3101 Park Blvd
Palo Alto, CA 94306
(866) 991-3924 | www.quickstart.com

SCHOOL CATALOG

QUICKSTART LEARNING, LLC

Effective Date: March 24, 2023

Volume II
March 24, 2023

Contents

MISSION:

It is the mission of QS Learning to provide the best learning solutions for individuals in career transition, or those looking to expand their scope of knowledge for career enhancement. Ultimately QS Learning endeavors to help people optimize their earning potential by making industry leading certification training tangible, and affordable, for every member of the community.

REGULATORY BODY:

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. Approval does not indicate endorsement or that the institution exceeds minimum state standards.

DESCRIPTION OF LEARNING FACILITIES:

Our office where we offer classroom setting is located is 3101 Park Boulevard Palo Alto, CA 94306. This is where we manage operations, and this location has an up-to-date facility with an office-space area for admin, a conference room, and classroom. Our classroom offers the means to provide visual presentation, either on a whiteboard, or via projection equipment. Each workstation is provided with a cushioned, adjustable office chair, a USB headset/microphone, and a laptop computer capable of handling lab and lecture content of all course offerings.

The school has a break room for up to 20 students with a microwave, refrigerator, sink, and tables and chairs. Both male and female lavatories are available. There is parking available in a well-lit parking lot. The facility is located close proximity to public transit. This is an ADA accessible facility with handicapped ramps and lavatories. The maximum class size is 30 and the student/teacher ratio is 30 to 1.

Instructional Location

3101 Park Blvd.
Palo Alto, CA 94306
*** Please Note: Institution provides Online Distance Learning through its online platform that can be found at the web address below:

Website: https://www.quickstart.com/customer/account/login/

SCHOOL CALENDAR:

QS Learning is open M-F from 8am-5pm (MST) with the exception of the below listed Holiday's. Program enrollments will be determined and outlined on the student enrollment agreement.

- New Years Day
- Martin Luther King Jr Day
- Memorial Day
- Independence Day
- Juneteenth Day
- Labor Day
- Veterans Day
- Thanksgiving
- Christmas Day
- New Year's Day

ADMISSIONS REQUIREMENTS:

- Students must have graduated from high school or earned a GED.
- Students must be able to demonstrate basic IT skills on how to operate a computer and get on the internet. Such skills can be demonstrated by reading and effectively comprehending emails which is achieved through initial email from Quickstart. Additionally, typing, clicking-through content, and submitting responses electronically can all be effectively achieved through initial registration provided in the initial email. CLIPP platform has built in mechanisms that demonstrate how to determine if basic IT skills are present within a student prior to the start of course. CLIPP has a built-in tour system to help students demonstrate they can click through and read text, shows they can edit and upload content on their profile, and be able to view and pause videos.
- No Ability to Benefit Students will be admitted.
- Students must pay all applicable fees, as per the current published fee schedule at the time of the signing or entering into an enrollment contract or make other arrangements acceptable to the school.
- This institution does not award credit for satisfactory completion of CLEP or other comparable examinations.

- This institution does not award credit for experiential learning.
- This institution does not accept credit earned at other institutions.
- This institution has not entered into an articulation or transfer agreement with any other institution.
- No type of general education is required to enter this program.

ENROLLMENT PROCEDURES:

Please clarify the enrollment procedures to indicate when during this process the student is provided with the enrollment agreement, catalog, and SPFS, when the enrollment agreement is signed, and what vetting is performed during the Welcome Call.

Candidates who meet the entrance requirements must meet with an authorized admissions representative, demonstrate understanding of their choice program, express a true commitment to successfully complete the program, and seek employment in their field of study upon program completion. Enrollment is finalized when tuition is arranged, a valid enrollment agreement is signed, and the student has been approved by the designated agent.

1. After the student has picked up the bootcamp with the assistance of the Admission Advisor, he/she then receives a Welcome Call from the Academic Advisor.
2. In the Welcome Call the student is also vetted by asking some basic qualifying questions to ensure that we all are on the same page. In this call the Academic Advisor also schedules a date for the orientation. The welcome call is where the Academic Advisor greets the student, congratulates them on choosing a course, explains to them the process involved in completing and gaining a certificate and answers any questions the student has.
3. As soon as the student is Qualified, the support team creates the student account on LMS and sends him/her the login credentials.
4. The student receives the enrollment agreement and catalog and SPFS, reviews it and signs the enrollment agreement.
5. The Academic Advisor conducts the orientation and walks the student through the curriculum, bootcamp structure and the LMS dashboard in detail.
6. The student in the orientation is informed about the Kickoff session.
7. Support sends the Kickoff Session details to the students 3 days before.
8. Kick Off is the first session where students are introduced to the Mentor and each other via zoom.
9. Student then starts attending the weekly meetings with his/her mentor while studying on his/her own using the LMS during the week.
10. Academic Advisor stays in touch with the student via text, email and call to sort out any issues related to the course, mentor, finance etc.
11. The Academic Advisor also collects feedback from the student to ensure a smooth and enjoyable academic experience.
12. Student needs to complete the assigned courses and mini projects to progress in the bootcamp.
13. Students are required to submit the project on or before the deadline.
14. After completing and passing the courses and projects, the student is eligible for the certificate of completion.
15. The Academic Advisor confirms with the finance team if all dues are cleared before emailing out the Certificate of Completion.

PLACEMENT ASSISTANCE:

While QS Learning does not guarantee placement assistance, we will provide resume assistance, and leverage our contacts within our network of corporations to provide job prospects. Requests for such assistance must be submitted in writing to your admissions representative.

ATTENDANCE POLICY:

Requirements: To successfully complete a course, it is required that the student attend a minimum of 80%. AT least 80% overall attendance is required for successful completion of the program, and to receive a certificate of completion for each class of attendance. In anticipation of a late arrival or absence, including illness, student should notify a member of QS Learning's staff in advance; except in the event of medical emergency, in which case notification is to be made as soon as possible. To have a late arrival or absence considered excused, the student must provide details for consideration.

Unsatisfactory Attendance: Four tardies or two unexcused absences will require a meeting with your enrollment advisor. Early departures will be considered the same as tardies. Missing more than a half day is considered an absence. Unexcused absences may result in academic probation from your program, and determination of probation lies with, and is at the sole discretion of the School Director.

Re-Admittance: Program interruption for reasons other than improper conduct may re-enter, or re-enroll into the same program with the approval of the School Director. Students re-entering the program cannot be assured they will be assigned the class schedule requested. They will be admitted to classes on a space available basis.

Probation / Dismissal Policy

Student may be place on academic probation for unsatisfactory attendance. Attendance will be evaluated on a monthly basis, and those who do not meet attendance requirements will automatically be placed on academic probation for the following 60 days. Students who do not demonstrate satisfactory academic progress after the probation period will be dismissed from the program.

Leave of Absence:

Students must submit a request for a formal leave of absence in writing. Requests will not be granted if the requested length of leave exceeds 90 calendar days. Multiple leaves of absence may be permitted, provided the total of leaves does not exceed the overall length of the program (refer to the student enrollment agreement to see total program duration.) Students must specify in their request the beginning date of the leave of absence, the reason for the leave, and the number of days requested. Once the request for the leave of absence is received, it will be reviewed by the Director of Education, or other designee within two business days. Final approval of the leave must be approved by the Director. The Director must document the leave in accordance with this published policy.

Fees due to Absence: If the formal leave of absence is approved, the student will not be charged any additional fees as a result of the leave.

If circumstances prevent prior notification, a leave of absence must be requested as soon as possible after its beginning but prior to the student being absent from class for 10 scheduled days. Absent extenuating circumstances, if the student does not request a leave of absence and is absent for a period greater than 10 scheduled days, they will be withdrawn from the program.

Library/Learning Resources

Although Quickstart Learning LLC does not have a library, the school provides all the learning resources to support each educational program. Learning Management Systems (LMS) and Virtual Learning Environments (VLE) have become increasingly common in education. While there is a time and place for face-to-face learning, increasingly learning and courses are being conducted through digital channels. This environment offers increased flexibility for students to access training. Our VLE includes video lessons which can be repeated multiple times to improve comprehension. Text lessons offer information in another learning style. Real-life scenarios give students opportunities to apply skills to specific situations without requiring fancy equipment

Grades and Standards for Student Achievement - Satisfactory Progress

Pass/fail scores are utilized for all quizzes, test and the written final examination. Students must achieve 70% or better on the final exam and quizzes/tests to successfully pass the program. The grading policy includes quizzes, tests and final exams. Students will be evaluated throughout the program. The student's final grade will be calculated by the following grading scale.

