics to measure the effectiveness of their campaigns and make data-driven decisions.
- To prepare students for careers in digital marketing by providing guidance on resume writing, interviewing, and job search strategies.

**Program Outline:**

**CIP Number: 52.1404**

| Code | Course | Lecture | Lab | Total Hours |
|---|---|---|---|---|
| DMB | Digital Marketing Bootcamp | 81 | None | 81 |
| Total Hours for Digital Marketing Bootcamp | | 81 | None | 81 |
| **Associated Industry Certifications*:** No industry Certification | | | | |

** 1 Examination voucher included. It is the student's responsibility to take all certification exams within twelve months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the school director*

| | |
|---|---|
| **Program Fee*:** | **$4,500** |

**(Inclusive of registration, tuition fee, exam cost, curriculum book)*

| | |
|---|---|
| **Cost per Single Subject*:** | **N/A** |

**Class Schedule:** The time required to complete this course is 12 weeks. The program is offered as instructor-led virtual sessions that run 1.5 hours once a week. During the class you get a summary of the module, assignment feedback from the instructor and receive hands-on experience and real world examples. In addition to classroom instruction, students are expected to spend 1 to 2 hours weekly on Assignment and projects.

**Instructional Methods:** Virtual Live Instruction

**Class Dates:** New Classes begin once a month**,** next cohort begins on 4-24-2023 and end on 9-18-2023. Other classes may be added based on enrollment.

**See the school catalog for student technology requirements for online participation and school holidays and office hours.**

# DMB: Digital Marketing Bootcamp Syllabus

**Subject Description:** The Digital Marketing course at Workforce Institute provide all Marketing aficionados with a chance to create and enhance the digital presence of their online businesses. Companies value high-quality tech talent and offer opportunities for them to build a career and shine. With ecommerce stores and online businesses expanding at breakneck pace, there is high demand for Digital Marketing experts that can take the creative outlook of an ecommerce store forward. Companies recognize that their website is now their new storefront, and needs to be oiled and preserved in its best shape to attract new customers.

**Subject Hours:** 81 lecture /0 lab/ 81 total

**Prerequisites:** no prerequisites

**Objectives:**

- Develop strong foundational knowledge: Students should develop a solid understanding of the principles of UI/UX design, including the importance of user-centered design, user research, and usability testing.
- Build proficiency in design software and tools: Students should become proficient in popular design software and tools such as Sketch, Figma, and Adobe Creative Suite. This includes learning how to create wireframes, prototypes, and design interfaces for various platforms and devices.
- Learn industry-specific skills: The bootcamp should provide students with a working knowledge of the unique challenges and requirements of different industries, such as mobile app design, e-commerce, or healthcare.
- Gain practical experience: Students should have ample opportunities to apply what they have learned in real-world design projects, working collaboratively with other students or with industry professionals
- Develop a strong design portfolio: By the end of the bootcamp, students should have a strong design portfolio that showcases their skills and demonstrates their ability to solve complex design challenges.
- Build a professional network: Students should have the opportunity to network with professionals in the field and build relationships that could lead to job opportunities or further career development.
- Foster a growth mindset: The bootcamp should foster a growth mindset, encouraging students to continue learning and developing their skills even after the program has ended. This includes providing access to resources such as industry publications, online communities, and mentorship programs.

**Required textbook(s):** N/A

**Instructional Methods:**
- Live instruction delivered virtually
- Quizzes assigned as out-of-class homework
- Projects assigned as out-of-class homework
- Capstone assigned as out-of-class homework

**Student/Instructional Ratios:**

**Materials and Media Refences:**

**Content Outline:**

| | |
|---|---|
| **Week 1** | Fundamentals of Digital Marketing |
| **Week 2** | Target Audience Insights |
| **Week 3** | Communication and Collaboration |
| **Week 4** | Digital Marketing Tools |
| **Week 5** | Data Driven Marketing |
| **Week 6** | Website & Search Optimization |
| **Week 7** | Content Marketing |
| **Week 8** | Paid Search Marketing |
| **Week 9** | Social Media |
| **Week 10** | Results Analysis |
| **Week 11** | Social Media Platforms |
| **Week 12** | Social Media Campaigns |
| **Week 13** | Keyword Management |
| **Week 14** | Google Analytics |
| **Week 15** | Video Advertising |
| **Week 16** | Technical Content |
| **Week 17** | Mobile Marketing Strategies |
| **Week 18** | Mobile Applications |

**Grading and Certificate of Completion:** Grades are assessed based on the student's attendance, online lab completions, and offline projects.

90%+ A – Excellent
80-89.9% B – Good
70-79.9% C – Satisfactory
60-69.9% D – Below Average Below 60% F – Very Poor/Fail
I – Incomplete

- Assignment = 40% of grade
- Class Participation = 10% of grade
- Online Training = 30% of grade
- Quizzes = 20% of grade

Upon program completion with a passing grade, students will receive a certificate of completion. Students are highly encouraged to take the industry-standard exam to receive a certification credential through the granting body or vendor.

**See the school catalog for student technology requirements for online participation and school holidays and office hours.**

# Essential Project Management PMP Exam Prep

**Admission Requirements:** Students must be 18 years of age or older at the time of enrollment, must present a valid ID for verification, and must present evidence of completing high school or high school equivalency.

**Program Description**:

These days, project management is one of the most critical jobs in any organization and to have the option to deal with such an enormous job, organizations are searching for talented and proficient people. This is what this course causes you to accomplish. From credentials from accredited experts in the field to passing on some most fundamental secrets of project management, our expert trainers are fit for everything. The information and aptitudes you learn in this course comply with the Project Management Institute regulations. If you are accredited and skilled by an expert, you will get an opportunity to get acknowledged in top organizations with amazing chances. This course is fundamentally for people who need to get ready and pro the exam of PMP. Our course experts understand what should be learned and practiced with the end goal for you to breeze through the exam. With the assistance of this course, people can without much of a stretch deal with the most basic projects and maintain a strategic distance from issues that may come to their direction.

**Prerequisites:**

There are no specific prerequisites to take this course, however for those who are planning to take official PMP exam, the requirements are:

• 7,500 hours of projects directing and leading
• Secondary degree (associate degree or the global equivalent, high school diploma)
• 35 project management education hours

**Or**

• Four-year degree
• 4,500 hours directing and leading projects
• 35 project management education hours

**Program Outline:**

**CIP Number: 52.0211**

| Code | Course | Lecture | Lab | Total Hours |
|---|---|---|---|---|
| EPM | Essential Project Management - PMP Exam Prep V7 (PMP7) | 40 | 0 | 40 |
| Total Hours | | 40 | 0 | 40 |
| * 1 Examination Voucher<br>Associated Industry Certificate(s):<br>PMP7, Program helps prepare you to sit for exam through Project Management Institute. | | | | |

** 1 Examination voucher included. It is the student's responsibility to take all certification exams within twelve*

*months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the school director.*

| **Program Fee*:** | **$2,995** |
|---|---|

**(Inclusive of registration, tuition fee, exam cost, curriculum book)*

| **Cost per Single Subject*: N/A** |
|---|
| **(Inclusive of registration, tuition fee, exam cost, curriculum book)* |
| |

**The approximate time required to complete this course is 5 days.**

**Class Schedule**

The time required to complete this course is **5 days**. The program is offered as **instructor-led virtual sessions** that runs from Monday through Friday. During your class, you will be able to ask questions, get instant feedback from the instructor, and receive hands-on experience through specialized labs in which the instructor can assist you interactively.

**Class Start and End Dates:**

The class begins on:

- 7-17-2023 and ends on 7-22-23.
- 9-18-2023 and ends on 7-23-23.
- 11-13-2023 and ends on 7-18-23.

Additional classes may be scheduled based on enrollment demand.

Please note that program with enrollments of less than three will be cancelled. In that case, students will have to wait for the next scheduled cohort.

## EPM - Essential Project Management - PMP Exam Prep V7 (PMP7) Syllabus

**Subject Description:**

There are a variety of significant processes of project management that a decent project manager should be familiar with. To turn into a specialist project manager, it is necessary for you to take up this course. Not exclusively does this instructional course give you satisfactory information on the field, but it likewise sets you up for the exam of PMP that supports your profession further. From considering the hazard to gauging the scope of various tasks, this training course of project management gives you complete information about the profession.

**Subject Hours:**

Lecture-40 / Lab- 0 / Total - 40

**Performance Objectives:**

This course will be useful for you with the following:

- Define the fundamentals of project management.
- Define the methodology of project management.
- Explain project management within the industry.
- Initiate a project.
- Plan a project schedule.
- Make a project management plan and components of a plan.
- Plan for resources, quality, and procurements.
- Plan project costs.
- Plan stakeholder communications and engagement.
- Plan for risk.
- Execute a project.
- Work with stakeholders.
- Control project scope, changes, costs, schedule, resources, quality, and procurements.
- Monitor project scope, work, stakeholder engagement, risks, and communications.
- Close a project.

**Required Textbooks:** Not Applicable

**Instructional Methods:** Live instruction delivered virtually

**Maximum Student: Instructor Ratio:** 18 : 1

**Materials and Media References:** Not Applicable

**Content Outline by Lesson:**

- **Lesson 1: Creating a High-Performing Team**
  - Topic A: Build a Team
  - Topic B: Define Team Ground Rules
  - Topic C: Negotiate Project Agreements
  - Topic D: Empower Team Members and Stakeholders
  - Topic E: Train Team Members and Stakeholders
  - Topic F: Engage and Support Virtual Teams
  - Topic G: Build Shared Understanding about a Project

- **Lesson 2: Starting the Project**
  - Topic A: Determine Appropriate Project Methodology/Methods and Practices
  - Topic B: Plan and Manage Scope
  - Topic C: Plan and Manage Budget and Resources
  - Topic D: Plan and Manage Schedule
  - Topic E: Plan and Manage Quality of Products and Deliverables
  - Topic F: Integrate Project Planning Activities
  - Topic G: Plan and Manage Procurement
  - Topic H: Establish Project Governance Structure

- Topic I: Plan and Manage Project/Phase Closure

- **Lesson 3: Doing the Work**
  - Topic A: Assess and Manage Risks
  - Topic B: Execute Project to Deliver Business Value
  - Topic C: Manage Communications
  - Topic D: Engage Stakeholders
  - Topic E: Create Project Artifacts
  - Topic F: Manage Project Changes
  - Topic G: Manage Project Issues
  - Topic H: Ensure Knowledge Transfer for Project Continuity

- **Lesson 4: Keeping the Team on Track**
  - Topic A: Lead a Team
  - Topic B: Support Team Performance
  - Topic C: Address and Remove Impediments, Obstacles and Blockers
  - Topic D: Manage Conflict
  - Topic E: Collaborate with Stakeholders
  - Topic F: Mentor Relevant Stakeholders
  - Topic G: Apply Emotional Intelligence to Promote Team Performance

- **Lesson 5: Keeping the Business in Mind**
  - Topic A: Manage Compliance Requirements
  - Topic B: Evaluate and Deliver Project Benefits and Value
  - Topic C: Evaluate and Address Internal and External Business Environment Changes
  - Topic D: Support Organizational Change
  - Topic E: Employ Continuous Process Improvement

- **Appendix A: Mapping Course Content to the Project Management Professional (PMP) Examination Content Outline**

**Basics of Grades:**
Grades are assessed based on the student's attendance, and participation. Upon course completion, students will have the option, and are highly encouraged to take the industry standard exam to receive a certification credential through the granting body or vendor.

90%+ A – Excellent
80-89.9% B – Good
70-79.9% C – Satisfactory
60-69.9% D –Below Average
Below 60% F – Very Poor/Fail
I – Incomplete
Attendance = 75% of grade
Successful completion of labs = 15% of grade (if applicable)
Quizzes/post class assessment = 10% of grade

**Student Computer System Requirements**

- IBM PC Compatible Computer (we recommend at least 8 GB RAM, and a processor equivalent to, or newer than, an Intel i5 64-bit processor).
- Windows 10 (Home or Pro) operating system or Higher.
- 128 MB of graphics memory.
- Internet connection (we recommend any type of broadband connection).
- Sound Card with speakers or headphones.
- Monitor connected to a video card with driver equivalent to, or newer than, SVGA (1024x768).
- User-level installation rights.
- Microsoft Edge, Mozilla Firefox, or Chrome (free downloads below).
- Microsoft Windows Media Player (free download below).
- Adobe Acrobat Reader (free download below).
- Microsoft Silverlight browser plug-in version 4.0 (installed automatically during setup, if not present already)
- *While not required, we do wish to note that you will be working with multiple windows and environments during training. Dual-Monitor workstations are strongly encouraged to provide a satisfactory experience.*
- Internal or external webcam with microphone or internal/external webcam with internal/external microphone that is compatible with ZOOM or Microsoft Teams.
- Additionally, some antivirus providers require exceptions be enabled for full functionality of Zoom or Microsoft Teams. Please check with your antivirus software provider.

You will need to have some free software on the computer you are using to take the course:

- https://www.microsoft.com/en-us/edge
- http://www.mozilla.org/en-US/firefox/new/
- http://get.adobe.com/reader/
- http://www.microsoft.com/windows/windowsmedia/download/alldownloads.aspx
- https://zoom.us/client/latest/ZoomInstaller.exe
- https://www.google.com/chrome/

# Healthcare Information Management Systems Bootcamp

**Admission Requirements:**
Students must have HS Diploma or GED and must be 18 years of age or older at the time of enrollment and must present a valid ID for verification.

**Program Description:**
Healthcare Information Management Systems Bootcamp is designed to equip individuals in non-IT related healthcare roles with a thorough understanding of health information and technology. This program is important because it enables students to play a vital role in managing healthcare information and technology, ensuring data accuracy, and delivering quality healthcare services. Students will learn the skills needed to analyze, design, and manage healthcare information and systems, including electronic health records, medical coding, database management, and privacy and security. By completing this program, students will be well-prepared to take on a variety of healthcare information management roles and advance their career in the healthcare industry.

**Pre-Requisites:**
To ensure your success in this bootcamp, you should have experience with basic computer user skills, be able to complete tasks, be able to search for, browse, and access information on the Internet, and have basic knowledge of computing concepts

**Objectives:**

- Master medical terminology and anatomy to better understand the healthcare industry.
- Learn how to manage and analyze data through database structure and management.
- Develop a thorough understanding of electronic health records to improve patient care.
- Become proficient in ICD and CPT coding to ensure accurate billing and reimbursement.
- Gain expertise in healthcare information management to streamline administrative processes.
- Understand the healthcare and technology environment to implement the most effective solutions.
- Enhance clinical informatics skills to improve patient outcomes.
- Develop healthcare information and systems management strategies to improve healthcare delivery.
- Learn how to analyze, design, implement, and evaluate healthcare systems to optimize operations.
- Master privacy and security protocols to ensure patient data protection and comply with regulatory requirements.

**Program Outline**

| | |
|---|---|
| **Week 1** | Medical Terminology |
| **Week 2** | Anatomy and Physiology |
| **Week 3-4** | Electronic Health Records |
| **Week 5-7** | ICD and CPT Coding |
| **Week 8-9** | Healthcare Information Management |
| **Week 10** | Database Structure and Management |
| **Week 11-12** | Healthcare and Technology Environment |
| **Week 13** | Clinical Informatics |
| **Week 14-15** | Healthcare Information and Systems Management |
| **Week 16** | Management and Leadership |

**The approximate time required to complete this course is 16 weeks.**

**CIP Number: 51.0701**

| Code | Course | Self-Paced | Lab | Total Hours |
|---|---|---|---|---|
| HIMSB | Health Information Management Bootcamp | 240 | 0 | 240 |
| Total Hours | | 240 | 0 | 240 |
| **Associated Industry Certifications*: Certified Associate in Healthcare Management Systems (CAHIMS)** | | | | |

** 1 Examination voucher included. It is the student's responsibility to take all certification exams within twelve months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the school director.*

| | |
|---|---|
| **Program Fee*:** | **$3,450.00** |

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

**Class Schedule**

All programs are offered online self-paced. Students will schedule five (5) virtual mentoring sessions with a coach

**Instructional Method**

Online, self-paced

Clinical externships are not required for completion of program or certification, but externship support will be provided as needed as part of any employer partnerships

**Class Dates**

Students may enroll and begin classes at any time. The start date is officially the date the enrollment agreement is accepted. **See the school catalog for student technology requirements for online participation and school holidays and office hours.**

# HIMSB: Healthcare Information Management Systems Bootcamp Syllabus

**Subject Description:**

Healthcare Information Management Systems Bootcamp is designed to equip individuals in non-IT related healthcare roles with a thorough understanding of health information and technology. This program is important because it enables students to play a vital role in managing healthcare information and technology, ensuring data accuracy, and delivering quality healthcare services. Students will learn the skills needed to analyze, design, and manage healthcare information and systems, including electronic health records, medical coding, database management, and privacy and security. By completing this program, students will be well-prepared to take on a variety of healthcare information management roles and advance their career in the healthcare industry.

**Subject Hours:**

240 Hours / 16 Weeks

**Pre-Requisites:**

To ensure your success in this bootcamp, you should have experience with basic computer user skills, be able to complete tasks, be able to search for, browse, and access information on the Internet, and have basic knowledge of computing concepts

**Objectives:**

- Master medical terminology and anatomy to better understand the healthcare industry.
- Learn how to manage and analyze data through database structure and management.
- Develop a thorough understanding of electronic health records to improve patient care.
- Become proficient in ICD and CPT coding to ensure accurate billing and reimbursement.
- Gain expertise in healthcare information management to streamline administrative processes.
- Understand the healthcare and technology environment to implement the most effective solutions.
- Enhance clinical informatics skills to improve patient outcomes.
- Develop healthcare information and systems management strategies to improve healthcare delivery.
- Learn how to analyze, design, implement, and evaluate healthcare systems to optimize operations.
- Master privacy and security protocols to ensure patient data protection and comply with regulatory requirements.

**Required textbook(s):**

Evolve - Foundations of Health Information Management, 5th Edition

**Instructional Method**

Online, self-paced

Clinical externships are not required for completion of program or certification, but externship support will be provided as needed as part of any employer partnerships

**Student/Instructor Ratios:**
25:1
**Materials and Media Refences:** Not Applicable

**Content Outline:**

| | |
|---|---|
| **Week 1** | Medical Terminology |
| **Week 2** | Anatomy and Physiology |
| **Week 3-4** | Electronic Health Records |
| **Week 5-7** | ICD and CPT Coding |
| **Week 8-9** | Healthcare Information Management |
| **Week 10** | Database Structure and Management |
| **Week 11-12** | Healthcare and Technology Environment |
| **Week 13** | Clinical Informatics |
| **Week 14-15** | Healthcare Information and Systems Management |
| **Week 16** | Management and Leadership |

**Grading and Certificate of Completion:** Grades are assessed based on the student's performance, course completions, and attendance in all coaching sessions.

90%+ A – Excellent
80-89.9% B – Good
70-79.9% C – Satisfactory
60-69.9% D – Below Average Below 60% F – Very Poor/Fail
I – Incomplete

- Attendance in coaching sessions = 25% of grade
- Successful completion of courses = 50% of grade
- Course exams = 25% of grade

Upon program completion with a passing grade, students will receive a certificate of completion. Students are highly encouraged to take the industry-standard exam to receive a certification credential through the granting body or vendor.

**See the school catalog for student technology requirements for online participation and school holidays and office hours.**

# Healthcare Information Technology Bootcamp

**Admission Requirements:** Students must have HS Diploma or GED and must be 18 years of age or older at the time of enrollment and must present a valid ID for verification.

**Program Description:** The Healthcare IT Bootcamp offers a comprehensive certification program for individuals seeking to become proficient in utilizing Information Technology within the healthcare industry. Graduates of this program will play a vital role in supporting the secure exchange of healthcare information between patients, providers, and payers, while also working to improve the overall quality, safety, and efficiency of healthcare teams through the implementation of technology. The program aims to equip students with the knowledge, skills, and professional demeanor necessary to excel as a Healthcare IT professional, providing them with a thorough understanding of all aspects of the field.

**Pre-Requisites:** To ensure your success in this bootcamp, you should have experience with basic computer user skills, be able to complete tasks, be able to search for, browse, and access information on the Internet, and have basic knowledge of computing concepts

**Objectives:**

- Acquire a comprehensive understanding of medical terminology, including common abbreviations, acronyms, symbols, and word building.
- Develop expertise in managing patient records, including electronic health records (EHR) and EMR systems such as Epic and Cerner.
- Gain knowledge of cybersecurity and how operating systems are designed and managed, including fundamentals of networking and computing.
- Learn about human resource information systems, including Workday and People Soft.
- Obtain proficiency in project management, including the PMP and CompTIA PMP.
- Master customer relationship management (CRM) systems, such as Salesforce, Microsoft Dynamics, and Sage.
- Develop expertise in enterprise resource planning (ERP) systems, including INFOR and SAP.
- Learn about vendor management systems, including SAP Field Glass and Beeline.
- Develop data literacy and analytics skills.
- Gain a comprehensive understanding of healthcare technology management, including health technology generation and application cycles, and defining health technology assessment.

**Program Outline**

| | |
|---|---|
| **Week 1-2** | Basic Medical Terminology and Patient Records, and Cyber Security (CompTIA) |
| **Week 3** | Human Resource Information Systems (HRIS) |
| **Week 4** | Project Management & CRM |
| **Week 5-6** | ERP & Vendor Management Systems |
| **Week 7-8** | Data Literacy and HIPPA Compliance |
| **Week 9** | Healthcare Technology Management (HTM) & Healthcare Technology Assessment (HTA) |
| **Week 10** | Health Technology Policy & Regulation |
| **Week 11** | Human Resources & Healthcare Technology Workforces & Healthcare Technology Planning |
| **Week 12** | Asset & Risk Management Related to Healthcare Technology |
| **Week 13** | Quality & Effectiveness Improvement in Hospitals |
| **Week 14** | Applied Research & Innovation in Healthcare Technology Challenges |
| **Week 15** | Improvement Healthcare Projects: Meeting Healthcare & Technology Challenges |
| **Week 16** | New Organizational Model for Hospitals in the New Technology Context |

**The approximate time required to complete this course is 16 weeks.**

**CIP Number: 51.0707**

| Code | Course | Self-Paced | Lab | Total Hours |
|---|---|---|---|---|
| HITB | Healthcare Information Technology Bootcamp | 240 | 0 | 240 |
| Total Hours | | 240 | 0 | 240 |
| **Associated Industry Certifications*:**<br>CompTIA A+<br>Certified Electronic Health Records Specialist (CEHRS) | | | | |

** 1 Examination voucher included. It is the student's responsibility to take all certification exams within twelve months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the school director.*

| | |
|---|---|
| **Program Fee*:** | **$3,450.00** |

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

**Class Schedule**

All programs are offered online self-paced. Students will schedule five (5) virtual mentoring

sessions with a coach

**Instructional Method**
Online, self-paced
Clinical externships are not required for completion of program or certification, but externship support
will be provided as needed as part of any employer partnerships

**Class Dates**
Students may enroll and begin classes at any time. The start date is officially the date the enrollment agreement is accepted.