Students who receive less than 70% in quiz/test may retake the quiz/test at the consent of the instructor.

Students who receive less than 70% on the final exam may retake the exam at the consent of the instructor. Students who are permitted to retake an exam will receive a maximum grade of 80% on the exam.

A student will be warned that they are in jeopardy of failing the program if their cumulative score falls below 70%.

GRADING SCALE	
Quizzes/ Tests	70%
Final Exam	30%
	100%

PASS/FAIL SCALE		
Type	**Grade Scale**	**Grade**
Quizzes/Tests/Final	70 and above	Pass
	69 & below	Fail

Evaluation Policies

Grades are awarded on a pass / fail basis. Students must achieve a "pass" rating on all quizzes and tests.

Grading Policy for Pass/Fail Standards on Quizzes: All students will be required to achieve a cumulative score of passes on all quizzes and tests in order to qualify to take the final exam.

Grading Policy for Pass / Fail Standard on Final Exam: All students will be required to score a pass on the final exam to qualify for a completion certificate.

If the student has not completed the coursework and earned a grade at the end of the program, the instructor may issue one of the following grades.

I Incomplete If the program has not been completed, the instructor may grant a one on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress, and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

W Withdraw The student may withdraw from any program before the end of the term. At the end of the term, the instructor may withdraw the student from the program and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

Grading System Standard
Evaluation of student achievement will be based on meeting the objectives for each program

REPORTING GRADES TO STUDENTS:
Upon successful completion of each course, the student will receive a certificate of successful completion. The certificate of completion represents successful passing of the course and is signed by the instructor in accordance with the attendance and academic progress policies.

Evaluation and Response Time for Distance Education Submissions

For students enrolled in distance education courses, the institution is committed to providing timely feedback on submitted coursework. The institution will evaluate and respond to student lessons, projects, or dissertations within seven (7) business days from the date of receipt. This timeframe ensures students receive the necessary guidance and support to progress in their studies effectively.

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

The transferability of credits you earn at QuickStart Learning LLC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after you leave QuickStart Learning LLC to determine if your certificate will transfer.

Leave of Absence:

Students must submit a request for a formal leave of absence in writing. Requests will not be granted if the requested length of leave exceeds 90 calendar days. Multiple leaves of absence may be permitted, provided the total of leaves does not exceed the overall length of the program (refer to the student enrollment agreement to see total program duration.) Students must specify in their request the beginning date of the leave of absence, the reason for the leave, and the number of days requested. Once the request for the leave of absence is received, it will be reviewed by the Director of Education, or other designee within two business days. Final approval of the leave must be approved by the Director. The Director must document the leave in accordance with this published policy.

Re-Admittance: Program interruption for reasons other than improper conduct may re-enter or re-enroll into the same program with the approval of the School Director. Students re-entering the program cannot be assured they will be assigned the class schedule requested. They will be admitted to classes on a space available basis.

Student Housing

This institution has no responsibility to find or assist a student in funding housing.

This institution does not operate dormitories or other housing facilities. This institution does not provide assistance, nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one-bedroom unit is approximately $1,500 a month. (www.apartmentguide.com)

Student Records and Transcripts

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records including a copy of the signed enrollment agreement, school performance fact sheet, diploma granted, transcript of grades earned, high school diploma or GED, copies of all documents signed by the student including contract, instruments of indebtedness and document related to financial aid, leave of absence documents, financial ledger, refund information as applicable, complaints received from the student or student advisories related to academic progress. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature.

Probation/Dismissal Policy:

Students who do not demonstrate satisfactory academic progress after the probation period will be dismissed from the program.

STUDENT CONDUCT:

Professional conduct, appropriate to a business environment, is expected at all times. Unacceptable behaviors include, but are not limited to:

- ✓ Violation of copyright laws including copying classroom software
- ✓ Breeching computer network security for any reason
- ✓ Disclosure of 360's business methods and internal systems to unauthorized individuals and/or companies
- ✓ Removal of or borrowing of any equipment without written authorization from the school's Director
- ✓ Theft, or any other crime against 360, its students, or employees
- ✓ Failure to follow instruction concerning the classrooms and/or associated labs
- ✓ Excessive tardiness or absence
- ✓ Inappropriate or verbal abuse of any person
- ✓ Physical abuse/misuse of any property or person
- ✓ Inappropriate use of the internet, use of unauthorized sites, access to or downloading offensive, lude, or objectionable material
- ✓ Inappropriate or revealing dress
- ✓ Internet browsing or playing games during class, or other learning times
- ✓ Classroom disruption of any kind

- ✓ Failure to follow directions from Faculty, School Director, or learning center management

QS Learning reserves the right to determine, at its sole discretion, what constitutes acceptable and unacceptable behavior. Additional QS Learning, at its sole discretion, has the right to determine any actions to take place in response to unacceptable behavior, up to, and including withdrawal from the school.

ACCEPTABLE USE POLICY

The acceptable use policy governs the use of the school's computer equipment and its internet connectivity. The learning center equipment is dedicated to career training use only and is to be used only as directed.

- ✓ Students will not download any materials on any equipment belonging to QS Learning – understanding that to do so could cause liability for damage or injury to company intellectual or electronic assets or property.
- ✓ Students will not install software or connect USB devices or media to any QS Learning computers without prior written consent.
- ✓ Students will use the internet for class related purposes only
- ✓ Students will not play games, engage in instant messaging, or visit any non-training related sites

Visa Related Services

This institution does not allow students from other countries, so no visa related services are offered.

Language Proficiency

The following applies to students for whom English is not their primary language and all classes will be taught in English.
For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, the student must attain qualifying score of 97 on the CELSA or the student must attain qualifying score of 95 on the Duolingo English Test. This requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, this requirement does not apply to students who have completed coursework, in English, at the college level.

Language of Instruction

Instructions will be given in no language other than English.

English as a Second Language Instruction

This institution does not provide ESL instruction.

Accreditation Status

This institution is not accredited by an accrediting agency recognized by the United States Department of Education. A student enrolled in an unaccredited institution is not eligible for federal financial aid.

Policies and Procedures Regarding Financial Aid

This institution does not participate in any federal or state financial aid programs. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs. The school does not provide financial aid directly to its students.

Student Services

This institution does not provide airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will help in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

Statement Regarding "The Office of Student Assistant and Relief" (OSAR)

The Office of Student Assistance and Relief" (OSAR), pursuant to CEC § 94909 (a)(3)(D).

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

FINANCIAL AID: Our institution doesn't participate or accept and form financial aid, including Title IV funding, Title 38 funding, WOIA act funds, or private loans, or any other forms of student aid.

STRF Disclosure

Student Tuition Recovery Fund Disclosures.

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

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

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

2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollecting may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Charges: Tuition & Fees

All fees are subject to change from time to time, without notice.

Cyber Security Bootcamp - Immersive

Tuition	$7,000
Registration Fee (non refundable)	$0
STRF Fee (non refundable)	**$17.50**
($2.50 / $1,000 of institutional charges)	
Total Program Charges	**$7,017.50**

Other Fees

*Note – Certification objectives and exam fees will be determined upon enrollment and outlined on the student enrollment agreement. Each program has associated exam fees in addition to tuition, this particular program may include the following exams/fees:

- Security+ $320
- Certified Ethical Hacker $420
- Network+ $320
- CySA+ $370

Total Charges for the Current Period of Attendance	$7,003.50
Estimated Total Charges for the Entire Educational Program	$8,433.50

Web Development Bootcamp - Immersive

Tuition	$7,000
Registration Fee (non refundable)	$0
STRF Fee (non refundable)	**$17.50**
($2.50 / $1,000 of institutional charges)	
Total Program Charges	**$7,017.50**

Other Fees

*Note – Certification objectives and exam fees will be determined upon enrollment and outlined on the student enrollment agreement. Each program has associated exam fees in addition to tuition, this particular program may include the following exams/fees:

- PMP $555

Total Charges for the Current Period of Attendance	$7,003.50
Estimated Total Charges for the Entire Educational Program	$7,558.50

Data Science Bootcamp - Immersive

Tuition	$7,000
Registration Fee (non-refundable)	$0,
STRF Fee (non refundable)	**$17.50**
($2.50 / $1,000 of institutional charges)	
Total Program Charges	**$7,017.50**

Other Fees

*Note – Certification objectives and exam fees will be determined upon enrollment and outlined on the student enrollment agreement. Each program has associated exam fees in addition to tuition, this particular program may include the following exams/fees:

- PMP $555

Total Charges for the Current Period of Attendance	$7,003.50
Estimated Total Charges for the Entire Educational Program	$7,558.50

Cloud Engineer Bootcamp - Immersive

Tuition	$5,000
Registration Fee (non-refundable)	$0
STRF Fee (non refundable)	**$12.50**
($2.50 / $1,000 of institutional charges)	
Total Program Charges	**$5,012.50**

Other Fees

*Note – Certification objectives and exam fees will be determined upon enrollment, and outlined on the student enrollment agreement. Each program has associated exam fees in addition to tuition, this particular program may include the following exams/fees:

- CompTIA A+ $320
- AZ-900 $165
- Network+ $320
- CompTIA Cloud+ $300

Total Charges for the Current Period of Attendance	$5,002.50
Estimated Total Charges for the Entire Educational Program	$6,107.50

Certified Ethical Hacking

Tuition	$2,500
Registration Fee (non-refundable)	$1.50
STRF Fee (non refundable)	**$17.50**
($2.50 / $1,000 of institutional charges)	
Total Program Charges	**$2,517.50**

Total Charges for the Current Period of Attendance	$2,501.50
Estimated Total Charges for the Entire Educational Program	$2,501.50

Azure Administration

Tuition	$2,500
Registration Fee (non-refundable)	$1.50
STRF Fee (non refundable)	**$0**
($2.50 / $1,000 of institutional charges)	
Total Program Charges	$2,501.50

Total Charges for the Current Period of Attendance	$2,501.50
Estimated Total Charges for the Entire Educational Program	$2,501.50

Microsoft Certified Azure Solutions Architect Expert

Tuition	$2,500
Registration Fee (non-refundable)	$0
STRF Fee (non refundable)	**$7.50**
($2.50 / $1,000 of institutional charges)	
Total Program Charges	$2,501.50

Total Charges for the Current Period of Attendance	$2,501.50
Estimated Total Charges for the Entire Educational Program	$2,501.50

Healthcare IT Specialist

Tuition	$2,500
Registration Fee (non-refundable)	$0
STRF Fee (non refundable)	**$7.50**
($2.50 / $1,000 of institutional charges)	
Total Program Charges	$2,501.50

Other Fees

*Note – Certification objectives and exam fees will be determined upon enrollment and outlined on the student enrollment agreement. Each program has associated exam fees in addition to tuition, this particular program may include the following exams/fees:

- CompTIA A+ $320
- MS Office Specialist: Associate $495

Total Charges for the Current Period of Attendance	$2,501.50
Estimated Total Charges for the Entire Educational Program	$3,316.50

AWS Certified SysOps Administrator

Tuition	$2,500
Registration Fee (non-refundable)	$0
STRF Fee (non refundable)	**$7.50**
($2.50 / $1,000 of institutional charges)	
Total Program Charges	**$2,507.50**

Total Charges for the Current Period of Attendance	$2,501.50
Estimated Total Charges for the Entire Educational Program	$2,501.50

Faculty

Instructor	Teaching Certifications	Technical Certifications	College Experience and Awards
Paul Heuring	Microsoft Certified Trainer	MCP, MCTS	BSc University of Manitoba
Peter Thorsteinson	Microsoft Certified Trainer	MCP, MCTS	B.S.E.E. (Electrical Engineering) - University of Manitoba, Canada
William A. Clark	CompTIA Network+, CompTIA Security+, CompTIA Mobility+	CTT+, CWNA	Indiana State University - Master of Arts, Health & Safety Administration
Hector Martinez	AAI – AWS Authorized Instructor, NetApp Certified Instructor (NCI)	AWS Solutions Architect Associate, NetApp Certified Implementation Engineer (NCIE SAN) 7-mode, NetApp Certified Implementation Engineer (NCIE SAN) Clustered Data Ontap	Monterrey Institute of Technology and Higher Education – Communications and Electric Engineer
Benjamin Culbertson	Microsoft Certified Training	MCTS, MCP, CompTIA A+, CompTIA Network+	Master's Degree Coursework, Workforce Development
Drew Gansmiller	MCT, MCSE, CCSI, CISSP	CompTIA A+, CompTIA Network+, CCNP Security	UC Santa Barbara: Mathematics

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**

**Total Program Charges (Inclusive of registration, STRF Fee, 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 April 23, 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.

Certified Ethical Hacking

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
CEHv11	Certified Ethical Hacker	24	16	40
Total Hours		24	16	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*:	**$2,995.00**

**Total Program Charges (Inclusive of registration, STRF Fee, 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 April 10, 2023

CEHv11 - 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 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 Cloud Engineering Bootcamp is a part-time i.e. 20 hours a week or less, Cloud Engineering program that jumpstarts your career to becoming a successful Cloud Professional in 24 weeks. You will need to take self-paced courses, attend mentoring sessions, do hands-on labs and apply your learning to successfully complete projects that address different Cloud Engineering topics. The program modality is distance education.

Program Outline:

CIP Number: 11.0902

Code	Course	Lecture	Lab	Total Hours
CompTIA-ITF+	CompTIA ITF+ A Comprehensive Approach (Exam-FCO-U61)	9	11	20
CompTIA Net	CompTIA Network+ (Exam N10-008)	24	16	40
CEBC	Cloud Engineering Bootcamp	489	103	592
	Total Hours	522	130	652
* 1 Examination Voucher CompTIA ITF+, CompTIA Network+				

*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**

**Total Program Charges (Inclusive of registration, STRF Fee, tuition fee, exam cost, curriculum book)*

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

The approximate time required to complete this course is 24 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 and End 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: 2/20/2023 - 8/7/2023
Cohort Start and End Date: 4/17/2023 - 10/2/2023
Cohort Start and End Date: 6/19/2023 - 12/4/2023
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

Subject Description:

Cloud Engineering Bootcamp: This course will jumpstart your career to becoming a successful Cloud Professional in 24 weeks. You will learn the basics of Operating systems, and hardware, and from their move up to diving deep into Networks, Cloud Computing, exploring the Azure and AWS platforms, and finally get an introductory course for Linux. Prerequisites include experience with basic computer user skills, ability to complete tasks in a Microsoft® Windows® environment and to search for, browse, and access information on the Internet, and a basic knowledge and understanding of various computing concepts.

CompTIA ITF+: A Comprehensive Approach (Exam FCO-U61)
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.

CompTIA Net CompTIA Network+ (Exam N10-007)
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. Prerequisites are either the completion of the CompTIA A+ course with a passing grade or the equivalent knowledge with 6 - 9 months experience in computer support services.

CompTIA-ITF - CompTIA ITF+ Certification (Exams FCO-U61) Syllabus

Subject Description:

CompTIA ITF+ helps professionals to decide if a career in IT is right for them or to develop a broader understanding of IT.

- ITF+ is the only pre-career certification that helps students or career changers determine if they have a competency for information technology and if it is the right career path for them.
- ITF+ is the only single certification that covers all areas of IT foundations, creating a broader understanding of IT making it ideal for non-technical professionals.
- ITF+ establishes an IT education framework for students in secondary and post-secondary settings.

This course is for everyone who has had to call a help desk or a geek friend to help them with basic, computer, laptop, mobile and network issues. You will learn about all kinds of computing devices (like PCs and Macs, tablets, and phones) as well as how to troubleshoot issues (like with networks, the Internet, and why your computer won't turn on). You will also learn about security, safety, and preventative maintenance, as well as the basics of databases and programming (basic IT skills everyone should know these days).

Subject Hours:

Lecture -9 / Lab - 11 / Total - 20

Performance Objectives:

Those enrolled in this course, will learn how to:

- Comprehend notational systems, illustrate the basics of computing and explain the value of data and troubleshooting
- Comprehend programming language categories, interpret logic, and understand the purpose of programming concepts
- Know how to set up and install common peripheral devices to a laptop/PC or secure a basic wireless network
- Able to explain database concepts, structures, and purpose, as well as understands methods used to interface
- Understand confidentiality, integrity, and availability concerns of secure devices and best practice methods

- Manage applications software, understand the various components of an operating system and explain the purpose of methods of application architecture

Required Textbooks: Published by CompTIA Learning: CompTIA IT Fundamentals FC0-U61 Certification Study Guide

Instructional Methods: 1. Lecture 2. Laboratory

Maximum Student: Instructor Ratio: 18 : 1

Materials and Media References: Not Applicable

Content Outline by Lesson:

· Course Introduction

· Module 1: Using Computers

· Module 2: Using Apps and Databases

· Module 3: Using Computer Hardware

· Module 4: Using Networks

· Module 5: Security Concepts

· Course Summary

CompTIA Net - CompTIA Network+ (Exam N10-008) Syllabus

Subject Description:
With the passage of time, data networks have become more and more critical and their significance have grown over the years. Healthcare, financial, and information services which are highly confidential in nature are given a lifeline using data networks. By obtaining a CompTIA Network+ certification, you will be able to configure, troubleshoot and manage systems in order to keep your organization or the organization you work for, productive.