**See the school catalog for student technology requirements for online participation and school holidays and office hours.**

# HITB: Healthcare Information Technology Bootcamp

**Subject Description:**
The Healthcare IT Bootcamp offers a comprehensive certification program for individuals seeking to become proficient in utilizing Information Technology within the healthcare industry. Graduates of this program will play a vital role in supporting the secure exchange of healthcare information between patients, providers, and payers, while also working to improve the overall quality, safety, and efficiency of healthcare teams through the implementation of technology. The program aims to equip students with the knowledge, skills, and professional demeanor necessary to excel as a Healthcare IT professional, providing them with a thorough understanding of all aspects of the field.

**Subject Hours:**
240 / 16 weeks

**Pre-Requisites:**
To ensure your success in this bootcamp, you should have experience with basic computer user skills, be able to complete tasks, be able to search for, browse, and access information on the Internet, and have basic knowledge of computing concepts

**Objectives:**

- Acquire a comprehensive understanding of medical terminology, including common abbreviations, acronyms, symbols, and word building.
- Develop expertise in managing patient records, including electronic health records (EHR) and EMR systems such as Epic and Cerner.
- Gain knowledge of cybersecurity and how operating systems are designed and managed, including fundamentals of networking and computing.
- Learn about human resource information systems, including Workday and People Soft.
- Obtain proficiency in project management, including the PMP and CompTIA PMP.
- Master customer relationship management (CRM) systems, such as Salesforce, Microsoft Dynamics, and Sage.
- Develop expertise in enterprise resource planning (ERP) systems, including INFOR and SAP.
- Learn about vendor management systems, including SAP Field Glass and Beeline.
- Develop data literacy and analytics skills.
- Gain a comprehensive understanding of healthcare technology management, including health technology generation and application cycles, and defining health technology assessment.

**Required textbook(s):**
Evolve - Foundations of Health Information Management, 5th Edition

**Instructional Method**
Online, self-paced
Clinical externships are not required for completion of program or certification, but externship support will be provided as needed as part of any employer partnerships

**Student/Instructor Ratios: 25:1**

**Materials and Media Refences:** Not Applicable

**Content Outline:**

| | |
|---|---|
| **Week 1-2** | Basic Medical Terminology and Patient Records, and Cyber Security (CompTIA) |
| **Week 3** | Human Resource Information Systems (HRIS) |
| **Week 4** | Project Management & CRM |
| **Week 5-6** | ERP & Vendor Management Systems |
| **Week 7-8** | Data Literacy and HIPPA Compliance |
| **Week 9** | Healthcare Technology Management (HTM) & Healthcare Technology Assessment (HTA) |
| **Week 10** | Health Technology Policy & Regulation |
| **Week 11** | Human Resources & Healthcare Technology Workforces & Healthcare Technology Planning |
| **Week 12** | Asset & Risk Management Related to Healthcare Technology |
| **Week 13** | Quality & Effectiveness Improvement in Hospitals |
| **Week 14** | Applied Research & Innovation in Healthcare Technology Challenges |
| **Week 15** | Improvement Healthcare Projects: Meeting Healthcare & Technology Challenges |
| **Week 16** | New Organizational Model for Hospitals in the New Technology Context |

**Grading and Certificate of Completion:** Grades are assessed based on the student's attendance, online lab completions, and offline projects.

90%+ A – Excellent
80-89.9% B – Good
70-79.9% C – Satisfactory
60-69.9% D – Below Average Below 60% F – Very Poor/Fail
I – Incomplete

- Attendance = 75% of grade
- Successful completion of labs = 15% of grade
- Projects/post-class assessment = 10% of grade

Upon program completion with a passing grade, students will receive a certificate of completion. Students are highly encouraged to take the industry-standard exam to receive a certification credential through the granting body or vendor.

**See the school catalog for student technology requirements for online participation and school holidays and office hours**

# Implementing and Administering Cisco Solutions

**Admission Requirements:** Students must be 18 years of age or older at the time of enrollment, must present a valid ID for verification, and must present evidence of completing high school or high school equivalency.

**Program Description**: Implementing and Administering Cisco Solutions teaches professionals how to install, operate, configure, and verify a basic IPv4 and IPv6 network. You'll learn how to configure network components, such as a switch, router, and Wireless LAN Controller. You'll also gain skills needed to manage network devices and identify basic security threats.

**Prerequisites:**

- Basic computer literacy
- Basic PC operating system navigation skills
- Basic Internet usage skills
- Basic IP address knowledge

**Objectives:**

- Identify the components of a computer network and explain their basic characteristics
- Describe the features and functions of the Cisco IOS Software
- Explain IPv4 and IPv6 addressing scheme
- Implement basic configurations on a Cisco router
- Identify and resolve common switching and routing networking issues
- Describe network and device architectures and explain virtualization
- Describe the smart network management solutions like Cisco DNA Center, SD-Access and SD-WAN
- Outline threat defense technologies
- And many, many more aspects of a basic IPv4 and IPv6 network

Program Outline:

**CIP Number: 11.0901**

| Code | Course | Lecture | Lab | Total Hours |
|---|---|---|---|---|
| CCNA | Implementing and Administering Cisco Solutions | 5 Days | Inc | 40 |
| Total Hours | | 5 Days | Inc | 40 |
| * 1 Examination Voucher | | | | |

**It is the student's responsibility to take all certification exams within twelve months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the school Director.*

| | |
|---|---|
| **Program Fee*:** | **$4,195.00** |

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

**The approximate time required to complete this course is 5 Days.**

**Class Schedule**

This program is offered as virtual classroom. Students may access their program and complete coursework at any time within their enrollment term.

**Instructional Method**: Virtual classroom

**Class Start and End Dates:**

This Program is run as a classroom that have pre-scheduled start and expected end dates as listed below. Please note that program with enrollments of less than five will be cancelled; students will choose to either join the most recent class or to wait for the next scheduled class.

Program start and end dates are listed below:

| START DATE | END DATE |
|---|---|
| 03/06/2023 | 03/06/2023 |
| 04/24/2023 | 04/28/2023 |
| 06/12/2023 | 06/16/2023 |
| 08/21/2023 | 08/25/2023 |

# CCNA: Implementing and Administering Cisco Solutions Syllabus

**Subject Description:**

Implementing and Administering Cisco Solutions teaches professionals how to install, operate, configure, and verify a basic IPv4 and IPv6 network. You'll learn how to configure network components, such as a switch, router, and Wireless LAN Controller. You'll also gain skills needed to manage network devices and identify basic security threats.

**Subject Hours:**

Lecture- 5Days / Lab- Included / Total- 5Days

**Performance Objectives:**

- Identify the components of a computer network and explain their basic characteristics
- Describe the features and functions of the Cisco IOS Software
- Explain IPv4 and IPv6 addressing scheme
- Implement basic configurations on a Cisco router
- Identify and resolve common switching and routing networking issues
- Describe network and device architectures and explain virtualization
- Describe the smart network management solutions like Cisco DNA Center, SD-Access and SD-WAN
- Outline threat defense technologies
- And many, many more aspects of a basic IPv4 and IPv6 network

**Prerequisites:**

- Basic computer literacy
- Basic PC operating system navigation skills
- Basic Internet usage skills
- Basic IP address knowledge

**Required Textbooks:** Not Applicable

**Instructional Methods:** 1. Lecture 2. Laboratory

**Maximum Student: Instructor Ratio:** 18: 1

**Materials and Media References:** Not Applicable

**Content Outline by Lesson:**

- Section 1: Exploring the Functions of Networking
- Section 2: Introducing the Host-To-Host Communications Model
- Section 3: Operating Cisco IOS Software
- Section 4: Introducing LANs

- Section 5: Exploring the TCP/IP Link Layer
- Section 6: Starting a Switch
- Section 7: Introducing the TCP/IP Internet Layer, IPv4 Addressing, and Subnets
- Section 8: Explaining the TCP/IP Transport Layer and Application Layer
- Section 9: Exploring the Functions of Routing
- Section 10: Configuring a Cisco Router
- Section 11: Exploring the Packet Delivery Process
- Section 12: Troubleshooting a Simple Network
- Section 13: Introducing Basic IPv6
- Section 14: Configuring Static Routing
- Section 15: Implementing VLANs and Trunks
- Section 16: Routing Between VLANs
- Section 17: Introducing OSPF
- Section 18: Building Redundant Switched Topologies
- Section 19: Improving Redundant Switched Topologies with EtherChannel
- Section 20: Exploring Layer 3 Redundancy
- Section 21: Introducing WAN Technologies
- Section 22: Explaining Basics of ACL
- Section 23: Enabling Internet Connectivity
- Section 24: Introducing QoS
- Section 25: Explaining Wireless Fundamentals
- Section 26: Introducing Architectures and Virtualization
- Section 27: Explaining the Evolution of Intelligent Networks
- Section 28: Introducing System Monitoring
- Section 29: Managing Cisco Devices
- Section 30: Examining the Security Threat Landscape
- Section 31: Implementing Threat Defense Technologies
- Section 32: Securing Administrative Access
- Section 33: Implementing Device Hardening

**Basics of Grading**

Grades are assessed based on the student's attendance, and participation. Upon course completion, students will have the option, and are highly encouraged to take the industry standard exam to receive a certification credential through the granting body or vendor.

90%+ A – Excellent

80-89.9% B – Good
70-79.9% C – Satisfactory
60-69.9% D –Below Average
Below 60% F – Very Poor/Fail
I – Incomplete
Attendance = 75% of grade
Successful completion of labs = 15% of grade Quizzes/post class assessment = 10% of grade

**See the school catalog for student technology requirements for online participation and school holidays and office hours.**

**Student Computer System Requirements**

- IBM PC Compatible Computer (we recommend at least 8 GB RAM, and a processor equivalent to, or newer than, an Intel i5 64-bit processor).
- Windows 10 (Home or Pro) operating system or Higher.
- 128 MB of graphics memory.
- Internet connection (we recommend any type of broadband connection).
- Sound Card with speakers or headphones.
- Monitor connected to a video card with driver equivalent to, or newer than, SVGA (1024x768).
- User-level installation rights.
- Microsoft Edge, Mozilla Firefox, or Chrome (free downloads below).
- Microsoft Windows Media Player (free download below).
- Adobe Acrobat Reader (free download below).
- Microsoft Silverlight browser plug-in version 4.0 (installed automatically during setup, if not present already)
- While not required, we do wish to note that you will be working with multiple windows and environments during training. Dual-Monitor workstations are strongly encouraged to provide a satisfactory experience.
- Internal or external webcam with microphone or internal/external webcam with internal/external microphone that is compatible with ZOOM or Microsoft Teams.

- Additionally, some antivirus providers require exceptions be enabled for full functionality of Zoom or Microsoft Teams. Please check with your antivirus software provider.

You will need to have some free software on the computer you are using to take the course:

- https://www.microsoft.com/en-us/edge
- http://www.mozilla.org/en-US/firefox/new/
- http://get.adobe.com/reader/
- http://www.microsoft.com/windows/windowsmedia/download/alldownloads.aspx
- https://zoom.us/client/latest/ZoomInstaller.exe
  **https://www.google.com/chrome/**

# IT Help Desk Technician Bootcamp

**Admission Requirements:** Students must be 18 years of age or older at the time of enrollment, must present a valid ID for verification, and must present evidence of completing high school or high school equivalency.

**Program Description**: Become an IT Professional in less than 4 months, without any prior experience required. We'll provide the tools, the training and the confidence you need to advance your career as an IT Specialist — and land the rewarding position you deserve.

**Prerequisites:** To ensure your success in this bootcamp, you should have experience with basic computer user skills, be able to complete tasks, be able to search for, browse, and access information on the Internet, and have basic knowledge of computing concepts

**Objectives:**

- *Protect a company's network and proprietary and sensitive information.*
- Help businesses apply IT concepts and strategies
- Analyze data to help your company make decisions
- Security testing, create cybersecurity policies and practices.

**Program Outline:**

**CIP Number: 11.1006**

| Code | Course | Lecture | Lab | Total Hours |
|---|---|---|---|---|
| IT HD | IT Help Desk Technician Bootcamp | 250 | | 250 |
| Total Hours | | 250 | | 250 |

- **Associated Industry Certifications*:** CompTIA IT Fundamentals ITF+ (FCO-U61), ITIL® 4 Foundations

** 1 Examination voucher included. It is the student's responsibility to take all certification exams within twelve months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the school director.*

**Program Fee*: $1,800.00**

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

**Cost Per Single Subject*: N/A**

**Class Schedule:** The time required to complete this course is 12 weeks. The program is offered as instructor-led virtual sessions that run 4 hours weekly from 8:00 am to 12:00 pm, Monday through Friday via 2x2 hour mentor led sessions (includes 20-25 minutes of scheduled breaks at the discretion of the instructor). During your class, you will be able to ask questions, get instant feedback from the instructor. In addition to classroom instruction, students are expected to spend 10 to 15 hours weekly on mini projects and the capstone practicum.

**Instructional Methods:** Virtual Live Instruction

**Class Dates:** Classes starting 02/06/2023, new cohort every 6 weeks after

**See the school catalog for student technology requirements for online participation and school holidays and office hours.**

# ITHD: IT Help Desk Technician Bootcamp Syllabus

**Subject Description:** Become an IT Professional in less than 4 months, without any prior experience required. We'll provide the tools, the training and the confidence you need to advance your career as an IT Specialist — and land the rewarding position you deserve.

**Subject Hours:**

| | IT Help Desk Technician Bootcamp |
|---|---|
| Prep Work | 20 |
| Lecture | 85 |
| Reading Material | 50 |
| Assignments/Quiz | 55 |
| Capstone Projects | 40 |
| Labs | 0 |
| | |
| Total Hours | 250 |

**Prerequisites:** To ensure your success in this bootcamp, you should have experience with basic computer user skills, be able to complete tasks, be able to search for, browse, and access information on the Internet, and have basic knowledge of computing concepts.

**Objectives:**

- *Protect a company's network and proprietary and sensitive information.*
- Help businesses apply IT concepts and strategies
- Analyze data to help your company make decisions
- Security testing, create cybersecurity policies and practices.

**Required textbook(s): N/A Instructional Methods:**

- Live instruction delivered virtually
- Projects assigned as out-of-class homework
- Capstone assigned as out-of-class homework

**Student/Instructional Ratios:** 10:1 **Materials and Media Refences: N/A Content Outline:**

| Study Plan | Name |
|---|---|
| Week 1-2 | CompTIA IT Fundamentals ITF+ (FCO-U61) |

| | |
|---|---|
| **Week 3-4** | Hardware and Operating System Fundamentals |
| **Week 5** | CompTIA Network+ N10-007 |
| **Week 6-8** | Security Fundamentals |
| **Week 9-10** | Information Security Bootcamp: Project A |
| **Week 11-12** | ITIL® 4 Foundations + Certification Exam Bundle |

**Grading and Certificate of Completion:** Grades are assessed based on the student's attendance, online lab completions, and offline projects.

90%+ A – Excellent
80-89.9% B – Good
70-79.9% C – Satisfactory
60-69.9% D – Below Average Below 60% F – Very Poor/Fail
I – Incomplete

- Attendance = 70% of grade
- Successful completion of labs = 15% of grade
- Projects/post-class assessment = 15% of grade

Upon program completion with a passing grade, students will receive a certificate of completion. Students are highly encouraged to take the industry-standard exam to receive a certification credential through the granting body or vendor.

**See the school catalog for student technology requirements for online participation and school holidays and office hours.**

# IT Leadership Bootcamp

**Admission Requirements:** Students must be 18 years of age or older at the time of enrollment, must present a valid ID for verification, and must present evidence of completing high school or high school equivalency.

**Program Description**: Become an IT Professional in less than 3 months, without any prior experience required. We'll provide the tools, the training and the confidence you need to advance your career as an IT Specialist — and land the rewarding position you deserve.

**Prerequisites:** To ensure your success in this bootcamp, you should have experience with basic computer user skills, be able to complete tasks, be able to search for, browse, and access information on the Internet, and have basic knowledge of computing concepts

**Objectives:**

- Leadership skills development: Attendees will learn various leadership skills such as effective communication, conflict resolution, and decision-making.
- Strategic thinking: Bootcamps may include modules on strategic thinking, which will help attendees align IT goals with organizational goals, develop IT strategies that support business objectives, and assess the impact of technology on business operations.
- Collaboration and teamwork: Effective teamwork is essential for successful IT projects. Attendees will learn how to build and manage cross-functional teams, foster a culture of collaboration and accountability, and navigate different personalities and work styles.
- Industry insights: Bootcamps may feature industry experts and thought leaders who can provide insights into trends, best practices, and emerging technologies in the IT space.
- Innovation: IT leadership bootcamps may cover topics such as innovation and creative problem-solving, encouraging attendees to think outside the box and explore new ideas and approaches.
- Change management: Attendees will learn strategies for leading and managing change in the organization, including how to communicate change, anticipate resistance, and overcome challenges.
- Risk management: IT leaders must be adept at identifying and mitigating risk in order to ensure the security and integrity of company data and systems. Bootcamps may cover topics such as risk assessment, risk mitigation, and crisis management.
- Self-awareness: Effective leadership starts with self-awareness. Attendees will have opportunities for self- reflection, feedback, and personal development, which can help them better understand their strengths, weaknesses, and leadership style.
- Networking: Bootcamps offer opportunities to connect with other IT leaders from different organizations and industries. Attendees can share ideas, learn from each other, and expand their professional networks.
- Action planning: Effective IT leadership requires action. Attendees will be challenged to apply what they learn to real-world scenarios and develop action plans that they can take back to their organizations.

**Program Outline:**

**CIP Number: 11.1005**

| Code | Course | Lecture | Lab | Total Hours |
|---|---|---|---|---|
| ITLB | IT Leadership Bootcamp | 250 | | 250 |
| Total Hours | | 250 | | 250 |

- **Associated Industry Certifications*:** Microsoft Certified – Azure Solutions Architect Expert

** 1 Examination voucher included. It is the student's responsibility to take all certification exams within twelve months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the school director.*

**Program Fee*: $10,000.00**

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

**Cost Per Single Subject*: N/A**

**Class Schedule:** The time required to complete this course is 14 weeks. The program is offered as instructor-led virtual sessions that run 4 hours weekly from 8:00 am to 12:00 pm, Monday through Friday via 2x2 hour mentor led sessions (includes 20-25 minutes of scheduled breaks at the discretion of the instructor). During your class, you will be able to ask questions, get instant feedback from the instructor. In addition to classroom instruction, students are expected to spend 10 to 15 hours weekly on mini projects and the capstone practicum.

**Instructional Methods:** Virtual Live Instruction

**Class Dates:** Classes starting from 10 July 23, new cohort every 6 weeks after

**See the school catalog for student technology requirements for online participation and school holidays and office hours.**

# ITLB: IT Leadership Bootcamp Syllabus

**Subject Description:** IT leadership is a program designed to provide individuals with the knowledge, skills, and abilities necessary to effectively lead and manage teams in the field of information technology. This program typically covers a range of topics, including strategic planning, team building, project management, communication, and change management. IT leaders must possess a combination of technical expertise and strong leadership skills to succeed in this field. They must be able to stay up to date with the latest technological developments, while also being able to motivate and inspire their teams to work towards common goals. By completing a program in IT leadership, individuals will be equipped with the tools they need to excel in this challenging and dynamic field.

**Subject Hours:**

| | IT Leadership |
|---|---|
| Prep Work | 20 |
| Lecture | 50 |
| Reading Material | 60 |
| Assignments/Quiz | 50 |
| Capstone Projects | 70 |
| Labs | 0 |
| | |
| Total Hours | 250 |

**Prerequisites:** To ensure your success in this bootcamp, you should have experience with basic computer user skills, be able to complete tasks, be able to search for, browse, and access information on the Internet, and have basic knowledge of computing concepts.

**Objectives:**

- Leadership skills development: Attendees will learn various leadership skills such as effective communication, conflict resolution, and decision-making.
- Strategic thinking: Bootcamps may include modules on strategic thinking, which will help attendees align IT goals with organizational goals, develop IT strategies that support business objectives, and assess the impact of technology on business operations.
- Collaboration and teamwork: Effective teamwork is essential for successful IT projects. Attendees will learn how to build and manage cross-functional teams, foster a culture of collaboration and accountability, and navigate different personalities and work styles.
- Industry insights: Bootcamps may feature industry experts and thought leaders who can provide insights into trends, best practices, and emerging technologies in the IT space.
- Innovation: IT leadership bootcamps may cover topics such as innovation and creative problem-solving, encouraging attendees to think outside the box and explore new ideas and approaches.
- Change management: Attendees will learn strategies for leading and managing change in the organization, including how to communicate change, anticipate resistance, and overcome challenges.
- Risk management: IT leaders must be adept at identifying and mitigating risk in order to ensure the security and integrity of company data and systems. Bootcamps may cover topics such as risk assessment, risk mitigation, and crisis management.
- Self-awareness: Effective leadership starts with self-awareness. Attendees will have

opportunities for self- reflection, feedback, and personal development, which can help them better understand their strengths, weaknesses, and leadership style.

- Networking: Bootcamps offer opportunities to connect with other IT leaders from different organizations and industries. Attendees can share ideas, learn from each other, and expand their professional networks.
- Action planning: Effective IT leadership requires action. Attendees will be challenged to apply what they learn to real-world scenarios and develop action plans that they can take back to their organizations.

**Required textbook(s): N/A Instructional Methods:**

- Live instruction delivered virtually
- Projects assigned as out-of-class homework
- Capstone assigned as out-of-class homework
- Career Coaching

**Student/Instructional Ratios:** 10:1 **Materials and Media Refences: N/A Content Outline:**

| Study Plan | Name |
|---|---|
| Week 1 | Course 1: Understanding Leadership |
| Week 2 | Course 2: Leadership in IT |
| Week 3-4 | Course 3: Developing Leadership Skills |
| Week 5 | Course 4: Envisaging Vision and Implementation |
| Week 6-7 | Course 5: Innovation, Staff Growth and Negotiation |
| Week 8 | Course 6: Communication with Workforce |
| Week 9-10 | Course 7: Ethics in Leadership |
| Week 11-12 | Course 8: Developing Leadership Skills |

**Grading and Certificate of Completion:** Grades are assessed based on the student's attendance, online lab completions, and offline projects.

90%+ A – Excellent
80-89.9% B – Good
70-79.9% C – Satisfactory
60-69.9% D – Below Average Below 60% F – Very Poor/Fail
I – Incomplete

- Attendance = 70% of grade
- Successful completion of labs = 15% of grade
- Projects/post-class assessment = 15% of grade

Upon program completion with a passing grade, students will receive a certificate of completion. Students are highly encouraged to take the industry-standard exam to receive a certification credential through the granting body or vendor.

**See the school catalog for student technology requirements for online participation and school holidays and office hours.**

# IT Network and Security Bootcamp

**Admission Requirements:** Students must be 18 years of age or older at the time of enrollment, must present a valid ID for verification, and must present evidence of completing high school or high school equivalency.

**Program Description**: Become an IT Professional in less than 4 months, without any prior experience required. We'll provide the tools, the training and the confidence you need to advance your career as an IT Specialist — and land the rewarding position you deserve.

**Prerequisites:** To ensure your success in this bootcamp, you should have experience with basic computer user skills, be able to complete tasks, be able to search for, browse, and access information on the Internet, and have basic knowledge of computing concepts

**Objectives:**

- Protect a company's network and proprietary and sensitive information.
- Help businesses apply IT concepts and strategies
- Analyze data to help your company make decisions
- Security testing, create cybersecurity policies and practices.

**Program Outline:**

**CIP Number: 11.0901**

| Code | Course | Lecture | Lab | Total Hours |
|---|---|---|---|---|
| ITSB | IT Network & Security Bootcamp | 270 | 40 | 310 |
| Total Hours | | 270 | 40 | 310 |
| **Associated Industry Certifications*:** CompTIA IT Fundamentals ITF+ (FCO-U61), ITIL® 4 Foundations | | | | |

** 1 Examination voucher included. It is the student's responsibility to take all certification exams within twelve months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the school director.*

| **Program Fee*:** | **$10,000.00** |
|---|---|

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| **Cost Per Single Subject*:** | **N/A** |
|---|---|

**Class Schedule:** The time required to complete this course is 12 weeks. The program is offered as instructor-led virtual sessions that run 4 hours weekly from 8:00 am to 12:00 pm, Monday through Friday via 2x2 hour mentor led sessions (includes 20-25 minutes of scheduled breaks at the discretion of the instructor). During your class, you will be able to ask questions, get instant feedback from the instructor. In addition to classroom instruction, students are expected to spend 10 to 15 hours weekly

on mini projects and the capstone practicum.

**Instructional Methods:** Virtual Live Instruction

**Class Dates:** Classes starting from 03/20/2023, new cohort every 6 weeks after

**See the school catalog for student technology requirements for online participation and school holidays and office hours.**

# ITNSB: IT Network & Security Bootcamp Syllabus

**Subject Description:** Become an IT Professional in less than 4 months, without any prior experience required. We'll provide the tools, the training and the confidence you need to advance your career as an IT Specialist — and land the rewarding position you deserve.

**Subject Hours:**

| | IT Network & Security Bootcamp |
|---|---|
| Prep Work | 20 |
| Lecture | 85 |
| Reading Material | 75 |
| Assignments/Quiz | 50 |
| Capstone Projects | 40 |
| Labs | 40 |
| | |
| Total Hours | 310 |

**Prerequisites:** To ensure your success in this bootcamp, you should have experience with basic computer user skills, be able to complete tasks, be able to search for, browse, and access information on the Internet, and have basic knowledge of computing concepts.

**Objectives:**

- *Protect a company's network and proprietary and sensitive information.*
- Help businesses apply IT concepts and strategies
- Analyze data to help your company make decisions
- Security testing, create cybersecurity policies and practices.

**Required textbook(s): N/A Instructional Methods:**

- Live instruction delivered virtually
- Lab Simulations
- Projects assigned as out-of-class homework
- Capstone assigned as out-of-class homework
- Career Coaching

**Student/Instructional Ratios:** 10:1 **Materials and Media Refences: N/A Content Outline:**

| Study Plan | Name |
|---|---|
| **Week 1-2** | CompTIA IT Fundamentals ITF+ (FCO-U61) |
| **Week 3-4** | Hardware and Operating System Fundamentals |
| **Week 5** | CompTIA Network+ N10-007 |
| **Week 6-8** | Security Fundamentals |
| **Week 9-10** | Information Security Bootcamp: Project A |
| **Week 11-12** | ITIL® 4 Foundations + Certification Exam Bundle |

**Grading and Certificate of Completion:** Grades are assessed based on the student's attendance, online lab completions, and offline projects.

90%+ A – Excellent
80-89.9% B – Good
70-79.9% C – Satisfactory
60-69.9% D – Below Average Below 60% F – Very Poor/Fail
I – Incomplete

- Attendance = 70% of grade
- Successful completion of labs = 15% of grade
- Projects/post-class assessment = 15% of grade

Upon program completion with a passing grade, students will receive a certificate of completion. Students are highly encouraged to take the industry-standard exam to receive a certification credential through the granting body or vendor.

**See the school catalog for student technology requirements for online participation and school holidays and office hours.**

# IT Network Technician Program

**Admission Requirements:** Students must be 18 years of age or older at the time of enrollment, must present a valid ID for verification, and must present evidence of completing high school or high school equivalency.

**Program Description**: The IT Network Technician Certification Program is an immersive and accelerated training program with a focus on creating the next generation of IT professionals. You will attend courses, do hands on labs, and apply your learning to successfully complete projects that address different topics such as Computer hardware, software, and networking fundamentals. Throughout the program you will interact with experts who will guide you through the program, answer questions, and help with labs and projects. The program will end with a capstone project where you will apply your learnings to real life information technology challenges. This is a 12-weeks program that includes 10 weeks of certification training and 2 weeks for exam preparation. Graduates of this program will learn critical skills for different information technology careers and will have access to career services as well.

**Prerequisites:** This program is aimed at those considering a career in IT and computer-related fields. There are no prerequisites for you to meet to successfully start this course.

**Objectives:**

This program covers following topics:

**Computer/ Systems Fundamentals**

- Hardware architecture
- Operating Systems (Windows and Linux)
- Install, configure, and maintain operating systems.
- Install, configure, and troubleshoot internal system components.
- Install, configure, and troubleshoot display and multimedia devices.
- Configure and troubleshoot network connections.
- Maintain and troubleshoot Microsoft Windows.
- Implement physical security.
- Implement client virtualization and cloud computing.
- Manage users, workstations, and shared resources.

**Networking Fundamentals**

- Explain what bounded networking media is
- Identify major network communication methods along with basic network theory concepts.
- Explain what unbounded network media is
- Identify TCP/IP data delivery and addressing methods
- Analyze switching and routing technologies

- Identity the major kinds of network deployments
- Identify TCP/IP deployment components
- Deploy network security
- Analyze network security
- Identify virtualization and cloud computing components
- Identity WAN deployment components
- Identify remote network deployment components
- Troubleshoot and manage networks

**Program Outline:**

**CIP Number: 11.0901**

| Code | Course | Lecture | Lab | Total Hours |
|---|---|---|---|---|
| ITNP | IT Network Technician Program | 28 | 38 | 66 |
| Total Hours | | 28 | 38 | 66 |
| **Associated Industry Certifications*:** CompTIA A+, CompTIA Network+ | | | | |

** 1 Examination voucher included. It is the student's responsibility to take all certification exams within twelve months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the school director.*

**Program Fee*: $4,000**

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

**Cost Per Single Subject*: N/A**

**Class Schedule:** This program is offered on-demand with optional weekly hours scheduled with course mentors. Students may access their program and complete coursework at any time within their enrollment term.

**Instructional Methods:** 1. Lecture 2. Laboratory

**Class Dates:** This program is offered on-demand with optional weekly hours scheduled with course mentors. Students may access their program and complete coursework at any time within their enrollment term.

**See the school catalog for student technology requirements for online participation and school holidays and office hours.**

# ITNP: IT Network Technician Program Syllabus

**Subject Description:**

1. **CompTIA A+**

The CompTIA A+ covers the following content:

- Increased reliance on SaaS applications for remote work
- More on troubleshooting and how to remotely diagnose and correct common software, hardware, or connectivity problems
- Changing core technologies from cloud virtualization and IoT device security to data management and scripting
- Multiple operating systems now encountered by technicians on a regular basis, including the major systems, their use cases, and how to keep them running properly
- Reflects the changing nature of the job role, where many tasks are sent to specialized providers as certified personnel need to assess whether it's best to fix something on site, or to save time and money by sending proprietary technologies directly to vendors

2. **CompTIA Network+**

CompTIA Network+ validates the technical skills needed to securely establish, maintain and troubleshoot the essential networks that businesses rely on.

- Establish network connectivity by deploying wired and wireless devices.
- Understand and maintain network documentation.
- Understand the purpose of network services, basic datacenter, cloud, and virtual networking concepts.
- Monitor network activity, identifying performance and availability issues.
- Implement network hardening techniques.
- Manage, configure, and troubleshoot network infrastructure.

**Subject Hours:**
Lecture-28 / Lab-38 / Total - 66

**Prerequisites:**

This program is aimed at those considering a career in IT and computer-related fields. There are no prerequisites for you to meet to successfully start this course

**Objectives:**

**Computer/ Systems Fundamentals**

- Hardware architecture
- Operating Systems (Windows and Linux)
- Install, configure, and maintain operating systems.
- Install, configure, and troubleshoot internal system components.

- Install, configure, and troubleshoot display and multimedia devices.
- Configure and troubleshoot network connections.
- Maintain and troubleshoot Microsoft Windows.
- Implement physical security.
- Implement client virtualization and cloud computing.
- Manage users, workstations, and shared resources.

**Networking Fundamentals**

- Explain what bounded networking media is
- Identify major network communication methods along with basic network theory concepts.
- Explain what unbounded network media is
- Identify TCP/IP data delivery and addressing methods
- Analyze switching and routing technologies
- Identity the major kinds of network deployments
- Identify TCP/IP deployment components
- Deploy network security
- Analyze network security
- Identify virtualization and cloud computing components
- Identity WAN deployment components
- Identify remote network deployment components
- Troubleshoot and manage networks

**Required textbook(s):** Not applicable**.**

**Instructional Methods:** 1 Lectures
1. Lab simulations

**Student/Instructional Ratios:** **18:1**

**Materials and Media Refences:** Not Applicable

**Content Outline:**

| | |
|---|---|
| **Week** 1 | CompTIA A+: Installing System Devices<br>CompTIA A+: Troubleshooting PC Hardware<br>CompTIA A+: Comparing Local Networking hardware<br>CompTIA A+: Configuring Network Addressing and Internet Connections |
| **Week 2** | CompTIA A+: Supporting Network Services<br>CompTIA A+: Summarizing Virtualization and Cloud Concepts CompTIA A+: Supporting Mobile Devices<br>CompTIA A+: Supporting Print Devices |
| **Week 3** | CompTIA A+: Configuring Windows CompTIA A+: Managing Windows<br>CompTIA A+: Identifying OS Types and Features CompTIA A+: Supporting Windows<br>CompTIA A+: Managing Windows Networking |
| **Week 4** | CompTIA A+: Managing Linux and macOS<br>CompTIA A+: Configuring SOHO Network Security |
| **Week 5** | CompTIA A+: Managing Security Settings CompTIA A+: Supporting Mobile Software CompTIA A+: Using Support and Scripting Tools CompTIA A+: Implementing Operational Procedures |
| **Week 6** | CompTIA Network+: Comparing OSI Model Network Functions CompTIA Network+: Deploying Ethernet Cabling<br>CompTIA Network+: Deploying Ethernet Switching CompTIA Network+: Troubleshooting Ethernet Networks |
| **Week 7** | CompTIA Network+: Explaining IPv4 Addressing CompTIA Network+: Supporting IPv4 and IPv6 Networks<br>CompTIA Network+: Configuring and Troubleshooting Routers CompTIA Network+: Explaining Network Topologies and Types |
| **Week 8** | CompTIA Network+: Explaining Transport Layer Protocols CompTIA Network+: Explaining Network Services CompTIA Network+: Explaining Network Applications CompTIA Network+: Ensuring Network Availability CompTIA Network+: Explaining Common Security Concepts |
| **Week 9** | CompTIA Network+: Supporting and Troubleshooting Secure Networks CompTIA Network+: Deploying and Troubleshooting Wireless Networks<br>CompTIA Network+: Comparing WAN Links and Remote Access Methods |
| **Week 10** | CompTIA Network+: Explaining Organizational and Physical Security Concepts CompTIA Network+: Explaining Disaster Recovery and High Availability Concepts CompTIA Network+: Applying Network Hardening Techniques<br>CompTIA Network+: Summarizing Cloud and Datacenter Architecture |
| **Week 11** | EXAM Preparation |
| **Week 12** | EXAM Preparation |

**Grading and Certificate of Completion:** Grades are assessed based on the student's attendance, online lab completions, and offline projects.

90%+ A – Excellent
80-89.9% B – Good
70-79.9% C – Satisfactory
60-69.9% D – Below Average Below 60% F – Very Poor/Fail
I – Incomplete

- Attendance = 75% of grade
- Successful completion of labs = 15% of grade
- Projects/post-class assessment = 10% of grade

Upon program completion with a passing grade, students will receive a certificate of completion. Students are highly encouraged to take the industry-standard exam to receive a certification credential through the granting body or vendor.

**See the school catalog for student technology requirements for online participation and school holidays and office hours.**

# IT Security & Network Administrator Program

**Admission Requirements:** Students must be 18 years of age or older at the time of enrollment, must present a valid ID for verification, and must present evidence of completing high school or high school equivalency.

**Program Description**: The IT Network and Security Administrator Certification Program is an immersive and accelerated training program with a focus on creating the next generation of IT professionals. You will attend courses, do hands on labs, and apply your learning to successfully complete projects that address different topics such as networking and security fundamentals. Throughout the program you will interact with experts who will guide you through the program, answer questions, and help with labs and projects. The program will end with a capstone project where you will apply your learnings to real life information technology challenges. This is a 12- weeks program that includes 10 weeks of certification training and 2 weeks for exam preparation. Graduates of this program will learn critical skills for different network and security careers and will have access to career services as well.

**Prerequisites:** This program is aimed at those considering a career in IT and computer-related fields. There are no prerequisites for you to meet to successfully start this course.

**Objectives:**

This program covers following topics:

**Networking Fundamentals**

- Explain what bounded networking media is
- Identify major network communication methods along with basic network theory concepts.
- Explain what unbounded network media is
- Identify TCP/IP data delivery and addressing methods
- Analyze switching and routing technologies
- Identity the major kinds of network deployments
- Identify TCP/IP deployment components
- Deploy network security
- Analyze network security
- Identify virtualization and cloud computing components
- Identity WAN deployment components
- Identify remote network deployment components
- Troubleshoot network issues
- Manage networks

**Security Fundamentals**

- Proactively implement sound security protocols to mitigate security risks
- Quickly respond to security issues
- Retroactively identify where security breaches may have occurred
- Design a network, on-site or in the cloud, with security in mind
- System/Network Security
- Security Threats (Social Engineering, Malware) Identity and Assess Management

**Program Outline:**

**CIP Number: 11.1003**

| Code | Course | Lecture | Lab | Total Hours |
|---|---|---|---|---|
| ITSNA | IT Security & Network Administrator Program | 42 | 48 | 90 |
| Total Hours | | 42 | 48 | 90 |
| **Associated Industry Certifications*:** CompTIA Network+, CompTIA Security+ | | | | |

** 1 Examination voucher included. It is the student's responsibility to take all certification exams within twelve months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the school director.*

| **Program Fee*:** | **$4,000** |
|---|---|

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| **Cost Per Single Subject*:** | **N/A** |
|---|---|

**Class Schedule:** This program is offered on-demand with optional weekly hours scheduled with course mentors. Students may access their program and complete coursework at any time within their enrollment term.

**Instructional Methods:** 1. Lecture 2. Laboratory

**Class Dates:** This program is offered on-demand with optional weekly hours scheduled with course mentors. Students may access their program and complete coursework at any time within their enrollment term.

**See the school catalog for student technology requirements for online participation and school holidays and office hours.**

# Code: IT Security & Network Administrator Program Syllabus

**Subject Description:**

**CompTIA Network+**

CompTIA Network+ validates the technical skills needed to securely establish, maintain and troubleshoot the essential networks that businesses rely on.

- Establish network connectivity by deploying wired and wireless devices.
- Understand and maintain network documentation.
- Understand the purpose of network services, basic datacenter, cloud, and virtual networking concepts.
- Monitor network activity, identifying performance and availability issues.
- Implement network hardening techniques.
- Manage, configure, and troubleshoot network infrastructure.

CompTIA Security+

CompTIA Security+ is a global certification that validates the baseline skills necessary to perform core security functions and pursue an IT security career.

- Assess the security posture of an enterprise environment and recommend and implement appropriate security solutions
- Monitor and secure hybrid environments, including cloud, mobile, and IoT
- Operate with an awareness of applicable laws and policies, including principles of governance, risk, and compliance
- Identify, analyze, and respond to security events and incidents

**Subject Hours:**
Lecture-42 / Lab-48 / Total - 90

**Prerequisites:**

This program is aimed at those considering a career in IT and computer-related fields. There are no prerequisites for you to meet to successfully start this course

**Objectives:**

This program covers following topics:

**Networking Fundamentals**

- Explain what bounded networking media is.
- Identify major network communication methods along with basic network theory concepts.
- Explain what unbounded network media is.
- Identify TCP/IP data delivery and addressing methods.

- Analyze switching and routing technologies
- Identity the major kinds of network deployments
- Identify TCP/IP deployment components
- Deploy network security
- Analyze network security
- Identify virtualization and cloud computing components
- Identity WAN deployment components
- Identify remote network deployment components
- Troubleshoot network issues
- Manage networks

**Security Fundamentals**

- Proactively implement sound security protocols to mitigate security risks
- Quickly respond to security issues
- Retroactively identify where security breaches may have occurred
- Design a network, on-site or in the cloud, with security in mind
- System/Network Security
- Security Threats (Social Engineering, Malware)
- Identity and Assess Management

**Required textbook(s):** Not applicable**.**

**Instructional Methods:** 1 Lectures
2. Lab simulations

**Student/Instructional Ratios:** **18:1**

**Materials and Media Refences:** Not Applicable

**Content Outline:**

| | |
|---|---|
| **Week 1** | CompTIA Network+: Comparing OSI Model Network Functions CompTIA Network+: Deploying Ethernet Cabling<br>CompTIA Network+: Deploying Ethernet Switching<br>CompTIA Network+: Troubleshooting Ethernet Networks |
| **Week 2** | CompTIA Network+: Explaining IPv4 Addressing CompTIA Network+: Supporting IPv4 and IPv6 Networks<br>CompTIA Network+: Configuring and Troubleshooting Routers CompTIA Network+: Explaining Network Topologies and Types |
| **Week 3** | CompTIA Network+: Explaining Transport Layer Protocols CompTIA Network+: Explaining Network Services CompTIA Network+: Explaining Network Applications<br>CompTIA Network+: Ensuring Network Availability CompTIA Network+: Explaining Common Security Concepts |
| **Week 4** | CompTIA Network+: Supporting and Troubleshooting Secure Networks CompTIA Network+: Deploying and Troubleshooting Wireless Networks CompTIA Network+: Comparing WAN Links and Remote Access Methods |
| **Week 5** | CompTIA Network+: Explaining Organizational and Physical Security Concepts CompTIA Network+: Explaining Disaster Recovery and High Availability Concepts CompTIA Network+: Applying Network Hardening Techniques<br>CompTIA Network+: Summarizing Cloud and Datacenter Architecture |
| **Week 6** | CompTIA Security+: Comparing Security Roles and Controls CompTIA Security+: Explaining Threat Actors and Threat Intelligence CompTIA Security+: Performing Security Assessments<br>CompTIA Security+: Identifying Social Engineering and Malware CompTIA Security+: Summarizing Basic Cryptographic Concepts |
| **Week 7** | CompTIA Security+: Implementing Public Key Infrastructure CompTIA Security+: Implementing Authentication Controls<br>CompTIA Security+: Implementing Identity and Account Management Controls CompTIA Security+: Implementing Secure Network Designs |
| **Week 8** | CompTIA Security+: Implementing Network Security Appliances CompTIA Security+: Implementing Secure Network Protocols CompTIA Security+: Implementing Host Security Solutions CompTIA Security+: Implementing Secure Mobile Solutions CompTIA Security+: Summarizing Secure Application Concepts |
| **Week 9** | CompTIA Security+: Implementing Secure Cloud Solutions<br>CompTIA Security+: Explaining Data Privacy and Protection Concepts CompTIA Security+: Performing Incident Response<br>CompTIA Security+: Explaining Digital Forensics |
| **Week 10** | CompTIA Security+: Summarizing Risk Management Concepts CompTIA Security+: Implementing Cybersecurity Resilience CompTIA Security+: Explaining Physical Security Exam preparation |
| **Week 11** | EXAM Preparation |
| **Week 12** | EXAM Preparation |

**Grading and Certificate of Completion:** Grades are assessed based on the student's attendance, online lab completions, and offline projects.