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. If you wish to begin your network career, then this the first step, right here! The certification is recognized by different vendors like Novell, Microsoft, Red Hat, and Cisco within their certification tracks.

If you plan to take and clear the CompTIA Network+ (Exam N10-008) exam, then this course will help you in preparing for it. However, having only a certification is not going to cut it for the competitive job market of today, you need to exhibit exceptional skills as well. This course will help you in developing the right skills set, especially when it comes to security, so that all duties can be performed diligently.

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

Performance Objectives:

- 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

Prerequisites:

- In order to be successful and clear the exam associated with this course, you must have basic knowledge and skills of using Windows end-user computer. In order to meet this requirement, you can choose from any one of the Element K courses mentioned below:
- Windows XP Professional: An Introduction
- Introduction to Personal Computers: Using Windows XP
- Microsoft® Windows® 7: Level 1

- Microsoft® Windows® 7: Level 2
- Introduction to Personal Computers: Using Windows 7
- Recommended to pass CompTIA A+ certification A Comprehensive Approach (Exams 220-901 and 220-902), or equivalent knowledge, with 6 - 9 months experience in networking.

Required Textbooks: Published by CHOICE, August 23,2016.
Logical Operations, CompTIA Network+ (Exam N10-008)

Instructional Methods: 1. Lecture 2. Laboratory

Maximum Student: Instructor Ratio: 18 : 1

Materials and Media References: Not Applicable

Content Outline by Lesson:

Lesson 1: Network Theory
- Topic A: Network Types
- Topic B: Network Standards and the OSI Model
- Topic C: Data Transmission Methods

Lesson 2: Bounded Network Media
- Topic A: Copper Media
- Topic B: Fiber Optic Media
- Topic C: Bounded Network Media Installation

Lesson 3: Unbounded Network Media
- Topic A: Wireless Networking
- Topic B: Wireless Network Devices and Components
- Topic C: Implement Wireless Technology
- Topic D: Internet of Things

Lesson 4: Network Implementations
- Topic A: Physical Network Topologies
- Topic B: Logical Network Topologies
- Topic C: Ethernet Networks
- Topic D: Network Devices

Lesson 5: TCP/IP Addressing and Data Delivery
- Topic A: The TCP/IP Protocol Suite
- Topic B: IPv4 Addressing
- Topic C: Default IP Addressing Schemes
- Topic D: Create Custom IP Addressing Schemes
- Topic E: IPv6 Addressing

Lesson 6: Routing and Switching
- Topic A: Switching
- Topic B: Network Packet Routing
- Topic C: Static and Dynamic IP Routing
- Topic D: VLANs

Lesson 7: TCP/IP Implementation

- Topic A: Configure IP Addresses
- Topic B: Naming Services
- Topic C: TCP/IP Utilities
- Topic D: Common TCP/IP Protocols

Lesson 8: Network Security Analysis

- Topic A: Introduction to Network Security
- Topic B: Network Security Policies
- Topic C: Physical Security
- Topic D: Common Network Attacks

Lesson 9: Network Security Implementation

- Topic A: Authentication
- Topic B: Access Control
- Topic C: Port, Service, and Protocol Security
- Topic D: Wireless Network Security
- Topic E: Patches and Updates
- Topic F: Mitigation Techniques

Lesson 10: WAN Infrastructure

- Topic A: WAN Basics
- Topic B: WAN Connectivity Methods
- Topic C: WAN Transmission Technologies
- Topic D: VoIP

Lesson 11: Cloud and Virtualization Techniques

- Topic A: Virtualization Technologies
- Topic B: Network Storage Technologies
- Topic C: Cloud Computing

Lesson 12: Remote Networking

- Topic A: Remote Network Architectures
- Topic B: Remote Access Network Implementations
- Topic C: Virtual Private Networking

Lesson 13: Network Management

- Topic A: Monitor Networks
- Topic B: Document the Network
- Topic C: Establish Baselines
- Topic D: Optimize Network Performance
- Topic E: Ensure Business Continuity

Lesson 14: Troubleshooting Network Issues

- Topic A: Network Troubleshooting Methodology
- Topic B: Network Troubleshooting Tools
- Topic C: Troubleshoot Wired Connectivity and Performance Issues
- Topic D: Troubleshoot Wireless Connectivity and Performance Issues
- Topic E: Troubleshoot Network Service Issues

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.

CCBC - Cloud Engineering Bootcamp Syllabus

Subject Description:
The Cloud Engineering is a part-time i.e. 20 hours a week or less, Cloud Engineering program that jumpstarts your career to becoming a successful Cloud Professional in 24 weeks.

The Cloud Engineering Bootcamp will provide fully immersive learning through lecture videos, workshops & weekly projects, and a Capstone Final project. You will learn the basics of Operating systems, and hardware, and from their move up to diving deep into Networks, Cloud Computing, exploring the Azure and AWS platforms, and finally get an introductory course for Linux.

The Bootcamp program is rigorous and packed with challenges covering concepts, theories and projects; but you will have all the help needed to navigate through the process in the form of academic counselling.

Subject Hours:
Lecture- 537 / Lab- 135 / Total-672

Performance Objectives:

- Hardware and Operating System Fundamentals
- Networking
- Cloud Computing Fundamentals
- Understanding Azure and AWS, and learning their usage hands on
- Understand what Linux is

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.

Required Textbooks
None

Instructional Methods:
1. Lecture 2. Laboratory

Maximum Student: Instructor Ratio:
18 : 1

Materials and Media References:
Online customized current and official curriculum from CompTIA, Microsoft, and Amazon

Content Outline by Lesson:

- CompTIA ITF+: A Comprehensive Approach (Exam FCO-U61)
- CompTIA ITF+ Exercise 1
- CompTIA Network+ N10-007
- CompTIA Network+ Exercise 2
- CompTIA Cloud+ Basics
- CompTIA Cloud+ Intermediate

- CompTIA Cloud+ Advanced
- CompTIA Cloud Plus Bootcamp Project 01
- Microsoft Azure Fundamentals (AZ-900)
- Azure Fundamentals Cloud Bootcamp Project 02
- Fundamentals of AWS

- AWS Course Cloud Bootcamp Project 03
- Linux for Beginners
- Intro to Linux Cloud Bootcamp Project 04
- AWS Capstone Project Project 05

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.

Cybersecurity 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:
This is an online program paired with live Coaching sessions. Students will attend courses and apply your 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 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

Course		Lecture	Lab	Total Hours
CSBC	Cyber Security Bootcamp	465	87	552
CompTIA-ITF+	CompTIA ITF+: A Comprehensive Approach (Exam FCO-U61	9	11	20
CompTIA Net	CompTIA Network+ (Exam N10-008)	24	16	40
CompTiaSec-SY0-601	CompTIA Security+ (Exam SY0-601)	24	16	40
	Total Hours	522	130	652
*1 Examination Voucher CompTIA ITF+, CompTIA Network+, CompTIA Security +				

*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**

**Total Program Charges (Inclusive of registration, STRF Fee, tuition fee, exam cost, curriculum book)*

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

The approximate time required to complete this course is 24 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:	1/16/2023 – 7/3/2023
Cohort Start and End Date:	2/20/2023 - 8/7/2023
Cohort Start and End Date:	3/20/2023 - 9/4/2023
Cohort Start and End Date:	4/17/2023 - 10/2/2023
Cohort Start and End Date:	5/15/2023 - 10/30/2023
Cohort Start and End Date:	6/19/2023 - 12/4/2023
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

Subject Descriptions:

CSBC - Cyber Security Bootcamp Syllabus

The Cybersecurity Professional bootcamp you will learn computer systems fundamentals, networking, cybersecurity concepts, security analysis, penetration testing, ethical hacking, and scripting. 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.