90%+ A – Excellent
80-89.9% B – Good
70-79.9% C – Satisfactory
60-69.9% D – Below Average Below 60% F – Very Poor/Fail
I – Incomplete

- Attendance = 75% of grade
- Successful completion of labs = 15% of grade
- Projects/post-class assessment = 10% of grade

Upon program completion with a passing grade, students will receive a certificate of completion. Students are highly encouraged to take the industry-standard exam to receive a certification credential through the granting body or vendor.

**See the school catalog for student technology requirements for online participation and school holidays and office hours.**

# IT Support Technician Program

**Admission Requirements:** Students must be 18 years of age or older at the time of enrollment, must present a valid ID for verification, and must present evidence of completing high school or high school equivalency.

**Program Description**: The IT Support Technician Program is an immersive and accelerated training program with a focus on creating the next generation of IT professionals. You will attend courses, do hands on labs, and apply your learning to successfully complete projects that address different topics such as Computer hardware and software fundamentals. Throughout the program you will interact with experts who will guide you through the program, answer questions, and help with labs and projects. The program will end with a capstone project where you will apply your learnings to real life information technology challenges. This is a 12-weeks program that includes 10 weeks of certification training and 2 weeks for exam preparation. Graduates of this program will learn critical skills for different information technology careers and will have access to career services as well.

**Prerequisites:** This program is aimed at those considering a career in IT and computer-related fields. There are no prerequisites for you to meet to successfully start this course.

**Objectives:**

This program covers following topics:

1. **IT Fundamentals**
    - Set up a computer workstation and use basic software applications
    - Understand the functions and types of devices used within a computer system
    - Apply basic computer maintenance and support principles
    - Understand some principles of software and database development
    - Configure computers and mobile devices to connect to home networks and to the internet
    - Identify security issues affecting the use of computers and networks

2. **Computer/ Systems Fundamentals**
    - Hardware architecture
    - Operating Systems (Windows and Linux)
    - Install, configure, and maintain operating systems.
    - Install, configure, and troubleshoot internal system components.
    - Install, configure, and troubleshoot display and multimedia devices.
    - Configure and troubleshoot network connections.
    - Maintain and troubleshoot Microsoft Windows.
    - Implement physical security.

- Implement client virtualization and cloud computing.
- Manage users, workstations, and shared resources

**Program Outline:**

**CIP Number: 11.1006**

| Code | Course | Lecture | Lab | Total Hours |
|---|---|---|---|---|
| ITSP | IT Support Technician Program | 25 | 25 | 50 |
| Total Hours | | 25 | 25 | 50 |
| **Associated Industry Certifications*:** CompTIA ITF+, CompTIA A+ | | | | |

** 1 Examination voucher included. It is the student's responsibility to take all certification exams within twelve months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the school director.*

**Program Fee*: $4,000**

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

**Cost Per Single Subject*: N/A**

**Class Schedule:** This program is offered on-demand with optional weekly hours scheduled with course mentors. Students may access their program and complete coursework at any time within their enrollment term.

**Instructional Methods:** 1. Lecture 2. Laboratory

**Class Dates:** This program is offered on-demand with optional weekly hours scheduled with course mentors. Students may access their program and complete coursework at any time within their enrollment term.

**See the school catalog for student technology requirements for online participation and school holidays and office hours.**

# ITSP: IT Support Technician Program Syllabus

**Subject Description:**

CompTIA ITF+

The CompTIA IT Fundamentals focuses on the essential IT skills and knowledge needed to perform tasks commonly performed by advanced end-users and entry-level IT professionals alike, including:

- Using features and functions of common operating systems and establishing network connectivity
- Identifying common software applications and their purpose
- Using security and web browsing best practices

**CompTIA A+**

The CompTIA A+ covers the following content:

- Increased reliance on SaaS applications for remote work
- More on troubleshooting and how to remotely diagnose and correct common software, hardware, or connectivity problems
- Changing core technologies from cloud virtualization and IoT device security to data management and scripting
- Multiple operating systems now encountered by technicians on a regular basis, including the major systems, their use cases, and how to keep them running properly
- Reflects the changing nature of the job role, where many tasks are sent to specialized providers as certified personnel need to assess whether it's best to fix something on site, or to save time and money by sending proprietary technologies directly to vendors

**Subject Hours:**
Lecture-25 / Lab-25 / Total - 50

**Prerequisites:**
This program is aimed at those considering a career in IT and computer-related fields. There are no prerequisites for you to meet to successfully start this course

**Objectives:**

1. **IT Fundamentals**

   - Set up a computer workstation and use basic software applications
   - Understand the functions and types of devices used within a computer system
   - Apply basic computer maintenance and support principles
   - Understand some principles of software and database development
   - Configure computers and mobile devices to connect to home networks and to the internet
   - Identify security issues affecting the use of computers and networks

2. **Computer/ Systems Fundamentals**
   - Hardware architecture
   - Operating Systems (Windows and Linux)
   - Install, configure, and maintain operating systems.
   - Install, configure, and troubleshoot internal system components.
   - Install, configure, and troubleshoot display and multimedia devices.
   - Configure and troubleshoot network connections.
   - Maintain and troubleshoot Microsoft Windows.
   - Implement physical security.
   - Implement client virtualization and cloud computing.
   - Manage users, workstations, and shared resources

**Required textbook(s):** Not applicable**.**

**Instructional Methods:** 1 Lectures
2. Lab simulations

**Student/Instructional Ratios:** **18:1**

**Materials and Media Refences:** Not Applicable

**Content Outline:**

| | |
|---|---|
| **Week 1** | CompTIA ITF+: Using Computers CompTIA ITF+: Using Apps and Databases<br>CompTIA ITF+: Using Computer Hardware |
| **Week 2** | CompTIA ITF+: Using Networks CompTIA ITF+: Security Concepts<br>CompTIA A+: Installing Motherboards and Connectors |
| **Week 3** | CompTIA A+: Installing System Devices CompTIA A+: Troubleshooting PC Hardware<br>CompTIA A+: Comparing Local Networking Hardware |
| **Week 4** | CompTIA A+: Configuring Network Addressing and Internet Connections<br>CompTIA A+: Supporting Network Services |
| **Week 5** | CompTIA A+: Summarizing Virtualization and Cloud Concepts<br>CompTIA A+: Supporting Mobile Devices |
| **Week 6** | CompTIA A+: Supporting Print Devices<br>CompTIA A+: Configuring Windows |

| | |
|---|---|
| **Week 7** | CompTIA A+: Managing Windows<br>CompTIA A+: Identifying OS Types and Features |
| **Week 8** | CompTIA A+: Supporting Windows<br>CompTIA A+: Managing Windows Networking |
| **Week 9** | CompTIA A+: Managing Linux and macOS<br>CompTIA A+: Configuring SOHO Network Security |
| **Week 10** | CompTIA A+: Managing Security Settings CompTIA A+: Supporting Mobile Software CompTIA A+: Using Support and Scripting Tools<br>CompTIA A+: Implementing Operational Procedures |
| **Week 11** | EXAM Preparation |
| **Week 12** | EXAM Preparation |

**Grading and Certificate of Completion:** Grades are assessed based on the student's attendance, online lab completions, and offline projects.

90%+ A – Excellent
80-89.9% B – Good
70-79.9% C – Satisfactory
60-69.9% D – Below Average Below 60% F – Very Poor/Fail
I – Incomplete

- Attendance = 75% of grade
- Successful completion of labs = 15% of grade
- Projects/post-class assessment = 10% of grade

Upon program completion with a passing grade, students will receive a certificate of completion. Students are highly encouraged to take the industry-standard exam to receive a certification credential through the granting body or vendor.

**See the school catalog for student technology requirements for online participation and school holidays and office hours.**

# Medical Assistant Bootcamp

**Admission Requirements:** Students must have HS Diploma or GED and must be 18 years of age or older at the time of enrollment and must present a valid ID for verification.

**Program Description** The goal of the Medical Assistant program is to prepare competent, entry-level medical assistants with the knowledge, skills, and affective behavior to provide quality patient care. Students will be trained in all aspects of medical office practice including administrative tasks and back office clinical tasks. The program provides students with knowledge of anatomy and physiology, routine laboratory procedures and patient care procedures commonly performed in medical offices.

**Pre-Requisites:** To ensure your success in this bootcamp, you should have experience with basic computer user skills, be able to complete tasks, be able to search for, browse, and access information on the Internet, and have basic knowledge of computing concepts

**Objectives:**

- Understand the current job market and opportunities for medical assistants.
- Compare and contrast allied health professions to gain an understanding of how they relate to medical assisting.
- Learn the credentialing process for medical assistants and its importance.
- Identify and master the general responsibilities and skills of a medical assistant.
- Gain knowledge of the structures and functions of all body systems.
- Learn diagnostic and treatment modalities for each body system.
- Understand the importance of diet and nutrition and apply a system of diet and nutrition.
- Comply with federal, state, and local health laws and regulations as they relate to healthcare settings.
- Demonstrate effective interpersonal skills with patients and health care team members.
- Learn clinical procedures such as assisting with specialty examinations and surgeries, preparing and administering medication, and recognizing and responding to medical emergencies.

**Program Outline**

| Course | Number of hours |
|---|---|

| | |
|---|---|
| **General Orientation**<br>Describe the current employment outlook for the medical assistant<br>Compare and contrast the allied health professions and understand their relation to medical assisting<br>Describe and comprehend medical assistant credentialing requirements, the process to obtain the credential and the importance of credentialing<br>List the general responsibilities and skills of the medical assistant | 12 |
| **Anatomy and Physiology**<br>List all body systems and their structures and functions<br>Describe common diseases, symptoms, and etiologies as they apply to each system<br>Identify diagnostic and treatment modalities as they relate to each body system<br>Apply a system of diet and nutrition<br>Explain the importance of diet and nutrition<br>Educate patients regarding proper diet and nutrition guidelines<br>Identify categories of patients that require special diets or diet modifications | 18 |
| **Medical Terminology**<br>Define and use the entire basic structure of medical terminology and be able to accurately identify the correct context (i.e., root, prefix, suffix, combinations, spelling and definitions)<br>Build and dissect medical terminology from roots and suffixes to understand the word element combinations<br>Apply medical terminology for each specialty<br>Define and use medical abbreviations when appropriate and acceptable | 8 |

| | |
|---|---|
| **Medical Law and Ethics**<br>Follow documentation guidelines<br>Institute federal and state guidelines when:<br>Releasing medical records or information<br>Entering orders in and utilizing electronic health records<br>Follow established policies when initiating or terminating medical treatment<br>Distinguish between employer and personal liability coverage<br>Perform risk management procedures<br>Comply with federal, state, and local health laws and regulations as they relate to healthcare settings<br>Define the scope of practice for the medical assistant within the state were employed<br>Describe what procedures can and cannot be delegated to the medical assistant and by whom within various employment settings<br>Comply with meaningful use regulations<br>Display compliance with the Code of Ethics of the profession<br>Demonstrate compliance with HIPAA guidelines, the ADA Amendments Act, and the Health Information Technology for Economic and Clinical Health (HITECH) Act | 12 |
| **Human Relations**<br>Respond appropriately to patients with abnormal behavior patterns Provide support for terminally ill patients<br>Use empathy when communicating with terminally ill patients Identify common stages that terminally ill patients experience<br>List organizations and support groups that can assist patients and family members of patients experiencing terminal illnesses | 26 |
| Assist the patient in navigating issues and concerns that may arise (i.e., insurance policy information, medical bills, and physician/provider orders)<br>Adapt care to address the developmental stages of life<br>Analyze the effect of hereditary and environmental influences on behavior<br>Demonstrate an understanding of the core competencies for Interprofessional Collaborative Practice i.e., values/ethics; roles/responsibilities; interprofessional communication; teamwork<br>Partner with health care teams to attain optimal patient health outcomes<br>Display effective interpersonal skills with patients and health care team members<br>Demonstrate cultural awareness | |

| | |
|---|---|
| **Pharmacology**<br>Identify drug classification, usual dose, side effects, and contraindications of the top most commonly used medications<br>Demonstrate accurate occupational math and metric conversions for proper medication administration<br>Prescriptions<br>Identify parts of prescriptions<br>Identify appropriate abbreviations that are accepted in prescription writing<br>Comply with legal aspects of creating prescriptions, including federal and state laws<br>Properly utilize the Physician's Desk Reference (PDR), drug handbooks, and other drug references to identify a drug's classification, usual dosage, usual side effects, and contraindications | 12 |
| **Administrative Procedures**<br>Gather and process documents<br>Navigate electronic health records systems and practice management software Perform billing and collection procedures<br>Process insurance claims Apply scheduling principles<br>Maintain inventory of equipment and supplies<br>Display professionalism through written and verbal communications<br>Perform basic computer skills | 12 |
| **Clinical Procedures**<br>Practice standard precautions and perform disinfection/ sterilization techniques<br>Obtain vital signs, obtain patient history, and formulate chief complaint<br>Assist provider with general/physical examination<br>Assist provider with specialty examination, including cardiac, respiratory, OB- GYN, neurological, and gastroenterology procedures<br>Perform specialty procedures, including but not limited to minor surgery, cardiac, respiratory, OB-GYN, neurological, and gastroenterology Prepare and administer oral and parenteral medications and monitor intravenous (IV) infusions | 30 |
| Recognize and respond to medical office emergencies<br>Teach self-examination, disease management and health promotion<br>Identify community resources and Complementary and Alternative Medicine practices (CAM)<br>Make adaptations for patients with special needs (psychological or physical limitations)<br>Make adaptations to care for patients across their lifespan | |

| | |
|---|---|
| **Medical Laboratory Procedures**<br>Practice quality control<br>Perform selected CLIA-waived tests that assist with diagnosis and treatment<br>Urinalysis<br>Hematology testing Chemistry testing Immunology testing Microbiology testing Kit testing<br>Dispose of biohazardous materials Collect, label, and process specimens<br>Perform venipuncture<br>Perform capillary puncture<br>Perform wound collection procedures<br>Obtain throat specimens for microbiologic testing Instruct patients in the collection of<br>Clean-catch mid-stream urine specimens Collection of fecal specimens<br>Collection of sputum specimens | 16 |
| **Career Development**<br>Perform the essential requirements for employment, such as resume writing, effective interviewing, dressing professionally, time management, and following up appropriately<br>Demonstrate professional behavior<br>Explain what continuing education is and how it is acquired | 10 |
| **Required 1:1 Coaching Sessions** | 3 |
| **Skills Checklist** | 8 |
| **Certification Exam Review** | 12 |
| **Didactic Hours** | **179** |
| **Clinical Externship (Optional)** | **120** |
| **TOTAL HOURS** | **299** |

*It is the student's responsibility to take all certification exams within twelve months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the School Director.

**The approximate time required to complete this course is 16 weeks.**

**CIP Number: 51.0801**

| Code | Course | Self-Paced | Clinical Externship Optional | Total Hours |
|---|---|---|---|---|
| MAB | Medical Assistant Bootcamp | 179 | 120 | 299 |

| | | | |
|---|---|---|---|
| Total Hours | 179 | 120 | 299 |
| **Associated Industry Certifications*:** Upon successful completion of all required courses, students will be eligible to take the Certified Medical Assistant Certification exam with National Healthcare Association (NHA) | | | |

** 1 Examination voucher included. It is the student's responsibility to take all certification exams within twelve months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the school director.*

| | |
|---|---|
| **Program Fee*:** | **$3,450.00** |

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

**Class Schedule**
All programs are offered online self-paced. Students will schedule five (5) virtual mentoring sessions with a coach

**Instructional Method**
Online, self-paced
Clinical externships are not required for completion of program or certification, but externship support will be provided as needed as part of any employer partnerships

**Class Dates**
Students may enroll and begin classes at any time. The start date is officially the date the enrollment agreement is accepted.

**See the school catalog for student technology requirements for online participation and school holidays and office hours.**

# MAB: Medical Assistant Bootcamp Syllabus

**Subject Description:**
The goal of the Medical Assistant program is to prepare competent, entry-level medical assistants with the knowledge, skills, and affective behavior to provide quality patient care. Students will be trained in all aspects of medical office practice including administrative tasks and back office clinical tasks. The program provides students with knowledge of anatomy and physiology, routine laboratory procedures and patient care procedures commonly performed in medical offices.

**Subject Hours:**
299 Hours / 16 Weeks

**Pre-Requisites:**
To ensure your success in this bootcamp, you should have experience with basic computer user skills, be able to complete tasks, be able to search for, browse, and access information on the Internet, and have basic knowledge of computing concepts

**Objectives:**

- Understand the current job market and opportunities for medical assistants.
- Compare and contrast allied health professions to gain an understanding of how they relate to medical assisting.
- Learn the credentialing process for medical assistants and its importance.
- Identify and master the general responsibilities and skills of a medical assistant.
- Gain knowledge of the structures and functions of all body systems.
- Learn diagnostic and treatment modalities for each body system.
- Understand the importance of diet and nutrition and apply a system of diet and nutrition.
- Comply with federal, state, and local health laws and regulations as they relate to healthcare settings.
- Demonstrate effective interpersonal skills with patients and health care team members.
- Learn clinical procedures such as assisting with specialty examinations and surgeries, preparing and administering medication, and recognizing and responding to medical emergencies.

**Required textbook(s):**
Elsevier – Kinn's The Clinical Medical Assistant, 14th Edition

**Instructional Method**
Online, self-paced
Clinical externships are not required for completion of program or certification, but externship support will be provided as needed as part of any employer partnerships

**Student/Instructor Ratios:**
25:1

**Materials and Media Refences:** Not Applicable

**Content Outline:**

| | |
|---|---|
| **Week 1** | General Orientation |
| **Week 2-3** | Anatomy and Physiology |
| **Week 4** | Medical Terminology |
| **Week 5** | Medical Law and Ethics |
| **Week 6-7** | Human Relations |
| **Week 8** | Pharmacology |
| **Week 9** | Administrative Procedures |
| **Week 10-12** | Clinical Procedures |
| **Week 13** | Medical Laboratory Procedures |
| **Week 14** | Career Development |
| **Week 15-16** | Certification Prep and Clinical Skills Checklist |

**Grading and Certificate of Completion:** Grades are assessed based on the student's attendance, online lab completions, and offline projects.

90%+ A – Excellent
80-89.9% B – Good
70-79.9% C – Satisfactory
60-69.9% D – Below Average Below 60% F – Very Poor/Fail
I – Incomplete

- Attendance = 70% of grade
- Successful completion of labs = 15% of grade
- Projects/post-class assessment = 15% of grade

Upon program completion with a passing grade, students will receive a certificate of completion. Students are highly encouraged to take the industry-standard exam to receive a certification credential through the granting body or vendor.

**See the school catalog for student technology requirements for online participation and school holidays and office hours.**

# Medical Billing & Coding Specialist Bootcamp

**Admission Requirements:**
Students must have HS Diploma or GED and must be 18 years of age or older at the time of enrollment and must present a valid ID for verification.

**Program Description:**
The Medical Billing & Coding Specialist Online Bootcamp is a comprehensive and intensive training program designed to equip participants with the essential skills and knowledge required to excel as professionals in the field of medical billing and coding. This program offers a deep dive into the Tintricate world of healthcare administration, focusing on the critical roles of accurately translating medical procedures, diagnoses, and services into standardized codes for billing and record-keeping purposes. Throughout the course, participants will gain a strong foundation in medical terminology, anatomy, and the intricacies of medical procedures. They will learn to navigate the complex landscape of healthcare regulations, compliance, and reimbursement methodologies. By the end of the bootcamp, participants will be well-prepared to take on the responsibilities of a certified medical billing and coding specialist, facilitating the smooth flow of information between healthcare providers, insurance companies, and patients.

**Pre-Requisites:**
To ensure your success in this bootcamp, you should have experience with basic computer user skills, be able to complete tasks, be able to search for, browse, and access information on the Internet, and have basic knowledge of computing concepts

**Objectives:**

- Develop a comprehensive understanding of medical terminology, anatomy, and common medical procedures to accurately interpret and assign relevant codes.
- Master the usage of key coding systems, including ICD-10-CM, CPT, and HCPCS Level II, ensuring precise code selection for diagnoses, procedures, and services.
- Explore the regulatory landscape of healthcare, including HIPAA regulations and insurance guidelines, to ensure ethical and compliant coding practices.
- Acquire proficiency in medical billing processes, from claims submission and insurance verification to understanding reimbursement methodologies and optimizing revenue generation.
- Gain hands-on experience with electronic health records (EHR) systems, learning how to input and retrieve patient data accurately and efficiently.
- Familiarize yourself with industry-standard coding software and tools, enhancing your speed and accuracy in code assignment.
- Apply learned concepts to real-world scenarios and case studies, honing your problem-solving skills and critical thinking abilities in coding and billing contexts.
- Develop effective communication skills to facilitate clear and accurate information exchange with healthcare providers, insurance companies, and patients.
- Receive comprehensive career preparation, including guidance on job searching, resume building, and interview techniques, to confidently enter the job market as a certified specialist.

- Attain a certification as a Medical Billing & Coding Specialist upon successful course completion, validating your expertise and increasing your credibility within the healthcare industry.

**Program Outline**

| Week | Course No. | Course Name | Lesson No. | Lesson Name | No. of Hours |
|---|---|---|---|---|---|
| Week 1 | MBC101 | Medical Terminology & Anatomy | 1 | Introduction to Healthcare Terminology | 6 |
| | | | 2 | Body Structure and Directional Terminology | |
| Week 2 | | | 3 | Musculoskeletal System and Connective Tissues | 6 |
| | | | 4 | Skin and Subcutaneous Tissues | |
| Week 3 | | | 5 | Obstetric, Perinatal, and Congenital Conditions | 6 |
| | | | 6 | Blood, Blood Forming Organs, and the Immune System | |
| Week 4 | | | 7 | Circulatory System | 6 |
| | | | 8 | Respiratory System | |
| Week 5 | MB101 | Medical Records & Insurance | 1 | Health Insurance Origins | 3 |
| | | | 2 | Your Career as A Health Insurance Professional | 3 |
| Week 6 | | | 3 | Medical Ethics | 3 |
| | | | 4 | Health Care Reform | 3 |
| | | | 5 | The Patient & The Billing Process | 3 |

| | | | | | |
|---|---|---|---|---|---|
| Week 7 | MB102 | Claims Submission & Insurance Carriers | 1 | Claim Submission Methods | 3 |
| | | | 2 | Claims Management | 3 |
| | | | 3 | Reimbursement Models | 3 |
| | | | 4 | Managed Care Plans | 3 |
| Week 8 | | | 5 | Medicaid | 3 |
| | | | 6 | Medicare | 3 |
| | | | 7 | Miliatry Carriers | 3 |
| | | | 8 | Miscellaneous Carriers | 3 |
| Week 9 | MB102 | Claims Management and Inpatient Billing | 1 | The Role of Computers in Health Insurance | 3 |
| | | | 2 | Reimbursement Procedures | 3 |
| | | | 3 | Hospital Billing and the UB-04 | 3 |
| Week 10 | | Introduction to Medical Coding | 1 | Diagnostic Coding | 3 |
| | | | 2 | Procedural Coding, HCPCS Coding, and Evaluation & Management | 3 |
| **Clinical Skills Checklist** | | | | | **8** |
| **Certification Preparation** | | | | | **12** |
| **CLINICAL EXTERNSHIP (OPTIONAL)** | | | | | **120** |
| **TOTAL HOURS** | | | | | **218** |
| **TOTAL HOURS WITHOUT EXTERNSHIP** | | | | | **98** |

*It is the student's responsibility to take all certification exams within twelve months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the school Director.

**The approximate time required to complete this course is 12 weeks.**

**CIP Number: 51.0707**

| Code | Course | Self-Paced | Clinical Externship Optional | Total Hours |
|---|---|---|---|---|
| MBC SB | Medical Billing & Coding Specialist Program | 98 | 120 | 218 |
| Total Hours | | 98 | 120 | 218 |
| **Associated Industry Certifications*:** Completion of Program will provide student eligibility to sit for the Certified Billing and Coding Specialist (CBCS) certification by the National Healthcareer Association (NHA) | | | | |

** 1 Examination voucher included. It is the student's responsibility to take all certification exams within twelve months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the school director.*

| | |
|---|---|
| **Program Fee*:** | **$2,450.00** |

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

**Class Schedule**

All programs are offered online self-paced. Students will schedule five (5) virtual mentoring sessions with a coach

**Instructional Method**

Online, self-paced

Clinical externships are not required for completion of program or certification, but externship support will be provided as needed as part of any employer partnerships

**Class Dates**

Students may enroll and begin classes at any time. The start date is officially the date the enrollment agreement is accepted.

**See the school catalog for student technology requirements for online participation and school holidays and office hours.**

# MCB: Medical Billing & Coding Specialist Bootcamp

**Subject Description:**
The Medical Billing & Coding Specialist Online Bootcamp is a comprehensive and intensive training program designed to equip participants with the essential skills and knowledge required to excel as professionals in the field of medical billing and coding. This program offers a deep dive into the intricate world of healthcare administration, focusing on the critical roles of accurately translating medical procedures, diagnoses, and services into standardized codes for billing and record-keeping purposes. Throughout the course, participants will gain a strong foundation in medical terminology, anatomy, and the intricacies of medical procedures. They will learn to navigate the complex landscape of healthcare regulations, compliance, and reimbursement methodologies. By the end of the bootcamp, participants will be well-prepared to take on the responsibilities of a certified medical billing and coding specialist, facilitating the smooth flow of information between healthcare providers, insurance companies, and patients.

**Subject Hours:**
218 Hours / 12 weeks

**Pre-Requisites:**
To ensure your success in this bootcamp, you should have experience with basic computer user skills, be able to complete tasks, be able to search for, browse, and access information on the Internet, and have basic knowledge of computing concepts

**Objectives:**

- Develop a comprehensive understanding of medical terminology, anatomy, and common medical procedures to accurately interpret and assign relevant codes.
- Master the usage of key coding systems, including ICD-10-CM, CPT, and HCPCS Level II, ensuring precise code selection for diagnoses, procedures, and services.
- Explore the regulatory landscape of healthcare, including HIPAA regulations and insurance guidelines, to ensure ethical and compliant coding practices.
- Acquire proficiency in medical billing processes, from claims submission and insurance verification to understanding reimbursement methodologies and optimizing revenue generation.
- Gain hands-on experience with electronic health records (EHR) systems, learning how to input and retrieve patient data accurately and efficiently.
- Familiarize yourself with industry-standard coding software and tools, enhancing your speed and accuracy in code assignment.
- Apply learned concepts to real-world scenarios and case studies, honing your problem-solving skills and critical thinking abilities in coding and billing contexts.
- Develop effective communication skills to facilitate clear and accurate information exchange with healthcare providers, insurance companies, and patients.
- Receive comprehensive career preparation, including guidance on job searching, resume building, and interview techniques, to confidently enter the job market as a certified specialist.

- Attain a certification as a Medical Billing & Coding Specialist upon successful course completion, validating your expertise and increasing your credibility within the healthcare industry.

**Required textbook(s):**
Health Insurance Today - Elsevier eBook on VitalSource, 7th Edition

**Instructional Method**
Online, self-paced
Clinical externships are not required for completion of program or certification, but externship support will be provided as needed as part of any employer partnerships

**Student/Instructor Ratios:**
25:1

**Materials and Media Refences:** Not Applicable

**Content Outline:**

| | |
|---|---|
| **Week 1-3** | Medical Terminology & Anatomy |
| **Week 4-5** | Medical Records & Insurance |
| **Week 6-7** | Claims Submission & Insurance Carriers |
| **Week 8-9** | Claims Management & Inpatient Billing |
| **Week 10** | Introduction to Medical Coding |

**Grading and Certificate of Completion:** Grades are assessed based on the student's performance, course completions, and attendance in all coaching sessions.

| | |
|---|---|
| 90%+ | A – Excellent |
| 80-89.9% | B – Good |
| 70-79.9% | C – Satisfactory |
| 60-69.9% | D – Below Average |
| Below 60% | F – Very Poor/Fail |
| | I – Incomplete |

- Attendance in coaching sessions = 25% of grade
- Successful completion of courses = 50% of grade
- Course exams = 25% of grade

Upon program completion with a passing grade, students will receive a certificate of completion. Students are highly encouraged to take the industry-standard exam to receive a certification credential through the granting body or vendor.

**See the school catalog for student technology requirements for online participation and school holidays and office hours.**

# Microsoft Azure Administrator (AZ-104)

**Admission Requirements:**
Students must be 18 years of age or older at the time of enrollment, must present a valid ID for verification, and must present a evidence of completing high school or high school equivalency.

**Program Description:**
This course teaches IT Professionals how to manage their Azure subscriptions, create and scale virtual machines, implement storage solutions, configure virtual networking, back up and share data, connect Azure and on-premises sites, manage network traffic, implement Azure Active Directory, secure identities, and monitor your solution. The program modality is distance education.

**Prerequisites:**

- Understanding of on-premises virtualization technologies, including: VMs, virtual networking, and virtual hard disks.
- Understanding of network configuration, including TCP/IP, Domain Name System (DNS), virtual private networks (VPNs), firewalls, and encryption technologies.
- Understanding of Active Directory concepts, including domains, forests, domain controllers, replication, Kerberos protocol, and Lightweight Directory Access Protocol (LDAP).
- Understanding of resilience and disaster recovery, including backup and restore operations.

**Performance Objectives:**

- Identity
- Governance and Compliance
- Azure Administration
- Virtual Networking
- Intersite Connectivity
- Network Traffic Management
- Azure Storage
- Azure Virtual Machines
- Serverless Computing
- Data Protection and Monitoring

**Program Outline:**

CIP Number: 11.1001

| Code | Course | Lecture | Lab | Total Hours |
|---|---|---|---|---|
| MAA | Microsoft Azure Administrator (AZ-104) | 19.2 | 12.8 | 32 |
| Total Hours | | 19.2 | 12.8 | 32 |
| * 1 Examination Voucher | | | | |

*It is the student's responsibility to take all certification exams within twelve months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the School Director.

| **Program Fee*: MAA Microsoft Azure Administrator (AZ-104)** | **$2,595.00** |
|---|---|

**(Inclusive of registration, tuition fee, exam cost, curriculum book)*

| **Cost per Single Subject*:** | **N/A** |
|---|---|

**The approximate time required to complete this course is 4 days.**

**Class Schedule**
This program is offered online as virtual instructor-led sessions. Please note that virtual instructor-led sessions with enrollments of less than five will be cancelled; students will choose to either join the most recent existing cohort or to wait for the next scheduled cohort.

**Class Start and End Dates:**
Students may enroll at any time. Start dates for the cohorts and the expected end dates are listed below.

**Next cohort: March 20, 2023 – March 24, 2023**

# MAA Microsoft Azure Administrator (AZ-104) - Syllabus

**Subject Description:**
This course teaches IT Professionals how to manage their Azure subscriptions, create and scale virtual machines, implement storage solutions, configure virtual networking, back up and share data, connect Azure and on-premises sites, manage network traffic, implement Azure Active Directory, secure identities, and monitor your solution. Azure Administrators manage the cloud services that span storage, networking, and compute cloud capabilities, with a deep understanding of each service across the full IT lifecycle. They take end-user requests for new cloud applications and make recommendations on services to use for optimal performance and scale, as well as provision, size, monitor and adjust as appropriate. This role requires communicating and coordinating with vendors. Azure Administrators use the Azure Portal and as they become more proficient they use PowerShell and the Command Line Interface.

**Subject Hours:**
Lecture- 19.2 / Lab- 12.8 / Total-32

**Performance Objectives:**
You will learn

- Identity
- Governance and Compliance
- Azure Administration
- Virtual Networking
- Intersite Connectivity
- Network Traffic Management
- Azure Storage
- Azure Virtual Machines
- Serverless Computing
- Data Protection and
- Monitoring
- definition

**Prerequisites:**

- Understanding of on-premises virtualization technologies, including: VMs, virtual networking, and virtual hard disks.
- Understanding of network configuration, including TCP/IP, Domain Name System (DNS), virtual private networks (VPNs), firewalls, and encryption technologies.
- Understanding of Active Directory concepts, including domains, forests, domain controllers, replication, Kerberos protocol, and Lightweight Directory Access Protocol (LDAP).
- Understanding of resilience and disaster recovery, including backup and restore operations.

**Required Textbooks:** Published by CHOICE, August 23,2016.
Logical Operations, Microsoft Azure Administrator (AZ-104) Instructional

Methods: 1. Lecture 2. Laboratory

Maximum Student: Instructor Ratio: 18 : 1

Materials and Media References: Not Applicable

**Content Outline by Lesson:**
Module 1: Identity

- Azure Active Directory
- Users and Groups

- Manage Azure Active Directory Identities Module 2: Governance and Compliance
- Subscriptions and Accounts
- Azure Policy
- Role-based Access Control (RBAC)
- Manage Subscriptions and RBAC
- Manage Governance via Azure Policy Module 3: Azure Administration
- Azure Resource Manager
- Azure Portal and Cloud Shell
- Azure PowerShell and CLI
- ARM Templates
- Manage Azure resources by Using the Azure Portal
- Manage Azure resources by Using ARM Templates
- Manage Azure resources by Using Azure PowerShell
- Manage Azure resources by Using Azure CLI Module 4: Virtual Networking
- Virtual Networks
- IP Addressing
- Network Security groups
- Azure Firewall
- Azure DNS
- Implement Virtual Networking Module 5: Intersite Connectivity
- VNet Peering
- VPN Gateway Connections
- ExpressRoute and Virtual WAN
- Implement Intersite Connectivity Module 6: Network Traffic Management
- Network Routing and Endpoints
- Azure Load Balancer
- Azure Application Gateway
- Traffic Manager
- Implement Traffic Management Module 7: Azure Storage
- Storage Accounts
- Blob Storage
- Storage Security
- Azure Files and File Sync
- Managing Storage
- Manage Azure storage Module 8: Azure Virtual Machines
- Virtual Machine Planning
- Creating Virtual Machines
- Virtual Machine Availability
- Virtual Machine Extensions
- Manage virtual machines Module 9: Serverless Computing
- Azure App Service Plans
- Azure App Service
- Container Services
- Azure Kubernetes Service
- Implement Web Apps
- Implement Azure Container Instances
- Implement Azure Kubernetes Service Module 10: Data Protection

- File and Folder Backups
- Virtual Machine Backups
- Implement Data Protection Module 11: Monitoring
- Azure Monitor
- Azure Alerts
- Log Analytics
- Network Watcher
- Implement Monitoring

**Grading and Certificate of Completion:** Grades are assessed based on the student's attendance, online lab completions, and offline projects.

| | |
|---|---|
| 90%+ | A – Excellent |
| 80-89.9% | B – Good |
| 70-79.9% | C – Satisfactory |
| 60-69.9% | D – Below Average Below 60% F – Very Poor/Fail |
| | I – Incomplete |

- Assignment = 40% of grade
- Class Participation = 10% of grade
- Online Training = 30% of grade
- Quizzes = 20% of grade

Upon program completion with a passing grade, students will receive a certificate of completion. Students are highly encouraged to take the industry-standard exam to receive a certification credential through the granting body or vendor.

**See the school catalog for student technology requirements for online participation and school holidays and office hours.**

# Microsoft Office Specialist

### Admission Requirements:

Students must be 18 years of age or older at the time of enrollment, must present a valid ID for verification, and must present a evidence of completing high school or high school equivalency.

### Program Description:

This course teaches skills required to undertake the Microsoft Certificate, it will help you learn new changes in MS- Office to enhance your productivity and learn valuable new skills. Microsoft PowerPoint is a presentation software that enables users to create engaging presentations that consist of individual pages, or slides, which may contain text, graphics, sound, movies, hyperlinks, and other objects. Microsoft's spreadsheet application used to clean and organize data. PowerPoint 2021 is the latest version of Microsoft's legendary presentation tool. It's jam-packed with enhancements to old, trusty features, along with a few new advancements. In Microsoft Outlook 2019/2021, you'll learn about focused inbox, one-click fixes for accessibility, add-ins, add listen to emails, view three time zones, easier sorting, and training. You will also spend extra time learning to use Excel 2021. The program modality is distance education.

**Program Outline:**

CIP Number: 11.1006

| Code | Course | Lecture | Lab | Total Hours |
|---|---|---|---|---|
| 2200601-200330-8 | Microsoft Office Word 2021 | 3.2 | 2.16 | 5.4 |
| LIT-EXC2021--BEG | Excel 2021 Beginner | 0.7 | 0.48 | 1.2 |
| LIT-EXC2021--INT | Excel 2021 Intermediate | 0.7 | 0.48 | 1.2 |
| LIT-EXC2021--ADV | Excel 2021 Advanced | 0.7 | 0.48 | 1.2 |
| LIT-EXC2021--PVT | Excel 2021 Pivot Tables | 0.7 | 0.48 | 1.2 |
| LIT-PP2021--BEG | PowerPoint 2021 Beginner | 0.7 | 0.48 | 1.2 |
| LIT-PP2021--ADV | PowerPoint 2021 Advanced | 0.7 | 0.48 | 1.2 |
| 2200601-200423-930 | Microsoft Office PowerPoint 2021 | 3.2 | 2.16 | 5.4 |
| 2200601-200904-703 | Microsoft Office Outlook 2019/2021 | 1.8 | 1.2 | 3 |

| | | | | |
|---|---|---|---|---|
| | Total Hours | 12.6 | 8.4 | 21 |
| | * 9 Examinations | | | |

*It is the student's responsibility to take all certification exams within twelve months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the School Director.

| **Program Fee*:** | **$1,500.00** |
|---|---|

**(Inclusive of registration, tuition fee, exam cost, curriculum book)*

| **Cost per Single Subject*:** | | |
|---|---|---|
| **(Inclusive of registration, tuition fee, exam cost, curriculum book)* | | |
| 2200601-200330-8 | Microsoft Office Word 2021 | $166.66 |
| LIT-EXC2019-BEG | Excel 2021Beginner | $166.66 |
| LIT-EXC2019-INT | Excel 2021 Intermediate | $166.66 |
| LIT-EXC2019-ADV | Excel 2021 Advanced | $166.66 |
| LIT-EXC2019-PVT | Excel 2021 Pivot Tables | $166.66 |
| LIT-PP2019-BEG | PowerPoint 2021 Beginner | $166.66 |
| LIT-PP2019-ADV | PowerPoint 2021 Advanced | $166.66 |
| 2200601-200423-930 | Microsoft Office PowerPoint 2021 | $166.66 |
| 2200601-200904-703 | Microsoft Office Outlook 2019/2021 | $166.66 |

### The approximate time required to complete this course is 3 days. Class Schedule

This program is offered online on-demand. Students may access their program and complete coursework at any time within their enrollment term.

### Class Start and End Dates:

Students may enroll and begin classes at any time. The start date is officially the date the enrollment agreement is accepted.

### Subject Descriptions and Prerequisites

Microsoft Office Word 2021 : Students will learn MS Word from Beginner to Advanced, including track changes, page and sections breaks, tabs, mail merge, tables, and forms. Before enrolling in this course, candidates should be familiar with working with an updated version of Windows, basic navigation, file structure and management.

Excel 2021 Beginner:
During this course, students will gain a solid foundation on which they will build the rest of their Excel experience on. They will go through the basics of working with the basics on formulas and functions.

Excel 2021 Intermediate:
During this course, students will learn various tools and ways to sort and filter data in a timely manner. Then, they will dive into one of Excel's most popular features; the Pivot Table. Our Advanced training starts with basic functions like the IF function. After that, they explore complex Database functions, provide an introduction to Macros, and how to save time by automating common Excel tasks.

Excel 2021 Advanced:
During this course, students will cover following topics:

- Creating & Applying Named Ranges
- Navigating with Named Ranges
- IF Functions
- Introduction to Nesting Functions
- The Round Function
- Formula Auditing Tools

Excel 2021 Pivot Tables:
During this course, students will cover following topics:

- Complete Analysis with Pivot Tables
- Excel 2021Pivot tables and Pivot Charts
- How to Write formulas in Pivot Tables
- Data Analysis With Excel Pivot Chart
- Introduction of VLOOKUP and HLOOKUP Functions
- Create Pivot Table With Multiple Sheets

PowerPoint 2021 Beginner:In this course, students will take a deep dive into some of PowerPoint's most useful features, like shape editing, SmartArt design, and grouping. Once the basics are covered, students will explore the slide master and learn how to save a ton of time with templates. Finally, students will go over Microsoft's freshest PowerPoint features, such as screen recordings, enhanced presentation mode, and the powerful morph transition.

PowerPoint 2021 Advanced:During this course, students will cover following topics:

- Learn how to leverage the 4 types of keyboard shortcuts to fast track everything you do in the Microsoft Office suite (PowerPoint, Word and Excel)
- Learn the 60 PowerPoint shortcuts that drive 80% of your build time with specific examples and targeted exercises.
- Discover 5 PowerPoint commands that free up 40% of your time in the program by eliminating the most common and repetitive tasks you don't need to perform.
- Discover the secrets to building low maintenance slides that your bosses and clients can update on their own without you.
- Uncover hidden PowerPoint features and learn how to creatively use them to build your presentation slides faster.
- Strategically setup your environment for speed in just a couple of minutes

Microsoft Office PowerPoint 2021:During this course, students will cover following topics:

- What type of Microsoft PowerPoint versions is exist
- How to save, export and share presentation in Microsoft PowerPoint
- Slide structure in Microsoft PowerPoint
- Structure of Interface in Microsoft PowerPoint
- How to work and Format Text in Microsoft PowerPoint
- How work with Insert Menu in Microsoft PowerPoint
- Different View modes in Microsoft PowerPoint
- How to work with Format Painter in Microsoft PowerPoint

- How to work with CTRL, Shift, ALT shortcuts in Microsoft PowerPoint
- How to Align Shapes in Microsoft PowerPoint in Microsoft PowerPoint
- How to group, Ungroup, Regroup objects in Microsoft PowerPoint
- How to work with Animation in Microsoft PowerPoint
- How to work with Transitions in Microsoft PowerPoint
- How to export presentation (in PDF, MOV and etc.) in Microsoft PowerPoint

Microsoft Office Outlook 2019/2021:

- Manage Outlook settings and processes
- Manage messages
- Manage schedules
- Manage contacts and tasks

# 2200601-200330-8 Microsoft Office Word 2021 Syllabus

## Subject Description:

Technology is changing at a rapid pace, so you need to keep up to date with the new changes to enhance your productivity and learn valuable new skills, this course teaches all the skills for Microsoft Word 2021. Specifically, the skills required to undertake the Microsoft Certificate and will be useful if you wish to take the exam.

## Subject Hours:

Lecture- 12.6 / Lab- 8.4 / Total-21

## Performance Objectives:

- Master Microsoft Word from Beginner to Advanced
- Track and accept/reject changes to your documents
- Page and Section Breaks
- Tab Stops and their Alignments
- Mail Merge to create Form Letters, Mailing Labels, Emails and more
- Create Tables to organize your data, and perform calculations
- Create Print and Dynamic Electronic Automated Forms

## Prerequisites:

- Before enrolling in this course, candidates should be familiar with working with an updated version of Windows, basic navigation, file structure and management.

**Required Textbooks:** Published by Logical Operations, 2021
Microsoft Office Word 2021, Part 1 and Part 2

Instructional Methods: 1. Lecture 2. Laboratory Maximum Student: Instructor Ratio: 18 : 1

Materials and Media References: Not Applicable

## Content Outline by Lesson:

**Microsoft Office Word 2021: Part 1**

- Course Introduction
- Chapter 1 - Getting Started with Word 2021
- Chapter 2 - Formatting Text and Paragraphs
- Chapter 3 - Working More Efficiently
- Chapter 4 - Managing Lists
- Chapter 5 - Adding Tables
- Chapter 6 - Inserting Graphic Objects
- Chapter 7 - Controlling Page Appearance
- Chapter 8 - Preparing to Publish a Document
- Course Closure Microsoft Office Word 2021: Part 2
- Course Introduction
- Chapter 1 - Organizing Content Using Tables and Charts
- Chapter 2 - Customizing Formats Using Styles and Themes
- Chapter 3 - Inserting Content Using Quick Parts

- Chapter 4 - Using Templates to Automate Document Formatting
- Chapter 5 - Controlling the Flow of a Document
- Chapter 6 - Simplifying and Managing Long Documents
- Chapter 7 - Using Mail Merge to Create Letters, Envelopes, and Labels
- Course Closure Microsoft Office Word 2021: Part 3
- Course Introduction
- Chapter 1 - Manipulating Images
- Chapter 2 - Using Custom Graphic Elements
- Chapter 3 - Collaborating on Documents
- Chapter 4 - Adding Document References and Links
- Chapter 5 - Securing a Document
- Chapter 6 - Using Forms to Manage Content
- Chapter 7 - Automating Repetitive Tasks with Macros
- Course Closure

**Basics of Grades:**

Grades are assessed based on the student's attendance, and participation. Upon course completion, students will have the option, and are highly encouraged to take the industry standard exam to receive a certification credential through the granting body or vendor.