CompTIA ITF+: A Comprehensive Approach (Exam FCO-U61)

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.

CompTIA Net CompTIA Network+ (Exam N10-007)
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. Prerequisites are either the completion of the CompTIA A+ course with a passing grade or the equivalent knowledge with 6 - 9 months experience in computer support services.

CompTiaSec-SY0-601 CompTIA Security+ (Exam SY0-601)
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 (SY0-601). Prerequisites include either the completion of the CompTIA Network+ course with a passing grade or 6 – 9 months experiences working in computer networking.

CSBC - Cyber Security Bootcamp Syllabus

Subject Description:
The Cybersecurity Professional 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-465 Lab-87 Total-552

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.

Performance Objectives:

IT Fundamentals
- 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

- 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: N/A

Instructional Methods: 1. Lecture 2. Laboratory

Maximum Student: Instructor Ratio: 18 : 1

Materials and Media References:
Online official curriculum from CompTIA, Microsoft, and Amazon

Content Outline by Lesson:

- Hardware and Operating System Fundamentals
- CompTIA Network+ N10-008 Security Fundamentals Ethical Hacking
- Python Programming: Introduction (LO-94010) CompTIA Cybersecurity Analyst (CySA+) CompTIA Pentest+
- Security Bootcamp: Project A Security Bootcamp: Project B Security Bootcamp: Project C (EH)
- Security BootCamp: Final Capstone Project - CYSA+ Security BootCamp: Final Capstone Project - PENTEST+

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 holiday and office hours.

CompTIA-ITF - CompTIA ITF+ Certification (Exams FCO-U61) Syllabus

Subject Description:

CompTIA ITF+ helps professionals to decide if a career in IT is right for them or to develop a broader understanding of IT.

- ITF+ is the only pre-career certification that helps students or career changers determine if they have a competency for information technology and if it is the right career path for them.
- ITF+ is the only single certification that covers all areas of IT foundations, creating a broader understanding of IT making it ideal for non-technical professionals.
- ITF+ establishes an IT education framework for students in secondary and post-secondary settings.

This course is for everyone who has had to call a help desk or a geek friend to help them with basic, computer, laptop, mobile and network issues. You will learn about all kinds of computing devices (like PCs and Macs, tablets, and phones) as well as how to troubleshoot issues (like with networks, the Internet, and why your computer won't turn on). You will also learn about security, safety, and preventative maintenance, as well as the basics of databases and programming (basic IT skills everyone should know these days).

Subject Hours: Lecture 9 / Lab - 11 / Total - 20

Performance Objectives:

Those enrolled in this course, will learn how to:

- Comprehend notational systems, illustrate the basics of computing and explain the value of data and troubleshooting
- Comprehend programming language categories, interpret logic, and understand the purpose of programming concepts
- Know how to set up and install common peripheral devices to a laptop/PC or secure a basic wireless network
- Able to explain database concepts, structures, and purpose, as well as understands methods used to interface
- Understand confidentiality, integrity, and availability concerns of secure devices and best practice methods
- Manage applications software, understand the various components of an operating system and explain the purpose of methods of application architecture

Required Textbooks: Published by CompTIA Learning: CompTIA IT Fundamentals FC0-U61 Certification Study Guide

Instructional Methods: 1. Lecture 2. Laboratory

Maximum Student: Instructor Ratio: 18 : 1

Materials and Media References: Not Applicable

Content Outline by Lesson:

· Course Introduction

· Module 1: Using Computers

· Module 2: Using Apps and Databases

· Module 3: Using Computer Hardware

· Module 4: Using Networks

· Module 5: Security Concepts

· Course Summary

CompTIA Net - CompTIA Network+ (Exam N10-008) Syllabus

Subject Description:
With the passage of time, data networks have become more and more critical and their significance have grown over the years. Healthcare, financial, and information services which are highly confidential in nature are given a lifeline using data networks. By obtaining a CompTIA Network+ certification, you will be able to configure, troubleshoot and manage systems in order to keep your organization or the organization you work for, productive.

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. If you wish to begin your network career, then this the first step, right here! The certification is recognized by different vendors like Novell, Microsoft, Red Hat, and Cisco within their certification tracks.

If you plan to take and clear the CompTIA Network+ (Exam N10-008) exam, then this course will help you in preparing for it. However, having only a certification is not going to cut it for the competitive job market of today, you need to exhibit exceptional skills as well. This course will help you in developing the right skills set, especially when it comes to security, so that all duties can be performed diligently.

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

Performance Objectives:

- 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

Prerequisites:

- In order to be successful and clear the exam associated with this course, you must have basic knowledge and skills of using Windows end-user computer. In order to meet this requirement, you can choose from any one of the Element K courses mentioned below:
- Windows XP Professional: An Introduction
- Introduction to Personal Computers: Using Windows XP
- Microsoft® Windows® 7: Level 1
- Microsoft® Windows® 7: Level 2
- Introduction to Personal Computers: Using Windows 7

- Recommended to pass CompTIA A+ certification A Comprehensive Approach (Exams 220-901 and 220-902), or equivalent knowledge, with 6 - 9 months experience in networking.

Required Textbooks: Published by CHOICE, August 23,2016.
Logical Operations, CompTIA Network+ (Exam N10-008)

Instructional Methods: 1. Lecture 2. Laboratory

Maximum Student: Instructor Ratio: 18 : 1

Materials and Media References: Not Applicable

Content Outline by Lesson:

Lesson 1: Network Theory
- Topic A: Network Types
- Topic B: Network Standards and the OSI Model
- Topic C: Data Transmission Methods

Lesson 2: Bounded Network Media
- Topic A: Copper Media
- Topic B: Fiber Optic Media
- Topic C: Bounded Network Media Installation

Lesson 3: Unbounded Network Media
- Topic A: Wireless Networking
- Topic B: Wireless Network Devices and Components
- Topic C: Implement Wireless Technology
- Topic D: Internet of Things

Lesson 4: Network Implementations
- Topic A: Physical Network Topologies
- Topic B: Logical Network Topologies
- Topic C: Ethernet Networks
- Topic D: Network Devices

Lesson 5: TCP/IP Addressing and Data Delivery
- Topic A: The TCP/IP Protocol Suite
- Topic B: IPv4 Addressing
- Topic C: Default IP Addressing Schemes
- Topic D: Create Custom IP Addressing Schemes
- Topic E: IPv6 Addressing

Lesson 6: Routing and Switching
- Topic A: Switching
- Topic B: Network Packet Routing
- Topic C: Static and Dynamic IP Routing
- Topic D: VLANs

Lesson 7: TCP/IP Implementation
- Topic A: Configure IP Addresses
- Topic B: Naming Services
- Topic C: TCP/IP Utilities
- Topic D: Common TCP/IP Protocols

Lesson 8: Network Security Analysis
- Topic A: Introduction to Network Security
- Topic B: Network Security Policies

- Topic C: Physical Security
- Topic D: Common Network Attacks

Lesson 9: Network Security Implementation

- Topic A: Authentication
- Topic B: Access Control
- Topic C: Port, Service, and Protocol Security
- Topic D: Wireless Network Security
- Topic E: Patches and Updates
- Topic F: Mitigation Techniques

Lesson 10: WAN Infrastructure

- Topic A: WAN Basics
- Topic B: WAN Connectivity Methods
- Topic C: WAN Transmission Technologies
- Topic D: VoIP

Lesson 11: Cloud and Virtualization Techniques

- Topic A: Virtualization Technologies
- Topic B: Network Storage Technologies
- Topic C: Cloud Computing

Lesson 12: Remote Networking

- Topic A: Remote Network Architectures
- Topic B: Remote Access Network Implementations
- Topic C: Virtual Private Networking

Lesson 13: Network Management

- Topic A: Monitor Networks
- Topic B: Document the Network
- Topic C: Establish Baselines
- Topic D: Optimize Network Performance
- Topic E: Ensure Business Continuity

Lesson 14: Troubleshooting Network Issues

- Topic A: Network Troubleshooting Methodology
- Topic B: Network Troubleshooting Tools
- Topic C: Troubleshoot Wired Connectivity and Performance Issues
- Topic D: Troubleshoot Wireless Connectivity and Performance Issues
- Topic E: Troubleshoot Network Service Issues

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.

CompTIA Sec-SY0-601 - CompTIA Security+ (Exam SY0-601) Syllabus

Subject Description:
Our 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 (SY0-601). Our Classroom and Classroom Live courses utilize official CompTIA courseware and labs. Objective coverage is marked throughout the course.