90%+ A – Excellent
80-89.9% B – Good
70-79.9% C – Satisfactory
60-69.9% D –Below Average Below 60% F – Very Poor/Fail I – Incomplete
Attendance = 75% of grade
Successful completion of labs = 15% of grade Quizzes/post class assessment = 10% of grade

**Student Computer System Requirements: See school catalog. School Calendar and Hours:**

**See school catalog.**

# LIT-EXC 2019-BEG Excel 2021 Beginner Syllabus

## Subject Description:

Who it's for: Beginners and average, everyday users looking to sharpen their skills and increase efficiency in Microsoft Office Excel. What it is: Microsoft's spreadsheet application used to clean and organize data. What you'll learn: We start with the basics, showing you the user interface and quick ways to navigate. Once you're comfortable with the software's layout, we quickly move on to calculating data with basic formulas and functions. In the Intermediate section, we show you the various tools and ways to sort and filter data in a timely manner. Then, we dive into one of Excel's most popular features; the Pivot Table. Our Advanced training starts with basic functions like the IF function. After that, we explore complex Database functions, provide an introduction to Macros, and show you how to save time by automating common Excel tasks.

## Subject Hours:

Lecture- 0.7 / Lab- 0.5 / Total-1.2

## Performance Objectives:

- Start Screen & Templates
- Ribbon & Quick Access Toolbar
- Backstage View
- Smart Lookup & Tell Me
- Interface
- Navigation
- Keyboard Shortcuts
- Entering Text
- Number Formats
- Deleting & Formatting
- AutoSum
- Simple Formulas
- Simple Functions
- Absolute Referencing
- Moving & Copying Data
- Inserting Rows & Columns
- AutoFill
- Cell Styles
- Worksheet Themes
- Excel Templates
- Freeze Panes
- Grouping Worksheets
- Page Layout View
- Custom Views
- Spell Check
- Printing

## Prerequisites:

- Before enrolling in this course, candidates should be familiar with working with an updated version of Windows, basic navigation, file structure and management.

**Required Textbooks (provided):** Published by Logical Operations, 2021
Microsoft Office Excel 2021, Part 1

**Instructional Methods:**1. Lecture 2. Laboratory
**Maximum Student: Instructor Ratio:** 18 : 1

**Materials and Media References:** Not Applicable

## Content Outline by Lesson:

- Start Screen & Templates
- Ribbon & Quick Access Toolbar
- Backstage View
- Smart Lookup & Tell Me
- Interface
- Navigation
- Keyboard Shortcuts
- Entering Text
- Number Formats
- Deleting & Formatting
- AutoSum
- Simple Formulas
- Simple Functions
- Absolute Referencing
- Moving & Copying Data
- Inserting Rows & Columns
- AutoFill
- Cell Styles
- Worksheet Themes
- Excel Templates
- Freeze Panes
- Grouping Worksheets
- Page Layout View
- Custom Views
- Spell Check
- Printing

## Basics of Grades:

Grades are assessed based on the student's attendance, and participation. Upon course completion, students will have the option, and are highly encouraged to take the industry standard exam to receive a certification credential through the granting body or vendor.

90%+ A – Excellent
80-89.9% B – Good
70-79.9% C – Satisfactory
60-69.9% D –Below Average Below 60% F – Very Poor/Fail I – Incomplete
Attendance = 75% of grade
Successful completion of labs = 15% of grade Quizzes/post class assessment = 10% of grade

## Student Computer System Requirements: See school catalog. School Calendar and Hours:

**See school catalog.**

# LIT-EXC 2019-INT Excel 2021 Intermediate Syllabus

### Subject Description:

Who it's for: Beginners and average, everyday users looking to sharpen their skills and increase efficiency in Microsoft Office Excel. What it is: Microsoft's spreadsheet application used to clean and organize data. What you'll learn: We start with the basics, showing you the user interface and quick ways to navigate. Once you're comfortable with the software's layout, we quickly move on to calculating data with basic formulas and functions. In the Intermediate section, we show you the various tools and ways to sort and filter data in a timely manner. Then, we dive into one of Excel's most popular features; the Pivot Table. Our Advanced training starts with basic functions like the IF function. After that, we explore complex Database functions, provide an introduction to Macros, and show you how to save time by automating common Excel tasks.

### Subject Hours:

Lecture- 0.7 / Lab- 0.5 / Total-1.2

### Performance Objectives:

- Overview of List Design
- Formatting Lists as Tables
- Filtering Records from Lists or Tables
- Removing Duplicates from Lists or Tables
- Flash Fill
- Single & Multi-Level Sorting
- Inserting Automatic Subtotals in Lists
- Inserting Data Charts Using Recommended Charts
- Formatting & Editing Chart Elements
- Creating & Applying Custom Chart Templates
- Adding & Removing Data from Charts
- Inserting Sparklines
- Printing Charts
- Inserting Pivot Tables
- Filtering Pivot Tables
- Using Report Layouts in Pivot Tables
- Refreshing & Changing Source Data in Pivot Tables
- Inserting Pivot Charts
- Data Validation
- Applying Built-In Conditional Formatting
- Creating Custom Conditional Formats
- Linking Data
- Comments
- Protection

### Prerequisites:

- Before enrolling in this course, candidates should be familiar with working with an updated version of Windows, basic navigation, file structure and management.

**Required Textbooks:** Published by Logical Operations, 2021
Microsoft Office Excel 2021, Part 2

Instructional Methods: 1. Lecture
2. Laboratory

Maximum Student: Instructor Ratio: 18 : 1 Materials and Media References: Not Applicable

## Content Outline by Lesson:

- Overview of List Design
- Formatting Lists as Tables
- Filtering Records from Lists or Tables
- Removing Duplicates from Lists or Tables
- Flash Fill
- Single & Multi-Level Sorting
- Inserting Automatic Subtotals in Lists
- Inserting Data Charts Using Recommended Charts
- Formatting & Editing Chart Elements
- Creating & Applying Custom Chart Templates
- Adding & Removing Data from Charts
- Inserting Sparklines
- Printing Charts
- Inserting Pivot Tables
- Filtering Pivot Tables
- Using Report Layouts in Pivot Tables
- Refreshing & Changing Source Data in Pivot Tables
- Inserting Pivot Charts
- Data Validation
- Applying Built-In Conditional Formatting
- Creating Custom Conditional Formats
- Linking Data
- Comments
- Protection

## Basics of Grades:

Grades are assessed based on the student's attendance, and participation. Upon course completion, students will have the option, and are highly encouraged to take the industry standard exam to receive a certification credential through the granting body or vendor.

90%+ A – Excellent
80-89.9% B – Good
70-79.9% C – Satisfactory
60-69.9% D –Below Average Below 60% F – Very Poor/Fail I – Incomplete
Attendance = 75% of grade
Successful completion of labs = 15% of grade Quizzes/post class assessment = 10% of grade

## Student Computer System Requirements: See school catalog. School Calendar and Hours:

## See school catalog.

# LIT-EXC 2019-ADV Excel 2021 Advanced Syllabus

**Subject Description:**

Who it's for: Beginners and average, everyday users looking to sharpen their skills and increase efficiency in Microsoft Office Excel. What it is: Microsoft's spreadsheet application used to clean and organize data. What you'll learn: We start with the basics, showing you the user interface and quick ways to navigate. Once you're comfortable with the software's layout, we quickly move on to calculating data with basic formulas and functions. In the Intermediate section, we show you the various tools and ways to sort and filter data in a timely manner. Then, we dive into one of Excel's most popular features; the Pivot Table. Our Advanced training starts with basic functions like the IF function. After that, we explore complex Database functions, provide an introduction to Macros, and show you how to save time by automating common Excel tasks.

**Subject Hours:**

Lecture- 0.7 / Lab- 0.5 / Total-1.2

**Performance Objectives:**

- Creating & Applying Named Ranges
- Navigating with Named Ranges
- IF Functions
- Introduction to Nesting Functions
- The Round Function
- Formula Auditing Tools
- Introduction to VLOOKUP
- VLOOKUP
- IFERROR
- Database Functions - SUMIF & AVERAGEIF
- Database Functions - SUMIFS
- Text Functions
- Consolidate by Position
- Consolidate by Category
- Goal Seek
- Introduction to Data Tables
- Data Tables
- Scenario Manager
- Macros - Adding the Developer Tab
- Macros - Recording & Running the Header Macro
- Macros - Visual Basic Editor & Form Control
- Macros - Adding Macros to the Ribbon
- Macros - Exercise

**Prerequisites:**

- Before enrolling in this course, candidates should be familiar with working with an updated version of Windows, basic navigation, file structure and management.

**Required Textbooks:** Published by Logical Operations, 2021
Microsoft Office Excel 2021, Part 3

Instructional Methods: 1. Lecture 2. Laboratory

Maximum Student:Instructor Ratio: 18 : 1

Materials and Media References: Not Applicable

**Content Outline by Lesson:**

- Creating & Applying Named Ranges
- Navigating with Named Ranges
- IF Functions
- Introduction to Nesting Functions
- The Round Function
- Formula Auditing Tools
- Introduction to VLOOKUP
- VLOOKUP
- IFERROR
- Database Functions - SUMIF & AVERAGEIF
- Database Functions - SUMIFS
- Text Functions
- Consolidate by Position
- Consolidate by Category
- Goal Seek
- Introduction to Data Tables
- Data Tables
- Scenario Manager
- Macros - Adding the Developer Tab
- Macros - Recording & Running the Header Macro
- Macros - Visual Basic Editor & Form Control
- Macros - Adding Macros to the Ribbon
- Macros - Exercise

**Basics of Grades:**

Grades are assessed based on the student's attendance, and participation. Upon course completion, students will have the option, and are highly encouraged to take the industry standard exam to receive a certification credential through the granting body or vendor.

90%+ A – Excellent
80-89.9% B – Good
70-79.9% C – Satisfactory
60-69.9% D –Below Average Below 60% F – Very Poor/Fail I – Incomplete
Attendance = 75% of grade
Successful completion of labs = 15% of grade Quizzes/post class assessment = 10% of grade

**Student Computer System Requirements: See school catalog. School Calendar and Hours:**

**See school catalog.**

# LIT-EXC 2019-PVT 2019 Pivot Tables Syllabus

## Subject Description:

Who it's for: Anyone who uses Excel and wants to learn one of the most powerful tools Excel offers. What it is: Pivot Tables helps you easily take a very large dataset and create a table that only displays the information you need. What you'll learn: You'll learn how to easily create, modify, and update Pivot Tables and charts.

## Subject Hours:

Lecture- 0.7 / Lab- 0.5 / Total-1.2

## Performance Objectives:

- Introduction
- Data Mining
- Adding Related Data Using VLOOKUP
- Inserting Pivot Tables
- Setting Up Pivot Tables
- Building Pivot Tables
- Filtering and Slicing Pivot Table Data
- Changing Source Data and Refreshing Pivot Tables
- Inserting Pivot Charts
- Using Tables to Build Pivot Tables
- Finding Correct Layouts for Reports
- Setting Default Layouts for Reports
- Using Pivot Table Styles
- Subtotals and Grand Totals
- Creating Report Pages
- Adding the Power Pivot Tab to Excel
- Creating Tables for the Data Model
- Adding Relationships with Power Pivot
- Using DAX Expressions with Power Pivot
- Creating Pivot Tables with Power Pivot
- When to Use Power Pivot
- Conclusion

**Prerequisites:**

- Before enrolling in this course, candidates should be familiar with working with an updated version of Windows, basic navigation, file structure and management.

**Required Textbooks:** **Published by Logical Operations, 2021**
*Excel Pivot Tables*

**Instructional Methods:** 1. Lecture
1. Laboratory

**Maximum Student: Instructor Ratio:** 18 : 1

**Materials and Media References:** Not Applicable

**Content Outline by Lesson:**

- Introduction
- Data Mining
- Adding Related Data Using VLOOKUP
- Inserting Pivot Tables
- Setting Up Pivot Tables
- Building Pivot Tables
- Filtering and Slicing Pivot Table Data
- Changing Source Data and Refreshing Pivot Tables
- Inserting Pivot Charts
- Using Tables to Build Pivot Tables
- Finding Correct Layouts for Reports
- Setting Default Layouts for Reports
- Using Pivot Table Styles
- Subtotals and Grand Totals
- Creating Report Pages
- Adding the Power Pivot Tab to Excel
- Creating Tables for the Data Model
- Adding Relationships with Power Pivot
- Using DAX Expressions with Power Pivot
- Creating Pivot Tables with Power Pivot
- When to Use Power Pivot
- Conclusion

## Basics of Grades:

Grades are assessed based on the student's attendance, and participation. Upon course completion, students will have the option, and are highly encouraged to take the industry standard exam to receive a certification credential through the granting body or vendor.

90%+ A – Excellent
80-89.9% B – Good
70-79.9% C – Satisfactory
60-69.9% D –Below Average Below 60% F – Very Poor/Fail I – Incomplete
Attendance = 75% of grade
Successful completion of labs = 15% of grade Quizzes/post class assessment = 10% of grade

**Student Computer System Requirements: See school catalog. School Calendar and Hours:**

**See school catalog.**

# LIT-PP 2021-BEG PowerPoint 2021 Beginner Syllabus

## Subject Description:

PowerPoint 2021 is the latest version of Microsoft's legendary presentation tool. Its jam-packed with enhancements to old, trusty features, along with a few new advancements. Heighten the quality of your presentations with PowerPoint 2021.

## Subject Hours:

Lecture- 0.7 / Lab- 0.5 / Total-1.2

## Performance Objectives:

In this course, we'll take a deep dive into some of PowerPoint's most useful features, like shape editing, SmartArt design, and grouping. Once the basics are covered, we'll explore the slide master and learn how to save a ton of time with templates. Finally, we'll go over Microsoft's freshest PowerPoint features, such as screen recordings, enhanced presentation mode, and the powerful morph transition.

**Prerequisites:**

- Before enrolling in this course, candidates should be familiar with working with an updated version of Windows, basic navigation, file structure and management.

**Required Textbooks:** Published by Logical Operations, 2021
PowerPoint 2021, Part 1

Instructional Methods: 1. Lecture
2. Laboratory

Maximum Student: Instructor Ratio: 18 : 1 Materials and Media References: Not Applicable

**Content Outline by Lesson:**

- Introduction
- Start Screen
- Ribbon
- Slides
- Text
- Text Boxes
- Bullets and Numbers
- Saving to OneDrive
- Slide Show
- Search
- Inserting and Arranging Pictures
- Aligning and Grouping Images
- Screenshot
- Transitions
- Animations
- Organizing Presentations with Slide Sorter
- Inspecting and Printing and Conclusion

**Basics of Grades:**

Grades are assessed based on the student's attendance, and participation. Upon course completion, students will have the option, and are highly encouraged to take the industry standard exam to receive a certification credential through the granting body or vendor.

90%+ A – Excellent
80-89.9% B – Good
70-79.9% C – Satisfactory
60-69.9% D –Below Average Below 60% F – Very Poor/Fail I – Incomplete
Attendance = 75% of grade
Successful completion of labs = 15% of grade Quizzes/post class assessment = 10% of grade

**Student Computer System Requirements: See school catalog. School Calendar and Hours:**

**See school catalog.**

# LIT-PP 2021-ADV PowerPoint 2021 Advanced Syllabus

**Subject Description:**

PowerPoint 2021 is the latest version of Microsoft's legendary presentation tool. Its jam-packed with enhancements to old, trusty features, along with a few new advancements. Heighten the quality of your presentations with PowerPoint 2021.

**Subject Hours:**

Lecture- 0.7 / Lab- 0.5 / Total-1.2

**Performance Objectives:**

In this course, we'll take a deep dive into some of PowerPoint's most useful features, like shape editing, SmartArt design, and grouping. Once the basics are covered, we'll explore the slide master and learn how to save a ton of time with templates. Finally, we'll go over Microsoft's freshest PowerPoint features, such as screen recordings, enhanced presentation mode, and the powerful morph transition.

**Prerequisites:**

- Before enrolling in this course, candidates should be familiar with working with an updated version of Windows, basic navigation, file structure and management.

**Required Textbooks:** **Published by Logical Operations, 2021**
Microsoft Office PowerPoint 2021, Part 2

**Instructional Methods:** **1. Lecture** **2. Laboratory**

Maximum Student: Instructor Ratio: **18 : 1**

**Materials and Media References:** Not Applicable

**Content Outline by Lesson:**

- Introduction
- Introduction to the Slide Master
- Formatting the Slide Master
- Adding Slide Layouts to the Slide Master
- Saving Presentations as Templates
- Creating SmartArt
- Editing SmartArt
- Transitions
- Zoom
- Charts
- Comments
- Eyedropper
- Advanced Animations
- Screen Recordings
- Hyperlinking

- Exporting to PDF
- Uploading and Sharing via OneDrive and Conclusion

**Basics of Grades:**

Grades are assessed based on the student's attendance, and participation. Upon course completion, students will have the option, and are highly encouraged to take the industry standard exam to receive a certification credential through the granting body or vendor.

90%+ A – Excellent
80-89.9% B – Good
70-79.9% C – Satisfactory
60-69.9% D –Below Average Below 60% F – Very Poor/Fail I – Incomplete
Attendance = 75% of grade
Successful completion of labs = 15% of grade Quizzes/post class assessment = 10% of grade

**Student Computer System Requirements: See school catalog. School Calendar and Hours:**

**See school catalog.**

# 2200601-200423-930 Microsoft Office PowerPoint 2021 Syllabus

## Subject Description:

PowerPoint 2021 is the latest version of Microsoft's legendary presentation tool. Its jam-packed with enhancements to old, trusty features, along with a few new advancements. Heighten the quality of your presentations with PowerPoint 2021.

## Subject Hours:

Lecture-3.2 / Lab- 2.2 / Total-5.4

## Performance Objectives:

Microsoft PowerPoint is a presentation software that enables users to create engaging presentations that consist of individual pages, or slides, which may contain text, graphics, sound, movies, hyperlinks, and other objects.

## Prerequisites:

- This course will not require you to have previous experience in any particular area but you should have a high school reading level. No books will be required.

**Required Textbooks:** Published by Logical Operations, 2021
Microsoft Office PowerPoint 2021, Parts 1 and 2

Instructional Methods: 1. Lecture
2. Laboratory

Maximum Student: Instructor Ratio: 18 : 1 Materials and Media References: Not Applicable

## Content Outline by Lesson:

**Microsoft Office PowerPoint 2021: Part 1**

- Course Introduction
- Chapter 1 - Getting Started with PowerPoint 2021
- Chapter 2 - Developing a PowerPoint Presentation
- Chapter 3 - Performing Advanced Text Editing Operations
- Chapter 4 - Adding and Arranging Graphical Elements
- Chapter 5 - Modifying Graphical Elements
- Chapter 6 - Preparing to Deliver Your Presentation
- Course Summary

**Microsoft Office PowerPoint 2021: Part 2**

- Course Introduction
- Chapter 1 - Customizing Design Templates
- Chapter 2 - Using Ink to Hand Draw Elements
- Chapter 3 - Adding Tables
- Chapter 4 - Adding Charts
- Chapter 5 - Working with Media
- Chapter 6 - Building Advanced Transitions and Animations
- Chapter 7 - Finalizing a Presentation
- Chapter 8 - Customizing Presentation Navigation
- Chapter 9 - Securing and Distributing a Presentation
- Course Summary

- **Basics of Grades:**
- Grades are assessed based on the student's attendance, and participation. Upon course completion, students will have the option, and are highly encouraged to take the industry standard exam to receive a certification credential through the granting body or vendor.
-
- 90%+ A – Excellent
- 80-89.9% B – Good
- 70-79.9% C – Satisfactory
- 60-69.9% D –Below Average Below 60% F – Very Poor/Fail I – Incomplete
- Attendance = 75% of grade
- Successful completion of labs = 15% of grade Quizzes/post class assessment = 10% of grade
- **Student Computer System Requirements: See school catalog. School Calendar and Hours: See school catalog.**

# 2200601-200904-703 Microsoft Office Outlook 2019/2021 Syllabus

## Subject Description:

In this course, you will learn about focused inbox, one-click fixes for accessibility, add-ins, add listen to emails, view three time zones, easier sorting, and training. This course teach you about formatting messages, working with attachments and illustrations, customizing message options, organizing messages, managing your contacts, working with the calendar, and working with tasks and notes.

## Subject Hours:

Lecture- 1.8 / Lab- 1.2 / Total-3

## Performance Objectives:

- Send and receive emails with Outlook 2019/2021
- Use contacts, and type and modify new messages
- Attach files and other visuals
- Customize outlook
- Use categories, folders, and flags
- Schedule appointments and meeting in the calendar
- Create and assign tasks and notes
- Edit messages and set global options
- Sort, manage and arrange messages
- Mailbox management
- Automated messages
- Customize Calendars
- Format contacts and groups
- Manage tasks and activities
- Shared workspaces
- Outlook data files management

## Prerequisites:

- Familiarity with Windows.
- Introductory level knowledge of Outlook.