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

Performance Objectives:
With the help of this course, you will be able to deploy information security across varying contexts. Once the course is complete, it will allow you to:

- 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

Prerequisites:

- In order to be successful in this course, all students should have basic knowledge of Windows and know how to use it, along with an understanding of networking and computer concepts.

Required Textbooks: Published by CompTia, 2020.
CompTIA Security+ SY0-601 Certification Study Guide

Instructional Methods: 1. Lecture 2. Laboratory

Maximum Student: Instructor Ratio: 18 : 1

Materials and Media References: Not Applicable

Content Outline by Lesson:

Lesson 1: Comparing Security Roles and Controls

- Topic 1A: Compare and Contrast Information Security Roles
- Topic 1B: Compare and Contrast Security Control and Framework Types

Lesson 2: Explaining Threat Actors and Threat Intelligence

- Topic 2A: Explain Threat Actor Types and Attack Vectors

Lesson 3: Performing Security Assessments

- Topic 3A: Assess Organizational Security with Network Reconnaissance Tools
- Topic 3B: Explain Security Concerns with General Vulnerability Types
- Topic 3C: Summarize Vulnerability Scanning Techniques
- Topic 3D: Explain Penetration Testing Concepts

Lesson 4: Identifying Social Engineering and Malware

- Topic 4A: Compare and Contrast Social Engineering Techniques
- Topic 4B: Analyze Indicators of Malware-Based Attacks

Lesson 5: Summarizing Basic Cryptographic Concepts

- Topic 5A: Compare and Contrast Cryptographic Ciphers
- Topic 5B: Summarize Cryptographic Modes of Operation
- Topic 5C: Summarize Cryptographic Use Cases and Weaknesses
- Topic 5D: Summarize Other Cryptographic Technologies

Lesson 6: Implementing Public Key Infrastructure

- Topic 6A: Implement Certificates and Certificate Authorities
- Topic 6B: Implement PKI Management

Lesson 7: Implementing Authentication Controls

- Topic 7A: Summarize Authentication Design Concepts
- Topic 7B: Implement Knowledge-Based Authentication
- Topic 7C: Implement Authentication Technologies
- Topic 7D: Summarize Biometrics Authentication Concepts

Lesson 8: Implementing Identity and Account Management Controls

- Topic 8A: Implement Identity and Account Types
- Exam objectives covered:
- Topic 8B: Implement Account Policies
- Topic 8C: Implement Authorization Solutions
- Topic 8D: Explain the Importance of Personnel Policies

Lesson 9: Implementing Secure Network Designs

- Topic 9A: Implement Secure Network Designs
- Topic 9B: Implement Secure Switching and Routing
- Topic 9C: Implement Secure Wireless Infrastructure
- Topic 9D: Implement Load Balancers

Lesson 10: Implementing Network Security Appliances

- Topic 10A: Implement Firewalls and Proxy Servers
- Topic 10B: Implement Network Security Monitoring
- Topic 10C: Summarize the Use of SIEM

Lesson 11: Implementing Secure Network Protocols

- Topic 11A: Implement Secure Network Operations Protocols
- Topic 11B: Implement Secure Application Protocols
- Topic 11C: Implement Secure Remote Access Protocols

Lesson 12: Implementing Host Security Solutions

- Topic 12A: Implement Secure Firmware
- Topic 12B: Implement Endpoint Security
- Topic 12C: Explain Embedded System Security Implications

Lesson 13: Implementing Secure Mobile Solutions

- Topic 13A: Implement Mobile Device Management

- Topic 13B: Implement Secure Mobile Device Connections

Lesson 14: Summarizing Secure Application Concepts

- Topic 14A: Analyze Indicators of Application Attacks
- Topic 14B: Analyze Indicators of Web Application Attacks
- Topic 14C: Summarize Secure Coding Practices
- Topic 14D: Implement Secure Script Environments
- Topic 14E: Summarize Deployment and Automation Concepts

Lesson 15: Implementing Secure Cloud Solutions

- Topic 15A: Summarize Secure Cloud and Virtualization Services
- Topic 15B: Apply Cloud Security Solutions
- Topic 15C: Summarize Infrastructure as Code Concepts

Lesson 16: Explaining Data Privacy and Protection Concepts

- Topic 16A: Explain Privacy and Data Sensitivity Concepts
- Topic 16B: Explain Privacy and Data Protection Controls

Lesson 17: Performing Incident Response

- Topic 17A: Summarize Incident Response Procedures
- Topic 17B: Utilize Appropriate Data Sources for Incident Response
- Topic 17C: Apply Mitigation Controls

Lesson 18: Explaining Digital Forensics

- Topic 18A: Explain Key Aspects of Digital Forensics Documentation
- Topic 18B: Explain Key Aspects of Digital Forensics Evidence Acquisition

Lesson 19: Summarizing Risk Management Concepts

- Topic 19A: Explain Risk Management Processes and Concepts

Lesson 20: Implementing Cybersecurity Resilience

- Topic 20A: Implement Redundancy Strategies
- Topic 20B: Implement Backup Strategies
- Topic 20C: Implement Cybersecurity Resiliency Strategies

Lesson 21: Explaining Physical Security

- Topic 21A: Explain the Importance of Physical Site Security Controls
- Topic 21B: Explain the Importance of Physical Host Security Controls

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.

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

**Total Program Charges (Inclusive of registration, STRF Fee, 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 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 Science and Analytics 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.

Description:
The data science and analytics bootcamp is a job-ready training that truly masters you in the data science field. The field of data science is quite dynamic, and the required skills are changing quite rapidly. Companies like Apple, Walmart, Amazon, Exxon Mobil and a lot more besides are looking for professionals to help them strengthen their capacities in diversified data analytics tools and coding languages. The Bootcamp program is rigorous and packed with challenges covering concepts, theories, projects & live coaching sessions. Students will be prepared to work as data analysists or data scientists.

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:

Students will learn how to harness the following technologies to perform and present data analytics:

- Transact-SQL
- Excel
- Power BI
- Data Visualization
- Python
- R Programming
- Machine Learning
- Spark
- Azure HDInsight
- Predictive Analytics

Course Outline:

CIP Number: 11.1003

Code	Course	Lecture	Lab	Total Hours
DSABC	Data Science and Analytics Bootcamp	520	104	624
Total Hours		520	104	624
* 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*:	**$7,900.00**

**Total Program Charges (Inclusive of registration, STRF Fee, tuition fee, exam cost, curriculum book)*

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

The approximate time required to complete this course is 28 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 and End 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.

Cohort start dates are listed below.

Cohort Start and End Date: 2/20/2023 - 9/4/2023

Cohort Start and End Date: 4/17/2023 - 10/30/2023

Cohort Start and End Date: 6/19/2023 - 1/22/2024

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

DSABC - Data Science and Analytics Bootcamp Syllabus

Subject Description:
The data science and analytics bootcamp is a job-ready training that truly masters you in the data science field. The Bootcamp program is rigorous and packed with challenges covering concepts, theories and projects. You will also have access to Coaching Sessions, conducted by industry experts, allowing you to excel in the course of this bootcamp.

This is a program in which students are expected to spend 15 to 25 hours a week to master the material. Graduates of this program will learn critical skills for data analytics related jobs.

Subject Hours:
Lecture- 520 / Lab- 104 / Total- 624

Performance Objectives:
Students will learn how to harness the following technologies to perform and present data analytics:

- Transact-SQL
- Excel
- Power BI
- Data Visualization
- Python
- R Programming
- Machine Learning
- Spark
- Azure HDInsight
- Predictive Analytics

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.

Required Textbooks:
None

Instructional Methods:
1. Lecture 2. Laboratory

Maximum Student: Instructor Ratio:
18 : 1

Materials and Media References:
Customized online curriculum including official courseware from Microsoft

Content Outline by Lesson:

1. Introduction to Data Science and Analytics
2. Introduction to Mathematics for Data Science
3. Analyzing and Visualizing Data with Microsoft Office 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

17. Microsoft Azure Fundamentals (AZ-900)
18. Azure Data Fundamentals (DP-900)
19. Azure Data Scientist (DP-100)

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.

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 History of Dentistry The Professional Dental Assistant The Dental Healthcare Team Dental Ethics Dentistry and the Law	8
Module 2: Sciences in Dentistry General Anatomy General Physiology Oral Embryology and Histology- Module 1, Lesson 1 and Lesson 2 Head and Neck Anatomy- Module 2, Lesson 1, 2, 3, 4 Landmarks of the Face and Oral Cavity- Overview of the Dentitions- Module 3, Lesson 1, Tooth Morphology	10
Module 3: Oral Health and Prevention of Dental Disease Dental Caries Periodontal Disease Preventive Dentistry Nutrition Oral Pathology	10
Module 4: Infection Prevention in Dentistry Microbiology Disease Transmission and Infection Prevention Principles and Techniques of Disinfection Principles and Techniques of Instrument Processing and Sterilization	12
Module 5: Occupational Health and Safety Regulatory and Advisory Agencies Chemical and Waste Management Dental Unit Waterlines	10

Ergonomics	
Module 6: Patient Information and Assessment The Patient's Dental Record Vital Signs Oral Diagnosis and Treatment Planning The Special Needs and Medically Compromised Patient Principles of Pharmacology Assisting in a Medical Emergency	12
Module 7: Foundation of Clinical Dentistry The Dental Office Delivering Dental Care Dental Hand Instruments Dental Handpieces and Accessories Moisture Control Anesthesia and Pain Control	12
Module 8: Radiographic Imaging Foundations of Radiography, Radiographic Equipment, and Radiation Safety Digital Imaging, Dental Film, and Processing Radiographs Legal Issues, Quality Assurance, and Infection Prevention Intraoral Imaging Extraoral Imaging	12
Module 9: Dental Materials 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 General Dentistry Matrix Systems for Restorative Dentistry Fixed Prosthodontics Provisional Coverage Removable Prosthodontics Dental Implants Endodontics Periodontics Oral and Maxillofacial Surgery Pediatric Dentistry Coronal Polishing Dental Sealants	12

Orthodontics	
Module 11: Dental Administration and Communication Skills Communication in the Dental Office Business Operating Systems Financial Management in the Dental Office: Module 42 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**

**Total Program Charges (Inclusive of registration, STRF Fee, tuition fee, exam cost, curriculum book)*

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

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		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**

**Total Program Charges (Inclusive of registration, STRF Fee, tuition fee, exam cost, curriculum book)*

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

Class Schedule: The time required to complete this course is 18 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.

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**

**Total Program Charges (Inclusive of registration, STRF Fee, 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 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 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	CompTIA A+	16	14	30
ITNP	CompTIA Net+	12	24	36
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**

**Total Program Charges (Inclusive of registration, STRF Fee, tuition fee, exam cost, curriculum book)*

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

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
2. Lab simulations

Student/Instructional Ratios: **18:1**

Materials and Media Refences: Not Applicable

Content Outline:

Week 1	CompTIA A+: Installing System Devices CompTIA A+: Troubleshooting PC Hardware CompTIA A+: Comparing Local Networking hardware CompTIA A+: Configuring Network Addressing and Internet Connections
Week 2	CompTIA A+: Supporting Network Services CompTIA A+: Summarizing Virtualization and Cloud Concepts CompTIA A+: Supporting Mobile Devices CompTIA A+: Supporting Print Devices
Week 3	CompTIA A+: Configuring Windows CompTIA A+: Managing Windows CompTIA A+: Identifying OS Types and Features CompTIA A+: Supporting Windows CompTIA A+: Managing Windows Networking
Week 4	CompTIA A+: Managing Linux and macOS 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 CompTIA Network+: Deploying Ethernet Switching CompTIA Network+: Troubleshooting Ethernet Networks
Week 7	CompTIA Network+: Explaining IPv4 Addressing CompTIA Network+: Supporting IPv4 and IPv6 Networks 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 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 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	CompTIA Net+	12	24	36
ITSNA	CompTIA Sec+	30	24	54
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**

**Total Program Charges (Inclusive of registration, STRF Fee, tuition fee, exam cost, curriculum book)*

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.

ITSNA: IT Security & Network Administrator Program Syllabus

Subject Description:

3. 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.

4. 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 CompTIA Network+: Deploying Ethernet Switching CompTIA Network+: Troubleshooting Ethernet Networks
Week 2	CompTIA Network+: Explaining IPv4 Addressing CompTIA Network+: Supporting IPv4 and IPv6 Networks 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 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 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 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 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 CompTIA Security+: Explaining Data Privacy and Protection Concepts CompTIA Security+: Performing Incident Response 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	CompTIA ITF+	9	11	20
ITSP	CompTIA A+	16	14	30
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**

**Total Program Charges (Inclusive of registration, STRF Fee, tuition fee, exam cost, curriculum book)*

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:

5. 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

6. 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 CompTIA ITF+: Using Computer Hardware
Week 2	CompTIA ITF+: Using Networks CompTIA ITF+: Security Concepts CompTIA A+: Installing Motherboards and Connectors
Week 3	CompTIA A+: Installing System Devices CompTIA A+: Troubleshooting PC Hardware CompTIA A+: Comparing Local Networking Hardware
Week 4	CompTIA A+: Configuring Network Addressing and Internet Connections CompTIA A+: Supporting Network Services
Week 5	CompTIA A+: Summarizing Virtualization and Cloud Concepts CompTIA A+: Supporting Mobile Devices
Week 6	CompTIA A+: Supporting Print Devices CompTIA A+: Configuring Windows
Week 7	CompTIA A+: Managing Windows CompTIA A+: Identifying OS Types and Features
Week 8	CompTIA A+: Supporting Windows CompTIA A+: Managing Windows Networking
Week 9	CompTIA A+: Managing Linux and macOS 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 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 Describe the current employment outlook for the medical assistant Compare and contrast the allied health professions and understand their relation to medical assisting Describe and comprehend medical assistant credentialing requirements, the process to obtain the credential and the importance of credentialing List the general responsibilities and skills of the medical assistant	12
Anatomy and Physiology List all body systems and their structures and functions Describe common diseases, symptoms, and etiologies as they apply to each system Identify diagnostic and treatment modalities as they relate to each body system Apply a system of diet and nutrition Explain the importance of diet and nutrition Educate patients regarding proper diet and nutrition guidelines Identify categories of patients that require special diets or diet modifications	18
Medical Terminology 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) Build and dissect medical terminology from roots and suffixes to understand the word element combinations Apply medical terminology for each specialty Define and use medical abbreviations when appropriate and acceptable	8
Medical Law and Ethics Follow documentation guidelines Institute federal and state guidelines when: Releasing medical records or information Entering orders in and utilizing electronic health records	12

Follow established policies when initiating or terminating medical treatment Distinguish between employer and personal liability coverage Perform risk management procedures Comply with federal, state, and local health laws and regulations as they relate to healthcare settings Define the scope of practice for the medical assistant within the state were employed Describe what procedures can and cannot be delegated to the medical assistant and by whom within various employment settings Comply with meaningful use regulations Display compliance with the Code of Ethics of the profession Demonstrate compliance with HIPAA guidelines, the ADA Amendments Act, and the Health Information Technology for Economic and Clinical Health (HITECH) Act	
Human Relations Respond appropriately to patients with abnormal behavior patterns Provide support for terminally ill patients Use empathy when communicating with terminally ill patients Identify common stages that terminally ill patients experience List organizations and support groups that can assist patients and family members of patients experiencing terminal illnesses Assist the patient in navigating issues and concerns that may arise (i.e., insurance policy information, medical bills, and physician/provider orders) Adapt care to address the developmental stages of life Analyze the effect of hereditary and environmental influences on behavior Demonstrate an understanding of the core competencies for Interprofessional Collaborative Practice i.e., values/ethics; roles/responsibilities; interprofessional communication; teamwork Partner with health care teams to attain optimal patient health outcomes Display effective interpersonal skills with patients and health care team members Demonstrate cultural awareness	26
Pharmacology Identify drug classification, usual dose, side effects, and contraindications of the top most commonly used medications Demonstrate accurate occupational math and metric conversions for proper medication administration Prescriptions Identify parts of prescriptions Identify appropriate abbreviations that are accepted in prescription writing Comply with legal aspects of creating prescriptions, including federal and state laws	12

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	
Administrative Procedures Gather and process documents Navigate electronic health records systems and practice management software Perform billing and collection procedures Process insurance claims Apply scheduling principles Maintain inventory of equipment and supplies Display professionalism through written and verbal communications Perform basic computer skills	12
Clinical Procedures Practice standard precautions and perform disinfection/ sterilization techniques Obtain vital signs, obtain patient history, and formulate chief complaint Assist provider with general/physical examination Assist provider with specialty examination, including cardiac, respiratory, OB-GYN, neurological, and gastroenterology procedures 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 Recognize and respond to medical office emergencies Teach self-examination, disease management and health promotion Identify community resources and Complementary and Alternative Medicine practices (CAM) Make adaptations for patients with special needs (psychological or physical limitations) Make adaptations to care for patients across their lifespan	30
Medical Laboratory Procedures Practice quality control Perform selected CLIA-waived tests that assist with diagnosis and treatment Urinalysis Hematology testing Chemistry testing Immunology testing Microbiology testing Kit testing Dispose of biohazardous materials Collect, label, and process specimens Perform venipuncture Perform capillary puncture	16

Perform wound collection procedures Obtain throat specimens for microbiologic testing Instruct patients in the collection of Clean-catch mid-stream urine specimens Collection of fecal specimens Collection of sputum specimens	
Career Development Perform the essential requirements for employment, such as resume writing, effective interviewing, dressing professionally, time management, and following up appropriately Demonstrate professional behavior 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**

**Total Program Charges (Inclusive of registration, STRF Fee, tuition fee, exam cost, curriculum book)*

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.