**Required Textbooks:** Published by Logical Operations, 2021
Microsoft Office Outlook Part 1 and 2, 2019/2021

Instructional Methods: 1. Lecture
2. Laboratory

Maximum Student: Instructor Ratio: 18 : 1 Materials and Media References: Not Applicable

## Content Outline by Lesson:

**Microsoft Office Outlook 2019/2021: Part 1:**

- Course Introduction
- Chapter 1 - Getting Started with Outlook 2019/2021
- Chapter 2 - Formatting Messages
- Chapter 3 - Working with Attachments and Illustrations
- Chapter 4 - Customizing Message Options

- Chapter 5 - Organizing Messages
- Chapter 6 - Managing Your Contacts
- Chapter 7 - Working with the Calendar
- Chapter 8 - Working with Tasks and Notes
- Microsoft Office Outlook 2019/2921: Part 1: Course Summary

**Microsoft Office Outlook 2019/2021: Part 2:**

- Course Introduction
- Chapter 1 - Modifying Message Properties and Customizing Outlook
- Chapter 2 - Organizing, Searching, and Managing Messages
- Chapter 3 - Managing Your Mailbox
- Chapter 4 - Automating Message Management
- Chapter 5 - Working with Calendar Settings
- Chapter 6 - Managing Contacts
- Chapter 7 - Managing Activities Using Tasks
- Chapter 8 - Sharing Outlook Items
- Chapter 9 - Managing Outlook Data Files
- Microsoft Office Outlook 2019/2021 Part 2: Course Summary

## Basics of Grades:

Grades are assessed based on the student's attendance, and participation. Upon course completion, students will have the option, and are highly encouraged to take the industry standard exam to receive a certification credential through the granting body or vendor.

90%+ A – Excellent
80-89.9% B – Good
70-79.9% C – Satisfactory
60-69.9% D –Below Average Below 60% F – Very Poor/Fail I – Incomplete
Attendance = 75% of grade
Successful completion of labs = 15% of grade Quizzes/post class assessment = 10% of grade

## Student Computer System Requirements: See school catalog. School Calendar and Hours:

## See school catalog.

# Patient Care Technician Bootcamp

**Admission Requirements:** Students must have HS Diploma or GED and must be 18 years of age or older at the time of enrollment and must present a valid ID for verification.

**Program Description:** The goal of the patient care technician program is to provide students with educational and clinical training in preparation for entry-level employment.
Patient care technicians are medical professionals who provide daily care for patients. Under the supervision of a registered nurse or nursing team, they assist with taking vital signs, helping to move patients around a clinic, and more. PCTs are responsible for working with patients and the nursing staff, communicating any changes in the patient's medical condition and potential issues.

**Pre-Requisites:** To ensure your success in this bootcamp, you should have experience with basic computer user skills, be able to complete tasks, be able to search for, browse, and access information on the Internet, and have basic knowledge of computing concepts

**Objectives:**
Understand the role of a Patient Care Technician in today's healthcare setting and demonstrate professionalism and work ethics.
Demonstrate knowledge of patient rights, ethics, and laws, and understand body structure and function, growth and development, and pain management.
Practice asepsis and infection control, workplace safety and body mechanics, and patient safety to ensure safe patient care.
Demonstrate the ability to assist with physical examinations, measure and record vital signs, and obtain and monitor electrocardiograms.
Provide patient care and comfort by assisting with admission and discharge, bed making and hygiene, grooming, nutrition and fluids, urinary and bowel elimination, and oxygen needs.
Collect and process blood and specimens and perform testing.
Demonstrate knowledge of care for surgical patients, heat and cold applications, wound care, pressure ulcers, and rehabilitative and restorative care.
Understand special care concerns and settings, such as caring for women, children, older adults, patients with mental health needs, patients with chronic conditions, and end-of-life care.

**Program Outline:**

| Course | Hours |
|---|---|
| **INTRODUCTION TO HEALTHCARE**<br>Today's Healthcare<br>The Role of the Patient Care Technician Professionalism and Work Ethics Communicating With the Healthcare Team | 16 |
| **THE PATIENT**<br>Understanding the Patient as a Person Patient Rights, Ethics, and Laws<br>Body Structure and Function/Growth and Development<br>Pain Management, Comfort, Rest, and Sleep | 16 |

| | |
|---|---|
| **SAFETY**<br>Asepsis and Infection Control Workplace Safety and Body Mechanics Patient Safety<br>Moving, Positioning, and Preventing Falls<br>Basic Emergency Care | 20 |
| **PATIENT ASSESSMENT**<br>Assisting With the Physical Examination Measuring and Recording Vital Signs<br>Obtaining and Monitoring an Electrocardiogram | 12 |
| **PATIENT CARE AND COMFORT**<br>Assisting With Admission and Discharge Bed Making and Hygiene Assisting With Grooming<br>Assisting With Nutrition and Fluids Assisting With Urinary Elimination<br>Assisting With Bowel Elimination Assisting With Oxygen Needs | 30 |
| **BLOOD AND SPECIMEN COLLECTING AND TESTING**<br>Blood Collecting and Processing Specimen Collecting and Testing | 8 |
| **SURGERY AND IMMOBILITY**<br>Care of the Surgical Patient Heat and Cold Applications Care of Wounds and Pressure Ulcers<br>Rehabilitative and Restorative Care | 14 |
| **SPECIAL CARE CONCERNS AND SETTINGS**<br>Care of Women and Children Caring for the Older Adult<br>Caring for Patients with Mental Health Needs Caring for Patients with Chronic Conditions<br>End-of-Life Care | 18 |
| **Clinical Skills Checklist** | 8 |
| **Certification Prep** | 12 |
| **Required 1:1 Coaching Sessions** | 3 |
| **Didactic Hours** | **157** |
| **Clinical Externship (Optional)** | **120** |
| **TOTAL HOURS** | **277** |

*It is the student's responsibility to take all certification exams within twelve months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the School Director.

**The approximate time required to complete this course is 16 weeks.**

**CIP Number: 51.3902**

| Code | Course | Self-Paced | Clinical Externship Optional | Total Hours |
|---|---|---|---|---|
| PCTB | Patient Care Technician Bootcamp | 157 | 120 | 277 |
| Total Hours | | 157 | 120 | 277 |
| **Associated Industry Certifications*:** Completion of Program will provide student eligibility to sit for the Certified Patient Care Technician Certification (CPCT) with National Healthcare Association (NHA) | | | | |

** 1 Examination voucher included. It is the student's responsibility to take all certification exams within twelve months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the school director.*

| | |
|---|---|
| **Program Fee*:** | **$3,450.00** |

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

**Class Schedule**
All programs are offered online self-paced. Students will schedule five (5) virtual mentoring sessions with a coach

**Instructional Method**
Online, self-paced
Clinical externships are not required for completion of program or certification, but externship support will be provided as needed as part of any employer partnerships

**Class Dates**
Students may enroll and begin classes at any time. The start date is officially the date the enrollment agreement is accepted.

**See the school catalog for student technology requirements for online participation and school holidays and office hours.**

# PCTB: Patient Care Technician Bootcamp Syllabus

**Subject Description:**
The goal of the patient care technician program is to provide students with educational and clinical training in preparation for entry-level employment.
Patient care technicians are medical professionals who provide daily care for patients. Under the supervision of a registered nurse or nursing team, they assist with taking vital signs, helping to move patients around a clinic, and more. PCTs are responsible for working with patients and the nursing staff, communicating any changes in the patient's medical condition and potential issues.

**Subject Hours:**
277 Hours / 16 weeks

**Pre-Requisites:**
To ensure your success in this bootcamp, you should have experience with basic computer user skills, be able to complete tasks, be able to search for, browse, and access information on the Internet, and have basic knowledge of computing concepts

**Objectives:**

- Understand the role of a Patient Care Technician in today's healthcare setting and demonstrate professionalism and work ethics.
- Demonstrate knowledge of patient rights, ethics, and laws, and understand body structure and function, growth and development, and pain management.
- Practice asepsis and infection control, workplace safety and body mechanics, and patient safety to ensure safe patient care.
- Demonstrate the ability to assist with physical examinations, measure and record vital signs, and obtain and monitor electrocardiograms.
- Provide patient care and comfort by assisting with admission and discharge, bed making and hygiene, grooming, nutrition and fluids, urinary and bowel elimination, and oxygen needs.
- Collect and process blood and specimens, and perform testing.
- Demonstrate knowledge of care for surgical patients, heat and cold applications, wound care, pressure ulcers, and rehabilitative and restorative care.
- Understand special care concerns and settings, such as caring for women, children, older adults, patients with mental health needs, patients with chronic conditions, and end-of-life care.

**Required textbook(s):** Elsevier - Fundamental Concepts and Skills for the Patient Care Technician, 2nd Edition

**Instructional Method**
Online, self-paced
Clinical externships are not required for completion of program or certification, but externship support will be provided as needed as part of any employer partnerships

**Student/Instructor Ratios: 25:1**

**Materials and Media Refences:** Not Applicable

**Content Outline:**

| | |
|---|---|
| **Week 1-2** | Introduction to Healthcare |
| **Week 3-4** | The Patient |
| **Week 5-6** | Patient Safety |
| **Week 7** | Patient Assessment |
| **Week 8-10** | Patient Care and Comfort |
| **Week 11** | Blood and Specimen Collecting and Testing |

| | |
|---|---|
| **Week 12-13** | Surgery and Immobility |
| **Week 14-15** | Special Care Concerns and Settings |
| **Week 16** | Clinical Skills Checklist and Certification Preparation |

**Grading and Certificate of Completion:** Grades are assessed based on the student's attendance, online lab completions, and offline projects.

90%+ A – Excellent
80-89.9% B – Good
70-79.9% C – Satisfactory
60-69.9% D – Below Average Below 60% F – Very Poor/Fail
I – Incomplete

- Attendance = 70% of grade
- Successful completion of labs = 15% of grade
- Projects/post-class assessment = 15% of grade

Upon program completion with a passing grade, students will receive a certificate of completion. Students are highly encouraged to take the industry-standard exam to receive a certification credential through the granting body or vendor.

**See the school catalog for student technology requirements for online participation and school holidays and office hours.**

# Pharmacy Technician Bootcamp

**Admission Requirements:** Students must have HS Diploma or GED and must be 18 years of age or older at the time of enrollment and must present a valid ID for verification.

**Program Description:** The goal of the pharmacy technician program is to provide students with educational and clinical training in preparation for entry-level employment. Students will develop professional skills in customer service, prescription preparation, patient profiling and drug inventory maintenance. The Pharmacy Technician program will prepare you for the roles and responsibilities of working in retail, call centers, hospitals, and pharmacies.

**Pre-Requisites:** To ensure your success in this bootcamp, you should have experience with basic computer user skills, be able to complete tasks, be able to search for, browse, and access information on the Internet, and have basic knowledge of computing concepts

**Objectives:**

- Learn the history of medicine and pharmacy.
- Understand pharmacy law, ethics, and regulatory agencies.
- Identify the competencies, associations, and settings for technicians.
- Develop communication skills and understand the role of the technician with the customer/patient.
- Understand dosage forms, routes of administration, and conversions/calculations.
- Learn to use drug information references.
- Gain knowledge of community pharmacy practice and institutional pharmacy environments and roles.
- Learn bulk repackaging, non-sterile compounding, aseptic technique, and sterile compounding.
- Understand pharmacy billing, inventory management, medication safety, and error prevention.
- Develop emotional intelligence and soft skills.

**Program Outline**

| Content | Hours |
|---|---|
| **COURSE 1 – Introduction to Pharmacy Technician**<br>1. History of Medicine and Pharmacy<br>2. Pharmacy Law, Ethics, and Regulatory Agencies<br>3. Competencies, Associations, and Settings for Technicians<br>4. Communication and Role of the Technician with the Customer/Patient SOFT SKILLS: Communication | 18 |
| **COURSE 2 - Processing and Handling of Medications and Medication Orders**<br>5. Dosage Forms and Routes of Administration<br>6. Conversions and Calculations<br>7. Drug Information References | 12 |

| | |
|---|---|
| **COURSE 3 – Pharmacy Practice**<br>8. Community Pharmacy Practice<br>9.1 Institutional Pharmacy Environment<br>9.2 Institutional Pharmacy Tech Roles<br>10. Additional Pharmacy Practice Settings | 16 |
| **COURSE 4 – Pharmacology Operations, Safety, and Management**<br>11.1 Bulk Repackaging<br>11.2 Non-Sterile Compounding<br>12.1 Aseptic Technique<br>12.2 Sterile Compounding<br>13.1 Pharmacy Billing<br>13.2 Inventory Management<br>14. Medication Safety and Error Prevention<br>15. Pharmacy Operations Management<br>**SOFT SKILLS: Emotional Intelligence** | 30 |
| **COURSE 5 - Pharmacology and Medications**<br>**16. Drug Classifications**<br>**29. Over-the-Counter (OTC) Medications**<br>**30. Complementary and Alternative Medicine (CAM)** | 12 |
| **COURSE 6 – Therapeutic Agents in Pharmacology**<br>17. Therapeutic Agents for the Nervous System<br>18. Therapeutic Agents for the Endocrine System<br>19. Therapeutic Agents for the Musculoskeletal System<br>20. Therapeutic Agents for the Cardiovascular System<br>21. Therapeutic Agents for the Respiratory System<br>22. Therapeutic Agents for the Gastrointestinal System<br>23. Therapeutic Agents for the Renal System<br>24. Therapeutic Agents for the Reproductive System<br>25. Therapeutic Agents for the Immune System<br>26. Therapeutic Agents for Eyes, Ears, Nose and Throat<br>27. Therapeutic Agents for the Dermatologic System<br>28. Therapeutic Agents for the Hematologic System | 36 |
| **COURSE 7 - Dosage and Calculations: Practice and Applications** | 10 |
| **COURSE 8 - Skills Checklist** | 8 |
| **COURSE 9 - Certification Exam Review** | 12 |
| **1:1 Coaching Sessions** | 3 |
| **Total Didactic Hours** | **157** |
| **Clinical Externship (Optional as part of Apprenticeship program)** | **120** |
| **TOTAL HOURS** | **277** |

*It is the student's responsibility to take all certification exams within twelve months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be

approved by School Director.

**The approximate time required to complete this course is 16 weeks.**

**CIP Number: 51.0805**

| Code | Course | Self-Paced | Clinical Externship Optional | Total Hours |
|---|---|---|---|---|
| PHTB | Pharmacy Technician Bootcamp | 157 | 120 | 277 |
| Total Hours | | 157 | 120 | 277 |
| **Associated Industry Certifications*:** Upon completion of the program requirements, students will be eligible to sit for the Exam for the Certification of Pharmacy Technicians (ExCPT) exam with National Healthcare Association (NHA) to become a Certified Pharmacy Technician | | | | |

** 1 Examination voucher included. It is the student's responsibility to take all certification exams within twelve months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the school director.*

| | |
|---|---|
| **Program Fee*:** | **$3,450.00** |

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

**Class Schedule**
All programs are offered online self-paced. Students will schedule five (5) virtual mentoring sessions with a coach

**Instructional Method**
Online, self-paced
Clinical externships are not required for completion of program or certification, but externship support will be provided as needed as part of any employer partnerships

**Class Dates**
Students may enroll and begin classes at any time. The start date is officially the date the enrollment agreement is accepted.

**See the school catalog for student technology requirements for online participation and school holidays and office hours.**

# PHTB: Pharmacy Technician Bootcamp Syllabus

**Subject Description:**
The goal of the pharmacy technician program is to provide students with educational and clinical training in preparation for entry-level employment. Students will develop professional skills in customer service, prescription preparation, patient profiling and drug inventory maintenance. The Pharmacy Technician program will prepare you for the roles and responsibilities of working in retail, call centers, hospitals, and pharmacies.

**Subject Hours:**
277 Hours / 16 Weeks

**Pre-Requisites:**
To ensure your success in this bootcamp, you should have experience with basic computer user skills, be able to complete tasks, be able to search for, browse, and access information on the Internet, and have basic knowledge of computing concepts

**Objectives:**
- Learn the history of medicine and pharmacy.
- Understand pharmacy law, ethics, and regulatory agencies.
- Identify the competencies, associations, and settings for technicians.
- Develop communication skills and understand the role of the technician with the customer/patient.
- Understand dosage forms, routes of administration, and conversions/calculations.
- Learn to use drug information references.
- Gain knowledge of community pharmacy practice and institutional pharmacy environments and roles.
- Learn bulk repackaging, non-sterile compounding, aseptic technique, and sterile compounding.
- Understand pharmacy billing, inventory management, medication safety, and error prevention.
- Develop emotional intelligence and soft skills.

**Required textbook(s):**
Elseiver - Mosby's Pharmacy Technician, 6th Edition

**Instructional Method**
Online, self-paced
Clinical externships are not required for completion of program or certification, but externship support will be provided as needed as part of any employer partnerships

**Student/Instructor Ratios:**
25:1

**Materials and Media Refences:** Not Applicable

**Content Outline:**

| | |
|---|---|
| **Week 1-2** | Introduction to Pharmacy Technician |
| **Week 3-4** | Processing and Handling of Medications and Medication Orders |
| **Week 5** | Pharmacy Practice |
| **Week 6-8** | Pharmacology Operations, Safety and Management |
| **Week 9** | Pharmacology and Medications |
| **Week 10-15** | Therapeutic Agents in Pharmacology |
| **Week 16** | Certification Prep and Clinical Skills Checklist |

**Grading and Certificate of Completion:** Grades are assessed based on the student's attendance, online lab completions, and offline projects.

90%+ A – Excellent
80-89.9% B – Good
70-79.9% C – Satisfactory
60-69.9% D – Below Average Below 60% F – Very Poor/Fail
I – Incomplete

- Attendance = 70% of grade
- Successful completion of labs = 15% of grade
- Projects/post-class assessment = 15% of grade

Upon program completion with a passing grade, students will receive a certificate of completion. Students are highly encouraged to take the industry-standard exam to receive a certification credential through the granting body or vendor.

**See the school catalog for student technology requirements for online participation and school holidays and office hours.**

# Product Management Bootcamp

**Admission Requirements:** Students must be 18 years of age or older at the time of enrollment, must present a valid ID for verification, and must present evidence of completing high school or high school equivalency.

**Program Description**: Become a Product Analyst/Manager in less than 3 months, without any prior experience required. We'll provide the tools, the training and the confidence you need to advance your career as a Product Analyst/Manager — and land the rewarding position you deserve.

**Prerequisites:** To ensure your success in this bootcamp, you should have experience with basic computer user skills, be able to complete tasks, be able to search for, browse, and access information on the Internet, and have basic knowledge of computing concepts

**Objectives:**

- Perform market research and analyze market data, identifying consumer behaviors and trends.
- Help businesses apply Product management concepts and strategies
- Analyze product operations to help your company make decisions
- make recommendations and provide launch strategies based on their analyses to increase firm profitability.

**Program Outline:**

**CIP Number: 11.1005**

| Code | Course | Lecture | Lab | Total Hours |
|---|---|---|---|---|
| PMB | Product Management Bootcamp | 250 | n/a | 250 |
| Total Hours | | 250 | n/a | 250 |

- **Associated Industry Certifications*:** Certified Product Manager

** 1 Examination voucher included. It is the student's responsibility to take all certification exams within twelve months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the school director.*

| | |
|---|---|
| **Program Fee*:** | **$13,000.00** |

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

**Class Schedule:** The time required to complete this course is 12 weeks. The program is offered as instructor-led virtual sessions that run 4 hours weekly from 8:00 am to 12:00 pm, Monday through Friday via 2x2 hour mentor led sessions (includes 20-25 minutes of scheduled breaks at the discretion of the instructor). During your class, you will be able to ask questions, get instant feedback from the instructor. In addition to classroom instruction, students are expected to spend 10 to 15 hours weekly on mini projects and the capstone practicum.

**Class Date:** Classes starting from 6 Feb 23, new cohort every 6 weeks after

**See the school catalog for student technology requirements for online participation and school holidays and office hours.**

# PMB: Product Management Bootcamp Syllabus

**Subject Description:** Become a Product Analyst/Manager in less than 3 months, without any prior experience required. We'll provide the tools, the training and the confidence you need to advance your career as a Product Analyst/Manager — and land the rewarding position you deserve.

**Subject Hours:**

| | Product Management |
|---|---|
| Prep Work | 20 |
| Lecture | 50 |
| Reading Material | 53 |
| Assignments/Quiz | 87 |
| Capstone Projects | 40 |
| Labs | 0 |
| | |
| Total Hours | 250 |

**Prerequisites:** To ensure your success in this bootcamp, you should have experience with basic computer user skills, be able to complete tasks, be able to search for, browse, and access information on the Internet, and have basic knowledge of computing concepts.

**Objectives:**

- Perform market research and analyze market data, identifying consumer behaviors and trends.
- Help businesses apply Product management concepts and strategies
- Analyze product operations to help your company make decisions
- make recommendations and provide launch strategies based on their analyses to increase firm profitability.

**Required textbook(s): N/A Instructional Methods:**

- Live instruction delivered virtually
- Projects assigned as out-of-class homework
- Capstone assigned as out-of-class homework
- Career Coaching

**Student/Instructional Ratios:** 10:1

**Materials and Media Refences: N/A**

**Content Outline:**

| Study Plan | Name |
|---|---|
| **Week 1** | Course 1: Developing a Product Vision and Getting Buy-in |
| **Week 2-4** | Course 2: Derisking by Product Prototyping |
| **Week 5-8** | Course 3: Working with Engineers and Designers |
| **Week 9-10** | Course 4: Going Live and Creating a Feedback Loop |
| **Week 11-12** | Capstone Project |

**Grading and Certificate of Completion:** Grades are assessed based on the student's attendance, online lab completions, and offline projects.

90%+ A – Excellent
80-89.9% B – Good
70-79.9% C – Satisfactory
60-69.9% D – Below Average Below 60% F – Very Poor/Fail
I – Incomplete

- Attendance = 70% of grade
- Successful completion of labs = 15% of grade
- Projects/post-class assessment = 15% of grade

Upon program completion with a passing grade, students will receive a certificate of completion. Students are highly encouraged to take the industry-standard exam to receive a certification credential through the granting body or vendor.

**See the school catalog for student technology requirements for online participation and school holidays and office hours.**

# Surgical Technologist Bootcamp

**Admission Requirements:** Students must have HS Diploma or GED and must be 18 years of age or older at the time of enrollment and must present a valid ID for verification.