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**

**Total Program Charges (Inclusive of registration, STRF Fee, 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**

**Total Program Charges (Inclusive of registration, STRF Fee, 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 2. 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	16

Today's Healthcare The Role of the Patient Care Technician Professionalism and Work Ethics Communicating With the Healthcare Team	
THE PATIENT Understanding the Patient as a Person Patient Rights, Ethics, and Laws Body Structure and Function/Growth and Development Pain Management, Comfort, Rest, and Sleep	16
SAFETY Asepsis and Infection Control Workplace Safety and Body Mechanics Patient Safety Moving, Positioning, and Preventing Falls Basic Emergency Care	20
PATIENT ASSESSMENT Assisting With the Physical Examination Measuring and Recording Vital Signs Obtaining and Monitoring an Electrocardiogram	12
PATIENT CARE AND COMFORT Assisting With Admission and Discharge Bed Making and Hygiene Assisting With Grooming Assisting With Nutrition and Fluids Assisting With Urinary Elimination Assisting With Bowel Elimination Assisting With Oxygen Needs	30
BLOOD AND SPECIMEN COLLECTING AND TESTING Blood Collecting and Processing Specimen Collecting and Testing	8
SURGERY AND IMMOBILITY Care of the Surgical Patient Heat and Cold Applications Care of Wounds and Pressure Ulcers Rehabilitative and Restorative Care	14
SPECIAL CARE CONCERNS AND SETTINGS Care of Women and Children Caring for the Older Adult Caring for Patients with Mental Health Needs Caring for Patients with Chronic Conditions 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**

**Total Program Charges (Inclusive of registration, STRF Fee, tuition fee, exam cost, curriculum book)*

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 1. History of Medicine and Pharmacy 2. Pharmacy Law, Ethics, and Regulatory Agencies 3. Competencies, Associations, and Settings for Technicians 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 5. Dosage Forms and Routes of Administration 6. Conversions and Calculations 7. Drug Information References	12
COURSE 3 – Pharmacy Practice 8. Community Pharmacy Practice 9.1 Institutional Pharmacy Environment 9.2 Institutional Pharmacy Tech Roles 10. Additional Pharmacy Practice Settings	16
COURSE 4 – Pharmacology Operations, Safety, and Management 11.1 Bulk Repackaging 11.2 Non-Sterile Compounding 12.1 Aseptic Technique 12.2 Sterile Compounding 13.1 Pharmacy Billing 13.2 Inventory Management 14. Medication Safety and Error Prevention 15. Pharmacy Operations Management **SOFT SKILLS: Emotional Intelligence**	30
COURSE 5 - Pharmacology and Medications **16. Drug Classifications** **29. Over-the-Counter (OTC) Medications** **30. Complementary and Alternative Medicine (CAM)**	12
COURSE 6 – Therapeutic Agents in Pharmacology 17. Therapeutic Agents for the Nervous System 18. Therapeutic Agents for the Endocrine System 19. Therapeutic Agents for the Musculoskeletal System 20. Therapeutic Agents for the Cardiovascular System	36

21. Therapeutic Agents for the Respiratory System 22. Therapeutic Agents for the Gastrointestinal System 23. Therapeutic Agents for the Renal System 24. Therapeutic Agents for the Reproductive System 25. Therapeutic Agents for the Immune System 26. Therapeutic Agents for Eyes, Ears, Nose and Throat 27. Therapeutic Agents for the Dermatologic System 28. Therapeutic Agents for the Hematologic System	
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 (CPhT)				

** 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**

**Total Program Charges (Inclusive of registration, STRF Fee, tuition fee, exam cost, curriculum book)*

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.

Software Engineering 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 Bootcamp program is rigorous and packed with challenges covering concepts, theories and projects; but you will have all the help needed to navigate through the process in the form of academic counselling, mentor office hours and assessments. The Software Engineering Bootcamp will provide fully immersive learning through lecture videos, workshops & weekly projects, code-a-thons and a Capstone Final project. You will learn front-end to back-end web development programming, deep dive into databases for web projects and become an expert at various tools within the development environment. Finally, you will receive career support to build your employer facing portfolio and possible internship opportunities.

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:

- Programming Concepts
- HTML
- CSS
- JavaScript
- jQuery
- Responsive Design
- Principles of Software Engineering
- Bootstrap & WordPress
- React.js
- Git
- Python
- MySQL
- MongoDB
- Node.js
- Express.js

Program Outline:

CIP Number: 14.0903

Code	Course	Lecture	Lab	Total Hours
SEBC	Software Engineering Bootcamp	417	42	459
Total Hours		417	42	459

Associated Industry Certifications*: CompTia ITF +

** 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**

**Total Program Charges (Inclusive of registration, STRF Fee, tuition fee, exam cost, curriculum book)*

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

The approximate time required to complete this course is 23 weeks.

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.

Class Start and End Dates:

This Bootcamp Program is run with 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 and end dates are listed below:

Start Date	End Date
3/20/2023	08/28/2023
4/17/2023	9/25/2023
6/19/2023	11/27/2023
8/21/2023	2/19/2024
10/16/2023	4/15/2024

SEBC – Software Engineering Bootcamp Syllabus

Subject Description:

The Bootcamp program is rigorous and packed with challenges covering concepts, theories and projects. To help you excel in this bootcamp, you will also be given access to mentoring sessions by industry experts. Students spend approximately 16 hours weekly with on-demand online curriculum, assigned projects, and mentoring sessions. The Software Engineering Bootcamp will provide fully immersive learning through lecture videos, projects, and a Capstone Final project. You will learn front-end to back-end web development programming, deep dive into databases for web projects and software engineering concepts and become an expert at various tools within the development environment.

Subject Hours:

Lecture- 417 / Lab-42 /

Total-459 **Performance**

Objectives:

When you successfully complete the bootcamp, you will have learned the following skills:

- Programming Concepts
- HTML
- CSS
- JavaScript
- jQuery
- Responsive Design
- Principles of Software Engineering
- Bootstrap & WordPress
- React.js
- Git
- Python
- MySQL
- MongoDB
- Node.js
- Express.js

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.

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:

- Study and Learning Skills For College and University Students
- Principles of Software Engineering I: principles of engineering, software development lifecycle
- CompTIA IT Fundamentals ITF+
- Starting with Git & GitHub
- Introduction to Web Development
- Introduction to HTML and CSS
- Introduction to UX and Product Management
- Introduction to Bootstrap
- **Project 01: Basic Business or Personal Website**
- Fundamentals of Modern JavaScript - ES6 and Beyond
- Dynamic and Interactive Web Pages - Beginners JavaScript DOM
- JavaScript Async
- **Project 02: Website with a Search Engine**
- Data structures and algorithm theory
- Principles of Software Engineering III: System Design
- JavaScript Objects and OOP Programming with JavaScript
- Principles of Software Engineering II: Software design, UML
- Introduction to React
- React Router and Redux
- **Project 03: Task Management Web App**
- Scrum and Agile immersion
- Python programming fundamentals
- Learn Python Django From Scratch
- **Project 04: Python Django**
- Querying Data with SQL
- Building Functional Prototypes using Node.js
- Starting with REST API's
- **Project 05: Nodejs Express**

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

- 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/

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**

**Total Program Charges (Inclusive of registration, STRF Fee, tuition fee, exam cost, curriculum book)*

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.

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

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:

- 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): 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
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.