**Program Description:** Surgical Technologists play a key role before, during, and after different surgical procedures. From ensuring the required equipment are in working order and patients being ready for the operations to providing support during the procedures, Surgical Technologist's role is a very crucial one. The goal of the Surgical Technologist Bootcamp is to prepare competent, entry-level surgical technologists with the knowledge, skills, and affective behavior to provide quality services. Students will be trained in all aspects of surgical technology practice.

**Pre-Requisites:** To ensure your success in this bootcamp, you should have experience with basic computer user skills, be able to complete tasks, be able to search for, browse, and access information on the Internet, and have basic knowledge of computing concepts

**Objectives:**

- Become a skilled and knowledgeable Surgical Technologist by mastering the profession, communication, teamwork, and medicolegal aspects.
- Develop a strong understanding of healthcare facility structure and environment while supporting the psychosocial needs of patients.
- Learn the diagnostic and assessment procedures, and acquire expertise in environmental hazards, microbes, sterile technique, and infection control.
- Master the essential skills to treat surgical patients, including perioperative pharmacology, anesthesia, physiological monitoring, and post-anesthesia recovery.
- Understand the energy sources used in surgery and become proficient in moving, handling, and positioning surgical patients.
- Acquire the necessary surgical skills for planning a case, opening and starting the surgery, and intraoperative and immediate postoperative care.
- Gain hands-on experience in minimally invasive and robotic-assisted surgery.
- Develop expertise in surgical techniques for general, gynecological, obstetrical, genitourinary, ophthalmic, ear, nose, pharynx, larynx, oral, maxillofacial, plastic, reconstructive, orthopedic, vascular, and microvascular surgery.
- Learn additional surgical techniques for thoracic and pulmonary surgery, cardiac surgery, pediatric surgery, neurosurgery, and emergency trauma surgery.
- Develop disaster preparedness and response skills to become a competent and confident Surgical Technologist

**Program Outline:**

| COURSE NO. | COURSE NAME | LESSON NO. | LESSON NAMES | No. of Hours |
|---|---|---|---|---|
| **COURSE 1** | **Introduction to Surgical Technology** | 1 | Surgical Technology: The Profession and The Professional | 15 |
| | | 2 | Communication and Teamwork | |
| | | 3 | Medicolegal Aspects of Surgical Technology | |
| | | 4 | Health Care Facility Structure and Environment | |
| | | 5 | Supporting the Psychosocial Needs of the Patient | |
| **COURSE 2** | **Diagnostics, Infection Control and Sterilization** | 6 | Diagnostic and Assessment Procedures | 18 |
| | | 7 | Environmental Hazards | |
| | | 8 | Microbes and the Process of Infection | |
| | | 9 | Sterile Technique and Infection Control | |
| | | 10 | Decontamination, Sterilization, and Disinfection | |
| | | 11 | Surgical Instruments | |
| **COURSE 3** | **Treating the Surgical Patient** | 12 | Perioperative Pharmacology | 18 |
| | | 13 | Anesthesia, Physiological Monitoring, and Post-anesthesia Recovery | |
| | | 14 | Death And Dying | |
| | | 15 | Energy Sources in Surgery | |
| | | 16 | Moving, Handling, and Positioning the Surgical Patient | |
| | | 17 | Surgical Skin Preparation and Draping | |
| **COURSE 4** | **Surgical Skills** | 18 | Surgical Skills I: Planning A Case, Opening, and Start of Surgery | 12 |

| | | | | |
|---|---|---|---|---|
| | | 19 | Surgical Skills II: Intraoperative and Immediate Postoperative Period | |
| | | 20 | Minimally Invasive Surgery | |
| | | 21 | Robotic-Assisted Surgery | |
| **COURSE 5** | **Surgical Techniques and Considerations** | 22 | General Surgery | 27 |
| | | 23 | Gynecological and Obstetrical Surgery | |
| | | 24 | Genitourinary Surgery | |
| | | 25 | Ophthalmic Surgery | |
| | | 26 | Surgery of The Ear, Nose, Pharynx, and Larynx | |
| | | 27 | Oral and Maxillofacial Surgery | |
| | | 28 | Plastic and Reconstructive Surgery | |
| | | 29 | Orthopedic Surgery | |
| | | 30 | Vascular and Microvascular Surgery | |
| **COURSE 6** | **Additional Surgical Techniques** | 31 | Thoracic and Pulmonary Surgery | 18 |
| | | 32 | Cardiac Surgery | |
| | | 33 | Pediatric Surgery | |
| | | 34 | Neurosurgery | |
| | | 35 | Emergency Trauma Surgery | |
| | | 36 | Disaster Preparedness and Response | |
| **1:1 Coaching Sessions** | | | | 3 |
| **Clinical Skills Checklist** | | | | 8 |
| **Certification Preparation** | | | | 12 |
| **CLINICAL EXTERNSHIP (OPTIONAL)** | | | | **120** |
| **TOTAL HOURS** | | | | **260** |
| **TOTAL HOURS WITHOUT EXTERNSHIP** | | | | **140** |

*It is the student's responsibility to take all certification exams within twelve months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the School Director.

**The approximate time required to complete this course is 16 weeks.**

**CIP Number: 51.0909**

| Code | Course | Self-Paced | Clinical Externship Optional | Total Hours |
|---|---|---|---|---|
| STB | Surgical Technologist Bootcamp | 140 | 120 | 260 |
| Total Hours | | 140 | 120 | 260 |
| **Associated Industry Certifications*:** Completion of Program will provide student eligibility to sit for the Tech in Surgery Certification (TS-C) by National Center for Competency Testing (NCCT) | | | | |

** 1 Examination voucher included. It is the student's responsibility to take all certification exams within twelve months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the school director.*

| | |
|---|---|
| **Program Fee*:** | **$3,450.00** |

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

**Class Schedule**

All programs are offered online self-paced. Students will schedule five (5) virtual mentoring sessions with a coach

**Instructional Method**

Online, self-paced Clinical externships are not required for completion of program or certification, but externship support will be provided as needed as part of any employer partnerships

**Class Dates**

Students may enroll and begin classes at any time. The start date is officially the date the enrollment agreement is accepted.

**See the school catalog for student technology requirements for online participation and school holidays and office hours.**

# STB: Surgical Technologist Bootcamp Syllabus

**Subject Description:**
Surgical Technologists play a key role before, during, and after different surgical procedures. From ensuring the required equipment are in working order and patients being ready for the operations to providing support during the procedures, Surgical Technologist's role is a very crucial one. The goal of the Surgical Technologist Bootcamp is to prepare competent, entry-level surgical technologists with the knowledge, skills, and affective behavior to provide quality services. Students will be trained in all aspects of surgical technology practice.

**Subject Hours:**
260 Hours / 16 weeks

**Pre-Requisites:**
To ensure your success in this bootcamp, you should have experience with basic computer user skills, be able to complete tasks, be able to search for, browse, and access information on the Internet, and have basic knowledge of computing concepts

**Objectives:**

- Become a skilled and knowledgeable Surgical Technologist by mastering the profession, communication, teamwork, and medicolegal aspects.
- Develop a strong understanding of healthcare facility structure and environment while supporting the psychosocial needs of patients.
- Learn the diagnostic and assessment procedures, and acquire expertise in environmental hazards, microbes, sterile technique, and infection control.
- Master the essential skills to treat surgical patients, including perioperative pharmacology, anesthesia, physiological monitoring, and post-anesthesia recovery.
- Understand the energy sources used in surgery and become proficient in moving, handling, and positioning surgical patients.
- Acquire the necessary surgical skills for planning a case, opening and starting the surgery, and intraoperative and immediate postoperative care.
- Gain hands-on experience in minimally invasive and robotic-assisted surgery.
- Develop expertise in surgical techniques for general, gynecological, obstetrical, genitourinary, ophthalmic, ear, nose, pharynx, larynx, oral, maxillofacial, plastic, reconstructive, orthopedic, vascular, and microvascular surgery.
- Learn additional surgical techniques for thoracic and pulmonary surgery, cardiac surgery, pediatric surgery, neurosurgery, and emergency trauma surgery.
- Develop disaster preparedness and response skills to become a competent and confident Surgical Technologist.

**Required textbook(s):**
Elsevier - Surgical Technology, 8th Edition

**Instructional Method**

Online, self-paced
Clinical externships are not required for completion of program or certification, but externship support will be provided as needed as part of any employer partnerships

**Student/Instructor Ratios:**
25:1

**Materials and Media Refences:** Not Applicable

**Content Outline:**

| | |
|---|---|
| **Week 1-2** | Introduction to Surgical Technology |
| **Week 3-5** | Diagnostics, Infection Control and Sterilization |
| **Week 6-8** | Treating the Surgical Patient |
| **Week 9-10** | Surgical Skills |
| **Week 11-14** | Surgical Techniques and Considerations |
| **Week 15-16** | Additional Surgical Techniques |

**Grading and Certificate of Completion:** Grades are assessed based on the student's attendance, online lab completions, and offline projects.

90%+ A – Excellent
80-89.9% B – Good
70-79.9% C – Satisfactory
60-69.9% D – Below Average Below 60% F – Very Poor/Fail
I – Incomplete

- Attendance = 75% of grade
- Successful completion of labs = 15% of grade
- Projects/post-class assessment = 10% of grade

Upon program completion with a passing grade, students will receive a certificate of completion. Students are highly encouraged to take the industry-standard exam to receive a certification credential through the granting body or vendor.

**See the school catalog for student technology requirements for online participation and school holidays and office hours**

# The UI/UX Design Accelerated Bootcamp (User Interface/User Experience)

**Admission Requirements:** Students must be 18 years of age or older at the time of enrollment, must present a valid ID for verification, and must present evidence of completing high school or high school equivalency.

**Program Description**: A UI/UX Design accelerated bootcamp is a program designed to provide participants with a comprehensive understanding of User Interface (UI) and User Experience (UX) design principles and how they can be applied to create effective digital products.

The program is typically delivered through a combination of lectures, workshops, projects, and mentorship. Participants work on real-world projects and receive feedback and guidance from industry experts and mentors. The program may also include guest speakers, networking events, and career development support to help participants transition into UI/UX design roles after graduation.

**Prerequisites:** no prerequisites

**Objectives:**

- UI Design: Participants learn how to design user interfaces that are visually appealing, intuitive, and easy to navigate. They learn about design principles, typography, color theory, and layout.
- UX Design: Participants learn how to design user experiences that are meaningful, useful, and satisfying for the user. They learn about user research, persona development, information architecture, usability testing, and interaction design.
- Front-End Development: Participants learn how to translate their designs into code using HTML, CSS, and JavaScript. They learn about responsive design, accessibility, and browser compatibility.
- Design Tools: Participants learn how to use industry-standard design tools such as Sketch, Adobe XD, Figma, and InVision to create UI/UX designs and prototypes.
- Teamwork and Collaboration: Participants learn how to work effectively in teams, communicate their design decisions, and collaborate with developers, project managers, and stakeholders.
- Develop strong foundational knowledge: Students should develop a solid understanding of the principles of UI/UX design, including the importance of user-centered design, user research, and usability testing.
- Build proficiency in design software and tools: Students should become proficient in popular design software and tools such as Sketch, Figma, and Adobe Creative Suite. This includes learning how to create wireframes, prototypes, and design interfaces for various platforms and devices.
- Learn industry-specific skills: The bootcamp should provide students with a working knowledge of the unique challenges and requirements of different industries, such as mobile app design, e-

commerce, or healthcare.

- Gain practical experience: Students should have ample opportunities to apply what they have learned in real-world design projects, working collaboratively with other students or with industry professionals.
- Develop a strong design portfolio: By the end of the bootcamp, students should have a strong design portfolio that showcases their skills and demonstrates their ability to solve complex design challenges.
- Build a professional network: Students should have the opportunity to network with professionals in the field and build relationships that could lead to job opportunities or further career development.

**Program Outline:**

**CIP Number: 11.0801**

| Code | Course | Lecture | Lab | Total Hours |
|---|---|---|---|---|
| UIUX-DAB | The UI/UX Design Accelerated Bootcamp | 287 | None | 287 |
| Total Hours | | 287 | None | 287 |
| **Associated Industry Certifications*:** No industry Certification | | | | |

** 1 Examination voucher included. It is the student's responsibility to take all certification exams within twelve months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the school director.*

| | |
|---|---|
| **Program Fee*:** | **$18,000** |

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

**Class Schedule:** The time required to complete this course is 24 weeks. The program is offered as instructor-led virtual sessions that run 2 hours once a week. During the class you get a summary of the module, assignment feedback from the instructor and receive hands-on experience and real-world examples. On top of the modules you will also get additional module content to peruse at your convenience. You will also be provided three Pre-Course works, one for user interface, one for user experience and one for Figma to give you a thorough understanding of the modules.

**Instructional Methods:** Virtual Live Instruction

**Class Dates:** New Classes begin once a month**,** next cohort begins on 8-20-2023 and end on 2-24-2024. Other classes may be added based on enrollment.

**See the school catalog for student technology requirements for online participation and school holidays and office hours.**

# UIUX-DAB: The UI/UX Design Bootcamp (User Interface/User Experience) Syllabus

**Subject Description:** A UI/UX Design accelerated bootcamp is a program designed to provide participants with a comprehensive understanding of User Interface (UI) and User Experience (UX) design principles and how they can be applied to create effective digital products.

The program is typically delivered through a combination of lectures, workshops, projects, and mentorship. Participants work on real-world projects and receive feedback and guidance from industry experts and mentors. The program may also include guest speakers, networking events, and career development support to help participants transition into UI/UX design roles after graduation.

**Subject Hours:** 287 lecture /0 lab/ 287 total

**Prerequisites:** no prerequisites

**Objectives:**

- UI Design: Participants learn how to design user interfaces that are visually appealing, intuitive, and easy to navigate. They learn about design principles, typography, color theory, and layout.
- UX Design: Participants learn how to design user experiences that are meaningful, useful, and satisfying for the user. They learn about user research, persona development, information architecture, usability testing, and interaction design.
- Front-End Development: Participants learn how to translate their designs into code using HTML, CSS, and JavaScript. They learn about responsive design, accessibility, and browser compatibility.
- Design Tools: Participants learn how to use industry-standard design tools such as Sketch, Adobe XD, Figma, and InVision to create UI/UX designs and prototypes.
- Teamwork and Collaboration: Participants learn how to work effectively in teams, communicate their design decisions, and collaborate with developers, project managers, and stakeholders.
- Develop strong foundational knowledge: Students should develop a solid understanding of the principles of UI/UX design, including the importance of user-centered design, user research, and usability testing.
- Build proficiency in design software and tools: Students should become proficient in popular design software and tools such as Sketch, Figma, and Adobe Creative Suite. This includes learning how to create wireframes, prototypes, and design interfaces for various platforms and devices.
- Learn industry-specific skills: The bootcamp should provide students with a working knowledge of the unique challenges and requirements of different industries, such as mobile app design, e-commerce, or healthcare.

- Gain practical experience: Students should have ample opportunities to apply what they have learned in real-world design projects, working collaboratively with other students or with industry professionals.

- Develop a strong design portfolio: By the end of the bootcamp, students should have a strong design portfolio that showcases their skills and demonstrates their ability to solve complex design challenges.

- Build a professional network: Students should have the opportunity to network with professionals in the field and build relationships that could lead to job opportunities or further career development.

**Required textbook(s):** Don't Make Me Think, Revisited Steve Krug

**Instructional Methods:**
- Live instruction delivered virtually
- Quizzes assigned as out-of-class homework
- Projects assigned as out-of-class homework
- Capstone assigned as out-of-class homework

**Student/Instructional Ratios: n/a Materials and Media Refences: n/a Content Outline:**

| | |
|---|---|
| **Week 1** | Introduction to User Experience |
| **Week 2** | Processes and introduction to deliverables |
| **Week 3** | Key Research Techniques |
| **Week 4** | Information Architecture and Navigation |
| **Week 5** | The Define Phase: Clarifying the Problem |
| **Week 6** | User Stories, Flows, and Sitemaps |
| **Week 7** | HTML and CSS |
| **Week 8** | The Design Phase 1: Wire framing and Interaction Design |
| **Week 9** | The Design Phase 2: Mobile First and Responsive Design |
| **Week 10** | Prototyping |
| **Week 11** | Case Studies |
| **Week 12** | Usability Testing |
| **Week 13** | Case Study Review, Your Personal Presence |
| **Week 14** | Visual Design 1 |
| **Week 15** | Visual Design 2 |
| **Week 16** | Your Portfolio; Additional Research Techniques |
| **Week 17** | Capstone + Project Two Review |
| **Week 18** | Project Two Revisions, Define Phase Part Two |
| **Week 19** | Portfolio, Capstone Week 2 Review, Advanced Design Topics |
| **Week 20** | Portfolio Review, Capstone Week 3, Deep Usability Testing |
| **Week 21** | Capstone Week 4, Great Student Projects, E-Commerce |
| **Week 22** | In-Depth Portfolio Analytics A-B Tests |
| **Week 23** | Student Capstone Presentations, Design Sprints |
| **Week 24** | Capstone Presentations, Post-Project Duties, Resources |

**Grading and Certificate of Completion:** Grades are assessed based on the student's attendance, online lab completions, and offline projects.

| | |
|---|---|
| 90%+ | A – Excellent |
| 80-89.9% | B – Good |
| 70-79.9% | C – Satisfactory |
| 60-69.9% | D – Below Average Below 60% F – Very Poor/Fail |
| | I – Incomplete |

- Assignment = 40% of grade
- Class Participation = 10% of grade
- Online Training = 30% of grade
- Quizzes = 20% of grade

Upon program completion with a passing grade, students will receive a certificate of completion. Students are highly encouraged to take the industry-standard exam to receive a certification credential through the granting body or vendor.

**See the school catalog for student technology requirements for online participation and school holidays and office hours.**

# The UI/UX Design Bootcamp (User Interface/User Experience)

**Admission Requirements:** Students must be 18 years of age or older at the time of enrollment, must present a valid ID for verification, and must present evidence of completing high school or high school equivalency.

**Program Description**: The UI/UX Design course at Workforce Institute provides all design aficionados with a chance to create user-friendly interfaces and enhance their creative side. During the 24-week course you will be doing a total of three UI/UX projects that will help build your portfolio and further enrich your career. You will also learn how to redesign a website as per the client's requirement and to solve a UI/UX problem from start to finish

**Prerequisites:** no prerequisites

**Objectives:**

- Develop strong foundational knowledge: Students should develop a solid understanding of the principles of UI/UX design, including the importance of user-centered design, user research, and usability testing.
- Build proficiency in design software and tools: Students should become proficient in popular design software and tools such as Sketch, Figma, and Adobe Creative Suite. This includes learning how to create wireframes, prototypes, and design interfaces for various platforms and devices.
- Learn industry-specific skills: The bootcamp should provide students with a working knowledge of the unique challenges and requirements of different industries, such as mobile app design, e-commerce, or healthcare.
- Gain practical experience: Students should have ample opportunities to apply what they have learned in real-world design projects, working collaboratively with other students or with industry professionals.
- Develop a strong design portfolio: By the end of the bootcamp, students should have a strong design portfolio that showcases their skills and demonstrates their ability to solve complex design challenges.
- Build a professional network: Students should have the opportunity to network with professionals in the field and build relationships that could lead to job opportunities or further career development.
- Foster a growth mindset: The bootcamp should foster a growth mindset, encouraging students to continue learning and developing their skills even after the program has ended. This includes providing access to resources such as industry publications, online communities, and mentorship programs.

**Program Outline:**

**CIP Number: 11.0803**

| Code | Course | Lecture | Lab | Total Hours |
|---|---|---|---|---|
| UIUX-DB | The UI/UX Design Bootcamp | 92 | None | 92 |
| Total Hours | | 92 | None | 92 |
| **Associated Industry Certifications*:** No industry Certification | | | | |

** 1 Examination voucher included. It is the student's responsibility to take all certification exams within twelve months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the school director.*

| | |
|---|---|
| **Program Fee*:** | **$6,500** |

**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

| | |
|---|---|
| **Cost Per Single Subject*:** | **N/A** |

**Class Schedule:** The time required to complete this course is 24 weeks. The program is offered as instructor-led virtual sessions that run 1.5 hours once a week. During the class you get a summary of the module, assignment feedback from the instructor and receive hands-on experience and real world examples. In addition to classroom instruction, students are expected to spend 1 to 2 hours weekly on Assignment and projects.

**Instructional Methods:** Virtual Live Instruction

**Class Dates:** New Classes begin once a month**,** next cohort begins on 4-24-2023 and end on 10-31-2023. Other classes may be added based on enrollment.

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# UIUX-DB :The UI/UX Design Bootcamp (User Interface/User Experience) Syllabus

**Subject Description:** The UI/UX Design course at Workforce Institute provides all design aficionados with a chance to create user-friendly interfaces and enhance their creative side. During the 24-week course you will be doing a total of three UI/UX projects that will help build your portfolio and further enrich your career. You will also learn how to redesign a website as per the client's requirement and to solve a UI/UX problem from start to finish

**Subject Hours:** 92 lecture /0 lab/ 92 total **Prerequisites:** no prerequisites **Objectives:**

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**Required textbook(s):** Don't Make Me Think, Revisited Steve Krug

**Instructional Methods:**

- Live instruction delivered virtually
- Quizzes assigned as out-of-class homework
- Projects assigned as out-of-class homework

- Capstone assigned as out-of-class homework

**Student/Instructional Ratios: Materials and Media Refences:**

**Content Outline:**

| | |
|---|---|
| **Week 1** | Introduction to User Experience |
| **Week 2** | Processes and introduction to deliverables |
| **Week 3** | Key Research Techniques |
| **Week 4** | Information Architecture and Navigation |
| **Week 5** | The Define Phase: Clarifying the Problem |
| **Week 6** | User Stories, Flows, and Sitemaps |
| **Week 7** | HTML and CSS |
| **Week 8** | The Design Phase 1: Wire framing and Interaction Design |
| **Week 9** | The Design Phase 2: Mobile First and Responsive Design |
| **Week 10** | Prototyping |
| **Week 11** | Case Studies |
| **Week 12** | Usability Testing |
| **Week 13** | Case Study Review, Your Personal Presence |
| **Week 14** | Visual Design 1 |
| **Week 15** | Visual Design 2 |
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